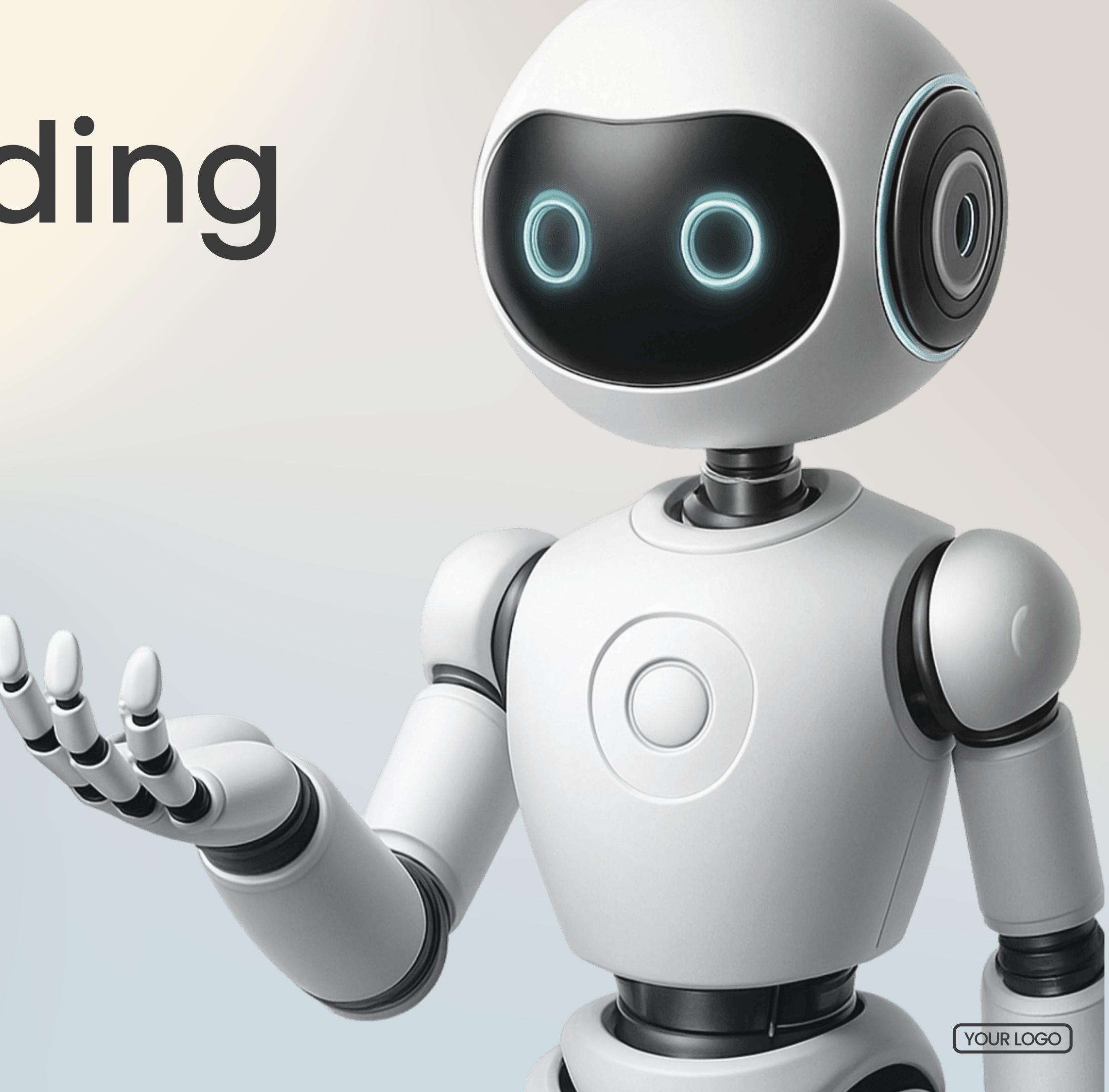


Understanding AI at Work

A practical AI training session
designed for business professionals



Riley Quinn

"Welcome Message"

Professional Background

- Please enter your text here
- Please enter your text here

Teaching Domain Expertise

- Please enter your text here
- Please enter your text here



Overview of Today's Session

- 1 Understanding Generative AI and key concepts



- 2 Real-world applications across different roles



- 3 Principles of effective prompt writing



- 4 Comparing prompt results



- 5 Hands-on practice



- 6 Guidelines for responsible AI use



Understand how Generative AI can reduce work hours.

- Please add a short description about the topic.
 - Explain the relevant details that are related to the information.
-

Identify practical ways to apply AI in your specific role.

- Please add a short description about the topic.
 - Explain the relevant details that are related to the information.
-

Learn the core principles of writing effective prompts.

- Please add a short description about the topic.
- Explain the relevant details that are related to the information.

Have you used AI before?

Encourage light participation through
hand-raising, chat responses, or stickers.

Why the way we work is rapidly changing



1

Changes in the work
environment

2

Increased
accessibility to tools

3

Demand for
productivity

Easy way to learn generative AI basics



Core definition

AI technology that generates new text, images, and ideas.

Output types

Supports various formats such as documents, images, summaries, and structured content.

Difference from traditional AI

Unlike rule-based models, generative AI can generate more creative and varied outputs.

