



Lead with AI : Rewiring How You Work





Welcome to
Lead with AI
Rewiring How You Work
By Mastering How AI Works and Leveraging Generative AI Tools

Knowing more about your learning needs



Please say your name



What AI tools you have used before?



What AI tools/features are you looking forward to learn from this training?

We've built a special AI chatbot for today's workshop

Andy AI



bit.ly/andyai2025

- An AI ChatBot built on gptbots.ai
- You can download slides from there
- You can ask questions about our practical tasks when you are lost

Github Repo: some extra fun prompts for extra challenges

Instructions & Prompts

On Github Rep

Welcome to Lead With AI

Rewiring How You Work by Mastering How AI Works and Leveraging Generative AI Tools.

Hello! My Name is Sunny ☀️



Founder / Master Trainer at [Image Nation](#)

Part-time Lecturer at HKU Business School, HKU School of Chinese, HKUSPACE

Email: sunny.ng@imagenation.com.hk

Profile: [Sunny Ng](#)

Tools for Today

- [AndyAI](https://gptbots.ai/s/csOvpiEG) (<https://gptbots.ai/s/csOvpiEG>) - Specially-built AI Assistant for our workshop
- [Perplexity](#) - AI search engine that provides concise answers with sources.
- [DeepSeek](#) - Conversational AI for various tasks
- [Qwen](#) - Conversational AI for various tasks
- [Poe](#) - Platform to access multiple AI models in one place.
- [LMArena](#) - Compare and explore different large language models.
- [Notion AI](#) - Note-taking and productivity app with AI features.
- [Canva](#) - Graphic design platform with AI-powered tools.

bit.ly/leadwithai2025

80/20

**80% of your works on ONE
main AI Tools**

**20% of your works on other
occasional AI Tools**

Lead with AI: Rewiring How You Work (Planning Of Practical Sessions)

Course outline



Opening / Settle down (5 min)

Foundation of AI (30min)

🌈 Fun graphics generation (15 min)

1. Advanced prompt writing (45 min)

Break 1035-1045

2. AI-powered knowledge base creation (60min)

Responsible use of AI (30 min)

Q&A

Lunch 1230-1330

3. Basic Data Analysis (60min)

4. Policy Impact Simulation and Modeling (60min)

Break 1530-1545

5. AI Graphic Generation (45 min)

6. Chatbot Creation (45 min)

Q&A

AI

What is this course "Not" about?

Not saying that
AI is **perfect**

Not saying that
everything
could be **relied**
on with AI

Not about a
specific "**tool**"

Not about
advance &
complex AI
programming

Not saying that
it is **safe** to use

Not about
theory,
definitions

What this course “**is**” about?

The Strength
and limitation
of AI

The attitude
towards
using AI

The skills,
independent
from tools

Awareness
of AI

The myths
and risk
when using
AI

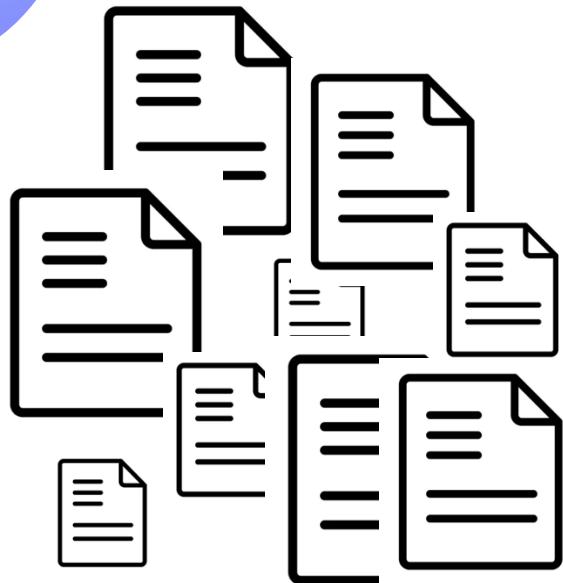
The hands
on practical
steps



In this class, we might not extensively cover data management or assess the risks associated with using data online.

Please adhere to your department's data privacy , tools, guidelines to maintain data security when handling information.

