

Run a GenAI Workshop with your team

Exercise:

Use ChatGPT, Mistral.ai *Le Chat*, or any other GenAI chat system to assist you in running a workshop regarding GenAI.

Objective:

To learn how to effectively introduce and integrate GenAI tools like ChatGPT into your team's workflow, taking into account their level of experience with such technologies.

Exercise Part 1: Invitation

Use ChatGPT or similar to draft an email invitation for the workshop by using the prompt: "Please provide an email invitation to my team for a workshop with the title: effectively introduce and integrate GenAI tools like ChatGPT into our team's workflow, based on the level of experience with such technologies."

Exercise Part 2: Run the Workshop

Step 1: Assessing your team's experience with GenAI

1. Begin by conducting a brief survey to assess your team's familiarity and experience with GenAI tools like ChatGPT. You can ask questions such as:
 - Have you ever used a GenAI tool like ChatGPT before?
 - If yes, how frequently have you used it (occasionally, frequently, or very frequently)?
 - What tasks or projects have you used GenAI for in the past?
 - How comfortable are you using GenAI tools on a scale of 1-10?
2. Analyze the survey results and categorize your team members into two groups: those with little experience (beginners) and those with much experience (advanced users).

Step 2: Tailoring GenAI integration for each group

If you have a sufficient number of people for each group, split them.

Otherwise, focus on the majority and let the other members chime in.

Give the (sub-)groups the following instructions to work on for 45 – 90 minutes (depending on size and engagement level)

3. **For beginners:**
 - a. Develop a basic training program to introduce GenAI tools like ChatGPT, focusing on getting to know their features, benefits, and potential use cases. Ask the group to come up with ideas and maybe even assist them in using GenAI tools to develop such ideas during this workshop.

- b. Create a list of simple tasks or projects that beginners can work on using GenAI, gradually increasing the complexity as they become more comfortable with the technology.
- c. Establish a support system, such as a designated GenAI expert within the team or a series of tutorials and resources, to help beginners troubleshoot issues and learn new skills.

4. For advanced users:

- a. Encourage them to share their experiences and best practices with the rest of the team, promoting a collaborative learning environment.
- b. Let them identify complex tasks or projects that can benefit from GenAI and make them define specific steps to either implement the idea or run a test project.
- c. Encourage advanced users to explore GenAI tools' new features and come up with an idea on how to assist less experienced colleagues in getting more familiar with GenAI tools.

Step 3: Define next steps and the next meeting date to report progress and share experiences – and close this workshop.