Benefits

Helps create initial drafts quickly and expands your thinking

Prompt tip

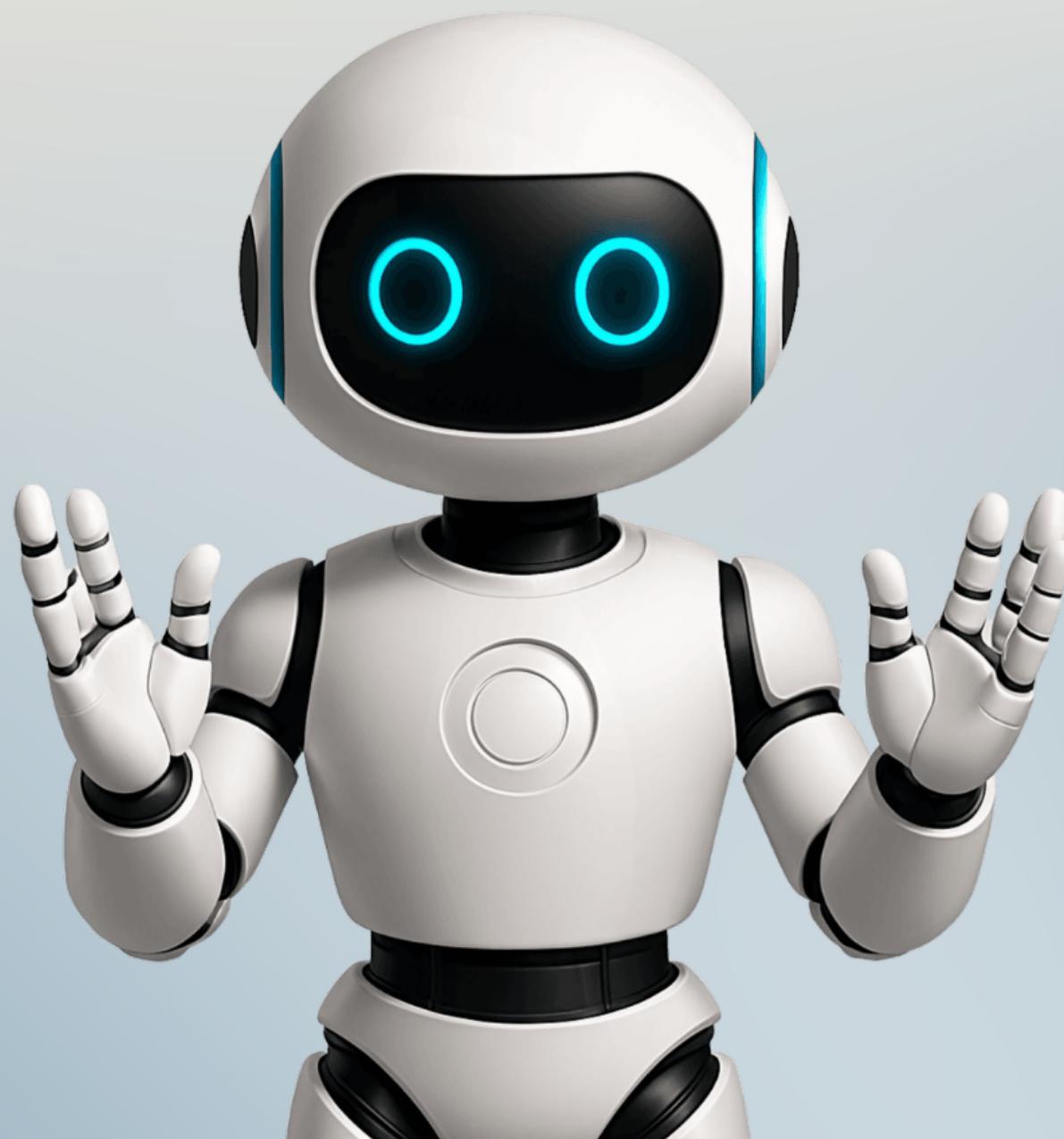
**Results are clearer
when you specify the
desired format to the AI**

Information structuring

Understand how Generative AI can reduce work hours

Image generation

Images, thumbnails,
design concepts.



