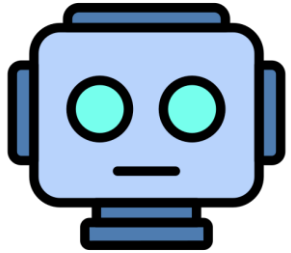# AI for Everyday Workflows

Hands-On Intro to ChatGPT + Power Automate

Objectives

Understand how AI & automation can streamline your work

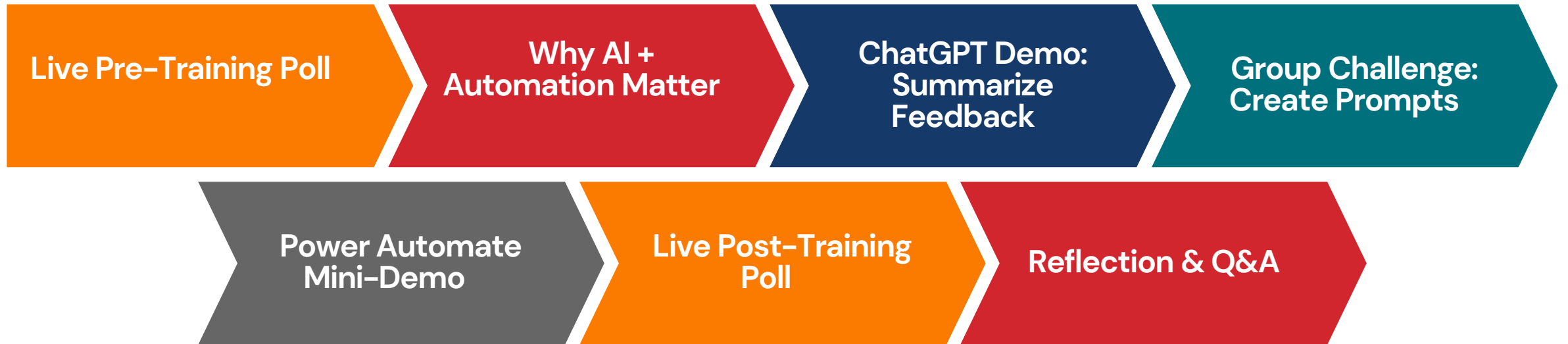
Learn to use ChatGPT for everyday tasks

Explore simple automation with Power Automate

Build confidence with hands-on practice

Agenda

Live Pre-Training Poll

Why AI + Automation Matter

ChatGPT Demo: Summarize Feedback

Group Challenge: Create Prompts

Power Automate Mini-Demo

Live Post-Training Poll

Reflection & Q&A

Live Poll

Why AI + Automation Matter

- Save time on repetitive tasks

- Focus on higher-value work

- Improve accuracy & consistency

- Work smarter, not harder

ChatGPT Demo

Task: Summarize student feedback

- Feedback is often long and scattered

- ChatGPT can quickly extract key points

- Example prompt: "Summarize this feedback for me."

Live Demo

Group Challenge Instructions

- **Work in pairs or groups of 3**

- **Create prompts for ChatGPT**
  - Draft polite email reminders
  - Summarize meeting notes
  - Generate FAQs

- **Test prompts**

- **Share your best prompt & output**

Using ChatGPT Responsibly
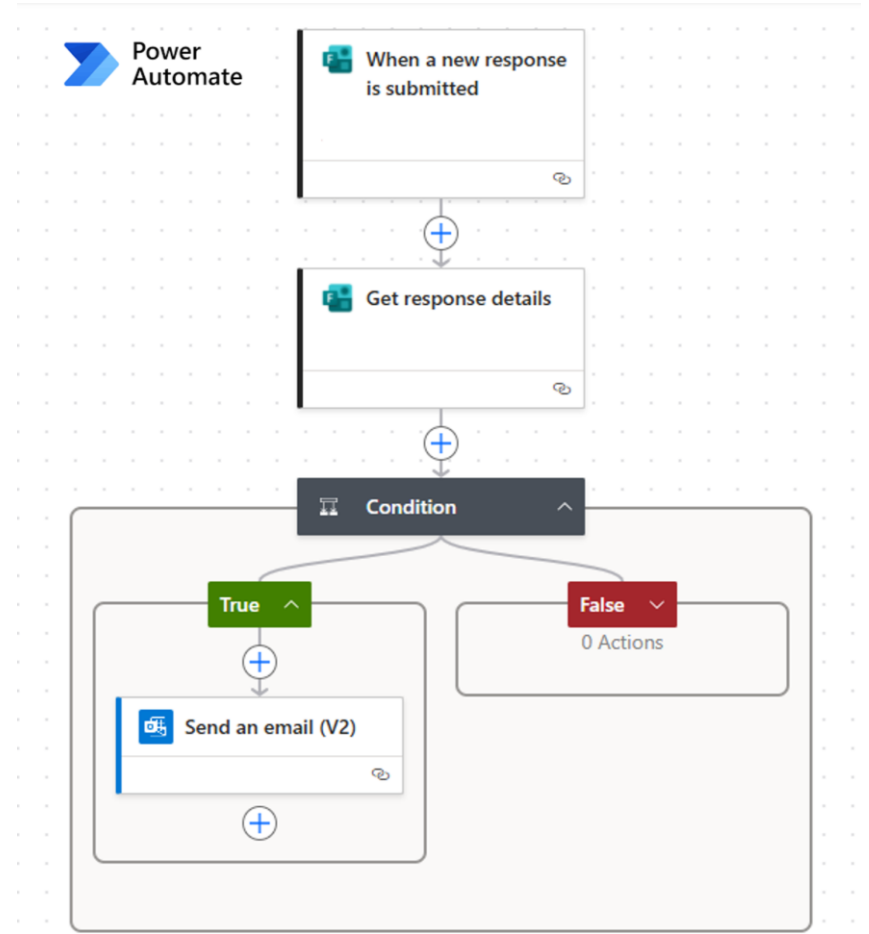
Accuracy & Caution

- AI can **hallucinate facts** or give outdated info

- Always **verify important details** before acting on them

- Use AI as a **starting point**, not the final authority

- Protect **confidential or sensitive data** — don't share private info in prompts

- Combine AI insights with **your own judgment and expertise**

Live Demo

Power Automate Mini-Demo

- **Example Flow:**

- **Trigger: New Microsoft Form response**

- **Action: Extract key response details**

- **Result: Automatically send a formatted summary via email to relevant staff**

Reflection & Next Steps

- **How will you apply AI or automation in your work?**

- **Resources**
  - ChatGPT: https://chat.openai.com
  - Power Automate tutorials: https://learn.microsoft.com/power-automate

Live Poll

Thoughts? Questions?

Go ahead, share what you're thinking!

Thank you for participating!

Let's keep innovating together!