Text generation

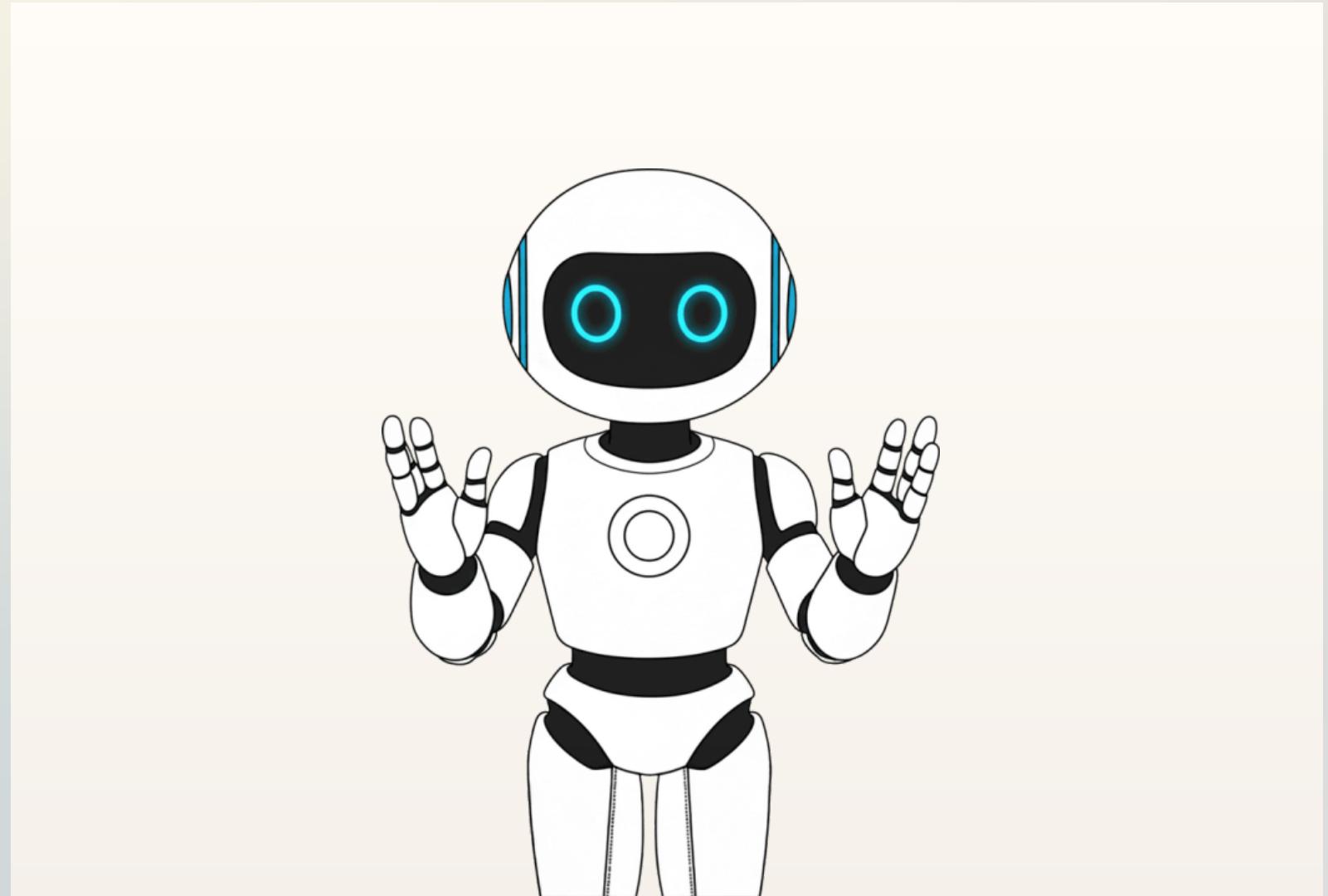
Email drafts,
report drafts.

Idea generation

Campaign ideas, content topic suggestions.

Examples of generated images

Before



After



· Please add a short description about the topic.

· Please add a short description about the topic.

Core application areas



Drafting documents

- Please add a short description about the topic.
- Explain the relevant details that are related to the information.



Summaries

- Please add a short description about the topic.
- Explain the relevant details that are related to the information.



Idea development

- Please add a short description about the topic.
- Explain the relevant details that are related to the information.

Usage tip

Explain the relevant details that are related to the information.

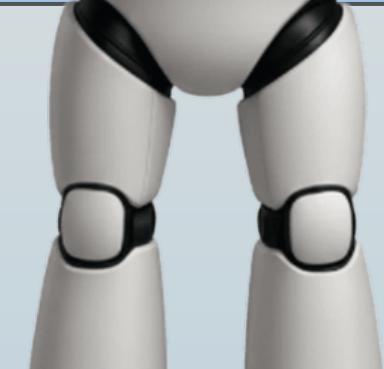
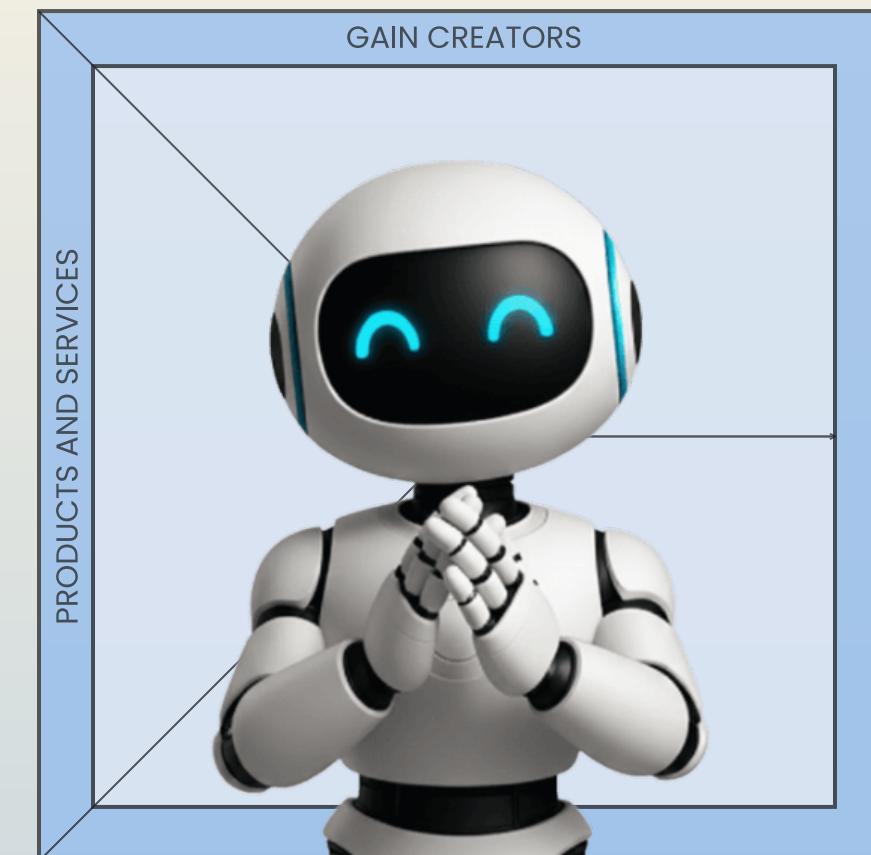
Structuring visual data

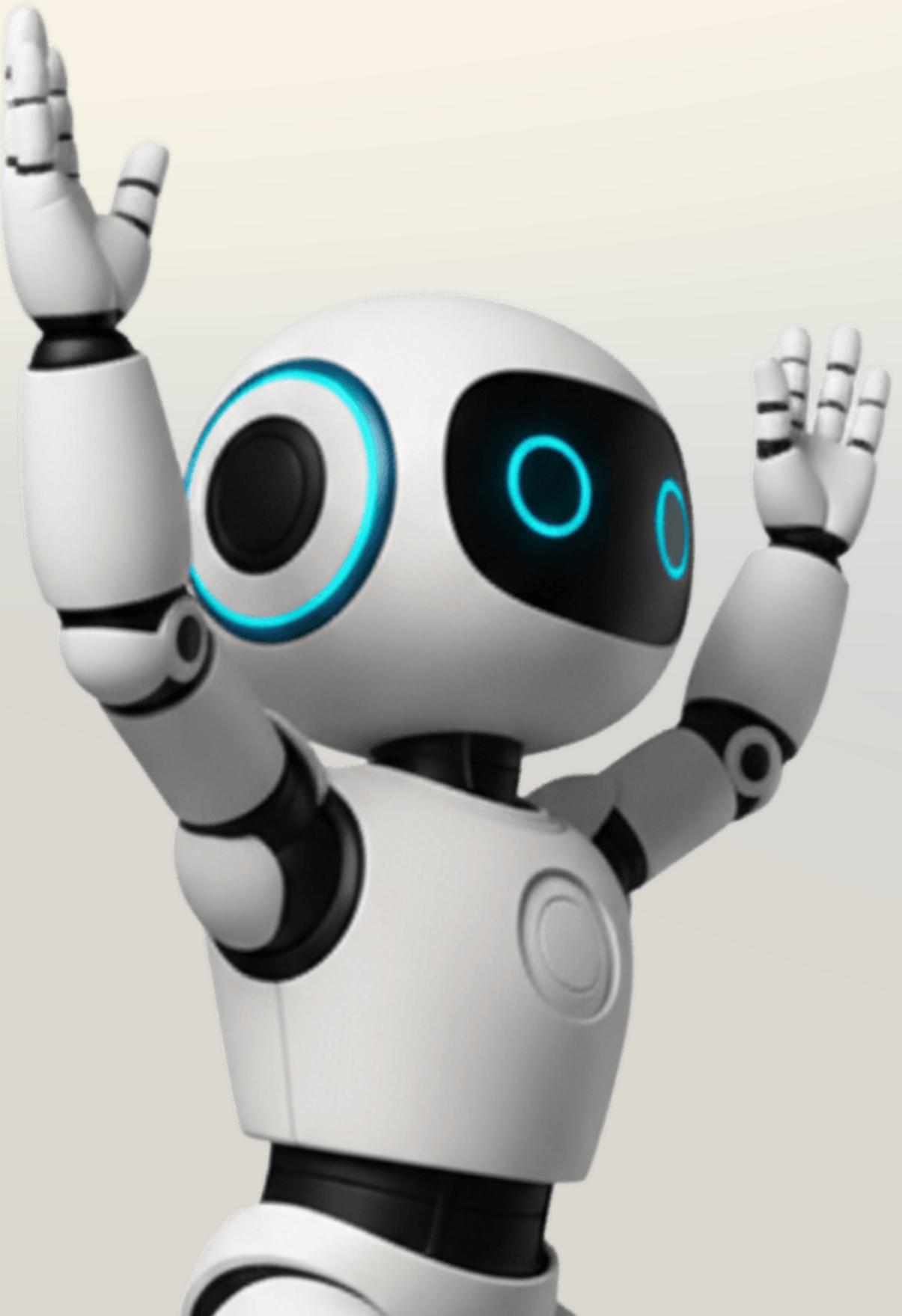
- Please add a short description about the topic.
- Explain the relevant details that are related to the information.

Usage tip

Explain the relevant details that are related to the information.

Infographics





AI increases both work speed and quality at the same time

1 Reduced document creation time

Please add a short description about the topic. Explain the relevant details that are related to the information.

2 Improved clarity

Please add a short description about the topic. Explain the relevant details that are related to the information.

3 Improved accuracy in summarization

Please add a short description about the topic. Explain the relevant details that are related to the information.

Advantages experienced in the workplace

Automation of repetitive tasks

organizing, summarizing, and drafting reduces work time.

Expanded ideation

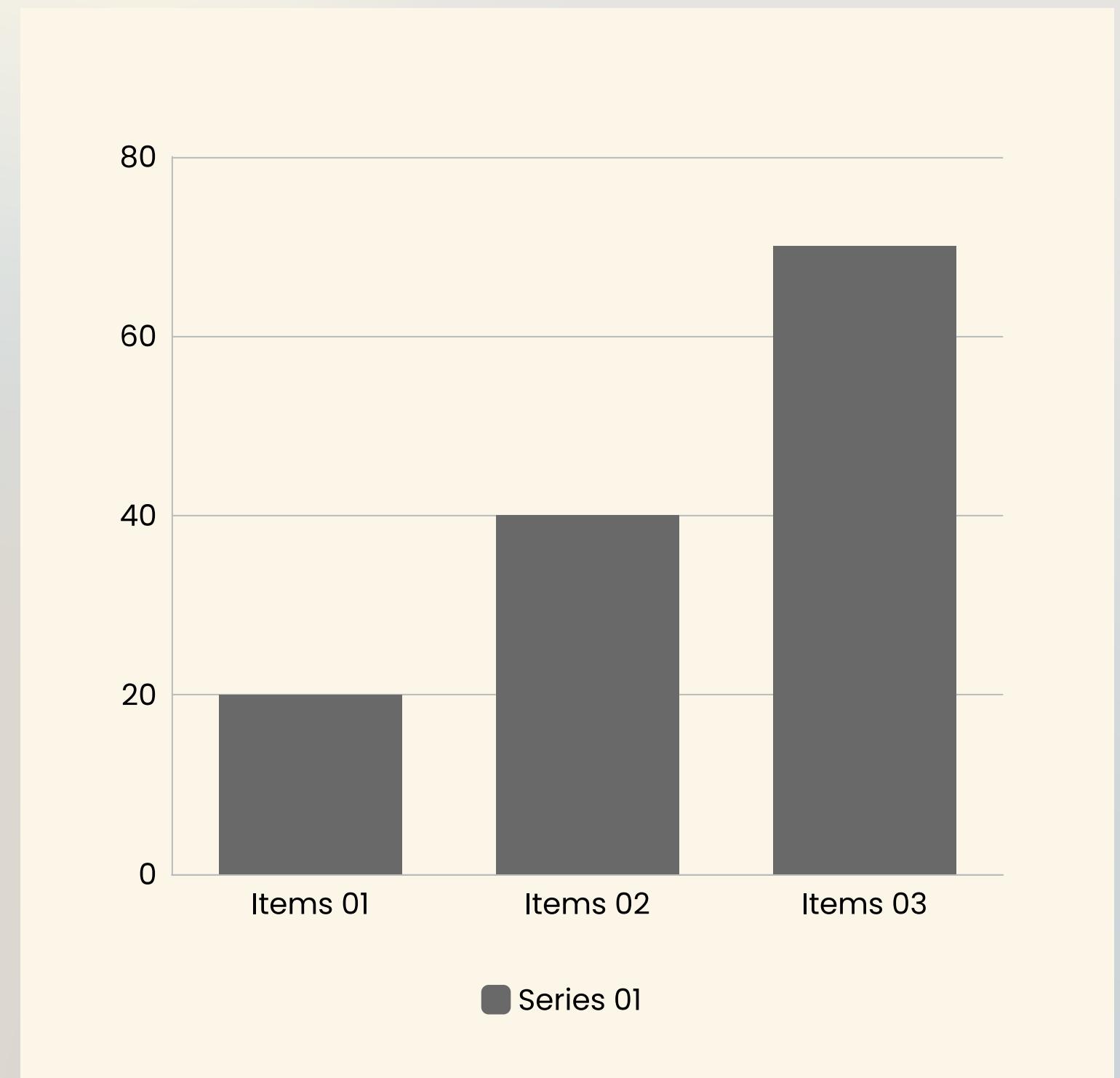
generating new perspectives and stimulating creative thinking.

Consistency in documents

tone and format remain uniform

Improved work focus

AI handles simple tasks, allowing people to focus on judgment and decision-making



How AI is used across different job functions



Marketing

Please add a short description about the topic. Add a short description here.



Sales

Please add a short description about the topic. Add a short description here.



Operations/HR

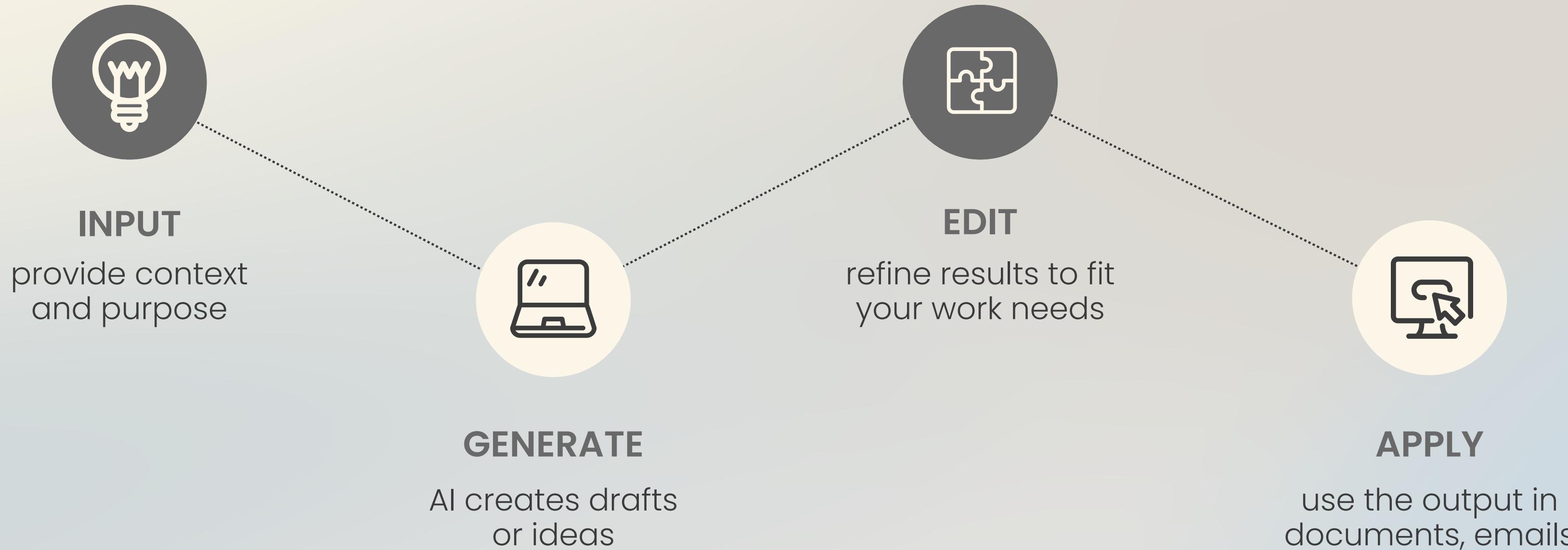
Please add a short description about the topic. Add a short description here.



Project management

Please add a short description about the topic. Add a short description here.

Steps for integrating AI into real work



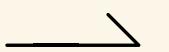
Practice 1: Prompt Writing

Create your own prompts using a basic structure

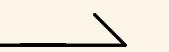
Define the role



Provide context
and purpose



Clearly describe the
desired output format



Add constraints or
preferences

Checking the effectiveness of the prompts you created



Review examples of weak prompts

"Add [more details] about your design project. Add [more details] about your design project. --here"



Review examples of improved prompts

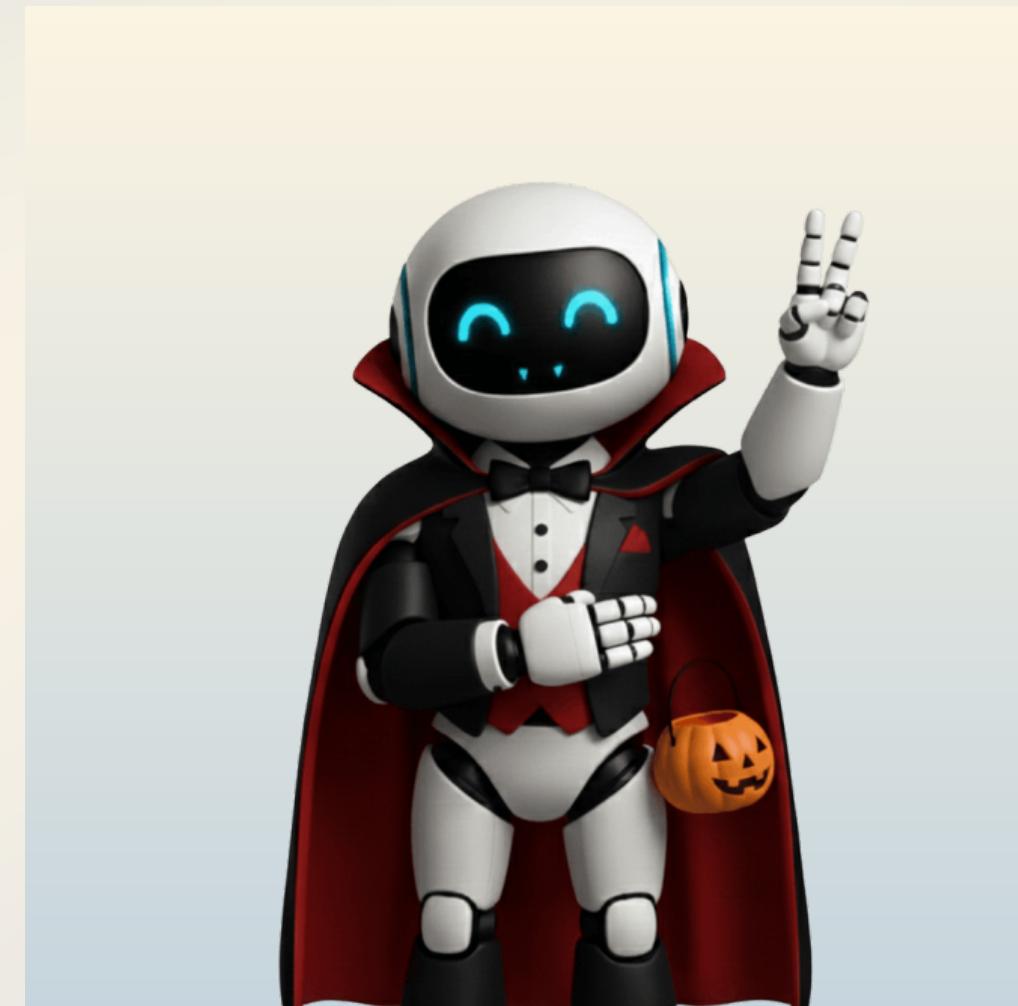
"Add [more details] about your design project. Add [more details] about your design project. Add [more details] about your design project. Add [more details] about your design project. *Add [more details] about your design project.* --here"

Viewing visual outputs generated by AI

Original



Result A



Add [more details] about your design project. --here"

Result B



Add [more details] about your design project. --here"

Add [more details] about your design project. --here"

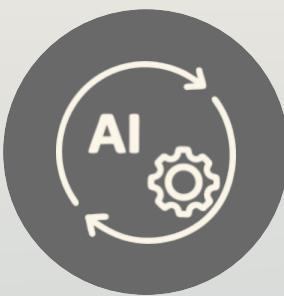
A real example of applying AI to actual work



Problem situation

Please add a short description about the topic. Add a short description here.

Please add a short description about the topic. Add a short description here.



Process of using AI

Please add a short description about the topic. Add a short description here.

Please add a short description about the topic. Add a short description here.



Final work outcome

Please add a short description about the topic. Add a short description here.

Please add a short description about the topic. Add a short description here.

1

Creating shared document drafts

Please add a short description about the topic. Add a short description here.

2

Organizing and sharing meeting notes automatically

Please add a short description about the topic. Add a short description.

3

Structuring project information

Please add a short description about the topic. Add a short description here.

4

Creating templates for repetitive requests

Please add a short description about the topic. Add a short description.

Always verify facts and results

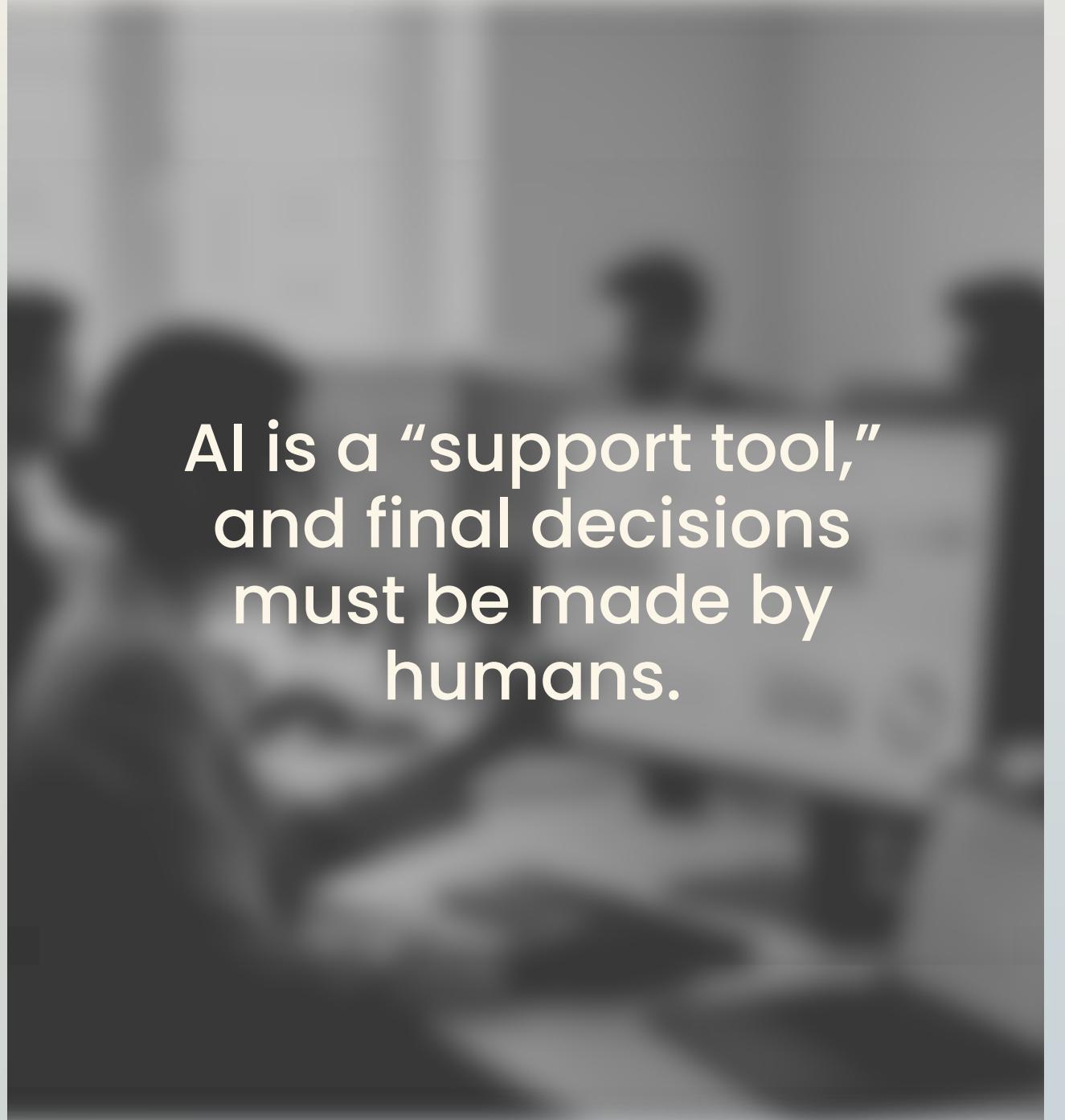
Please add a short description about the topic. Add a short description here.

Check for copyright and source attribution

Please add a short description about the topic. Add a short description here.

Clearly disclose when AI was used

Please add a short description about the topic. Add a short description here.



AI is a “support tool,”
and final decisions
must be made by
humans.

1 Conversational AI

Please add a short description about the topic.
Add a short description here.

3 Office-integrated AI

Please add a short description about the topic.
Add a short description here.

2 Search AI

Please add a short description about the topic.
Add a short description here.

4 Analysis AI

Please add a short description about the topic.
Add a short description here.

Understanding the basics of generative AI

Please add a short description about the topic. Add a short description here.

Expanding understanding through role-based examples

Please add a short description about the topic. Add a short description here.

Organizing the five key elements of a good prompt

Please add a short description about the topic. Add a short description here.



A simple task for applying what you learned

Today's keypoint

- Please add a short description about the topic.
- Explain the relevant details that are related to the information.

- 1 Rewrite one prompt
- 2 Choose one task that can be solved with AI
- 3 Share the result with teammates
- 4 Record info needed for improvement
- 5 Save the final output for the next session

Question

What is the correct term for identifying prompt components?

Try to guess the correct answer!

Weekly execution plan for applying AI in your work



Action Plan 2

Add a short description about the topic. Add a short description here.



Action Plan 1

Add a short description about the topic. Add a short description here.



Action Plan 3

Add a short description about the topic. Add a short description here.

Materials for those who want to learn more deeply

Prompt pattern reference materials

[> Reference materials Link](#)

Collections of real-world application cases

[> Reference materials Link](#)

AI learning platforms

[> Reference materials Link](#)

AI ethics and security guideline

[> Reference materials Link](#)

Checklist for continuous learning

[> Reference materials Link](#)

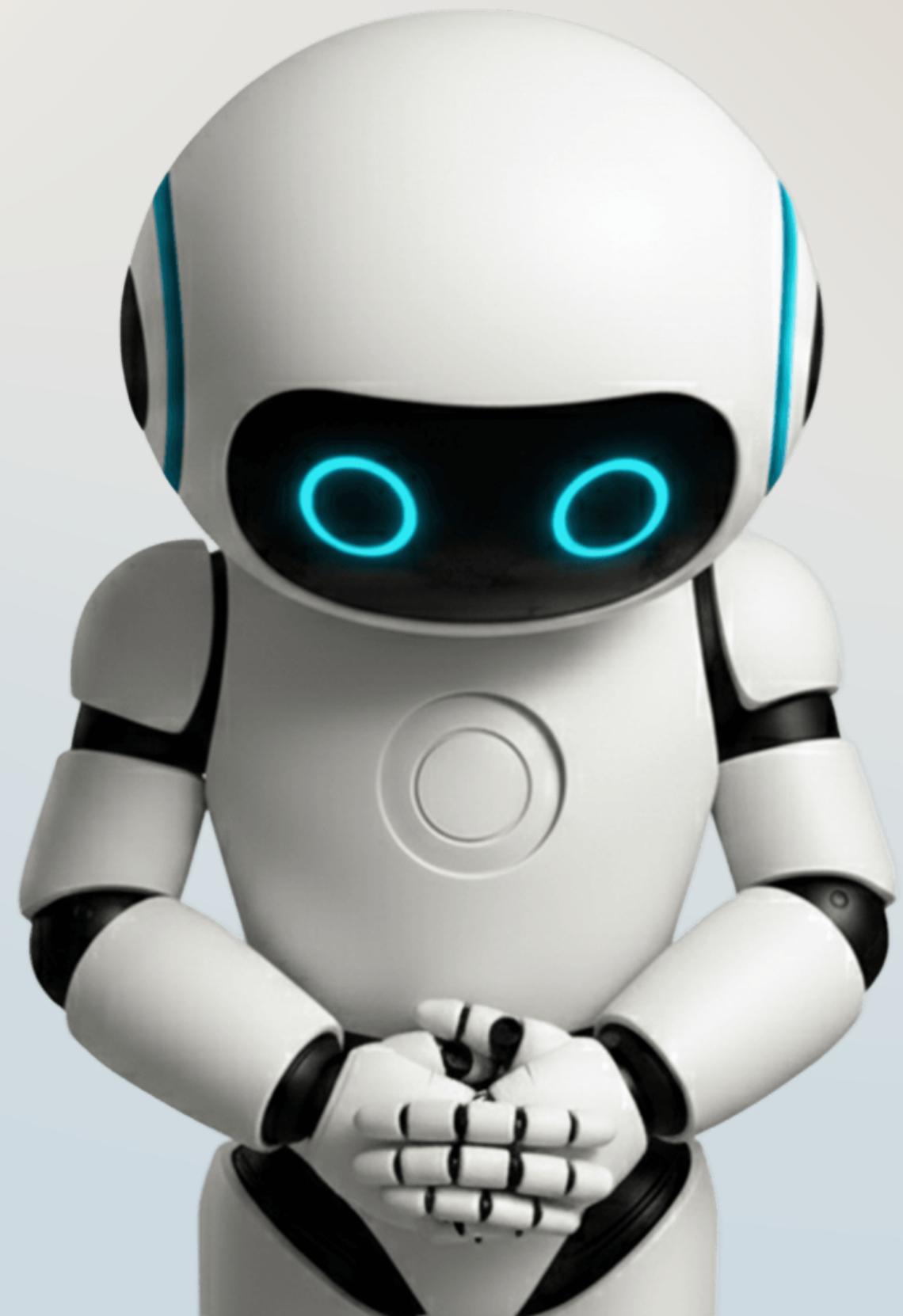
AI learning platforms

[> Reference materials Link](#)

Choose the resources you need and expand your learning!

Thank You

The AI techniques you learned today will help improve your work efficiency.



How to ask questions or reach out



Instructor
email

@youraccounthere

Follow-up
Materials Provided

www.yoursitehere.com

Contact
channel

@youraccounthere

Notices· Additional
updates

www.yoursitehere.com

Available
time

10:00 - 18:00

Next Steps

Suggestions for deeper AI utilization

Advanced prompt training > [Reference materials Link](#)

In-depth role-based case studies > [Reference materials Link](#)

Practice template downloads > [Reference materials Link](#)

Information about the next session > [Reference materials Link](#)