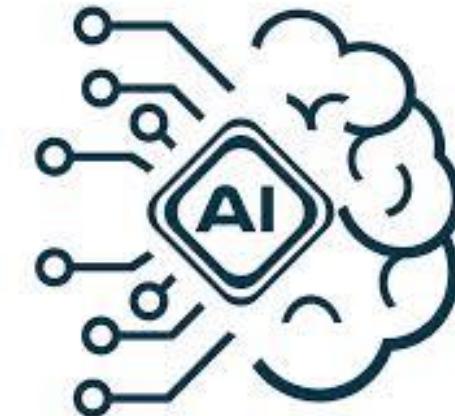
What is GenAI, LLM?



Training Data



Supervised Learning
Or
Unsupervised Learning



After training, what is produced is called a “trained model,” which is ready to make predictions, identify objects, or help with decisions in real-world tasks

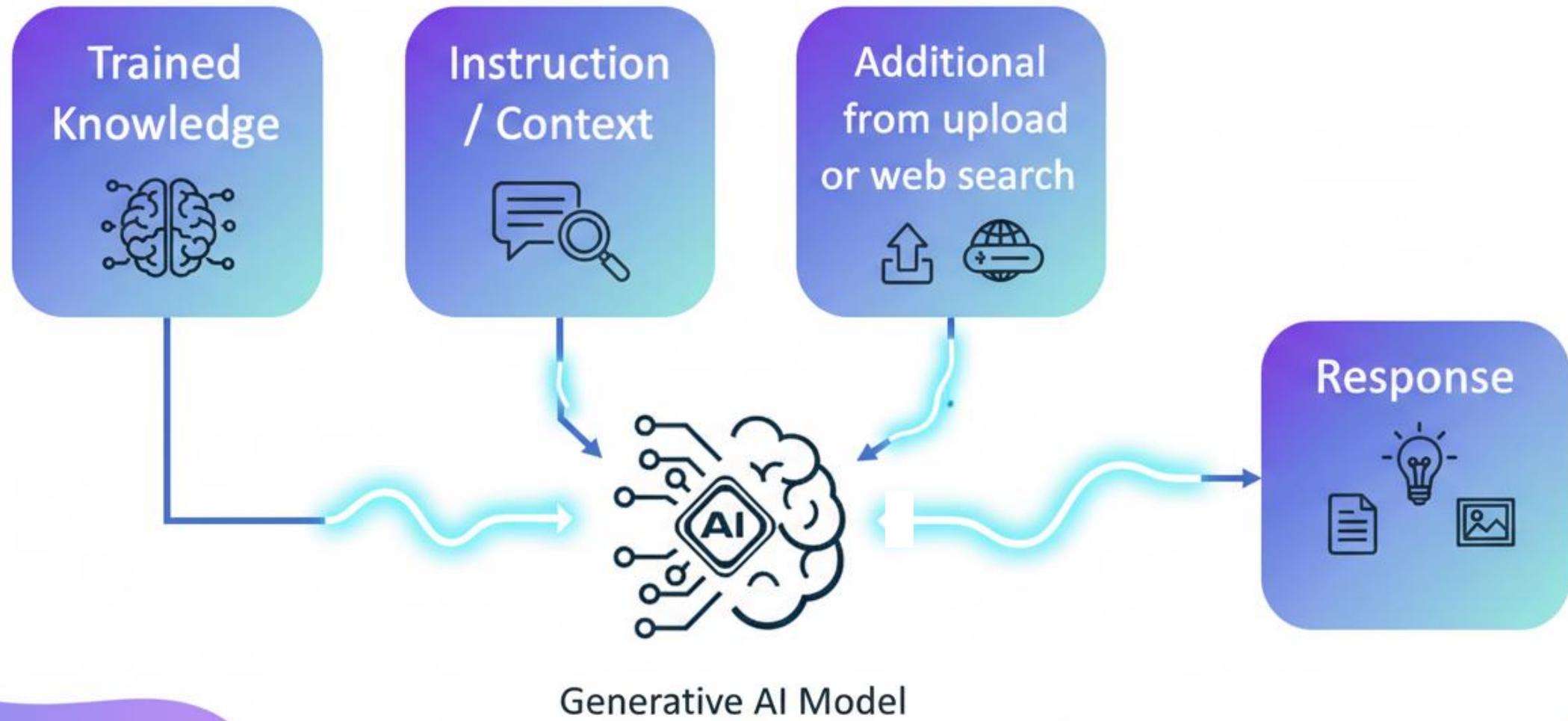
The smart intern analogy



Rule of thumb for AI

- GIGO -
Garbage in,
Garbage out
has never been
more relevant
for AI

How Generative AI Works



Agentic AI

The Generative AI Wave

Generative AI

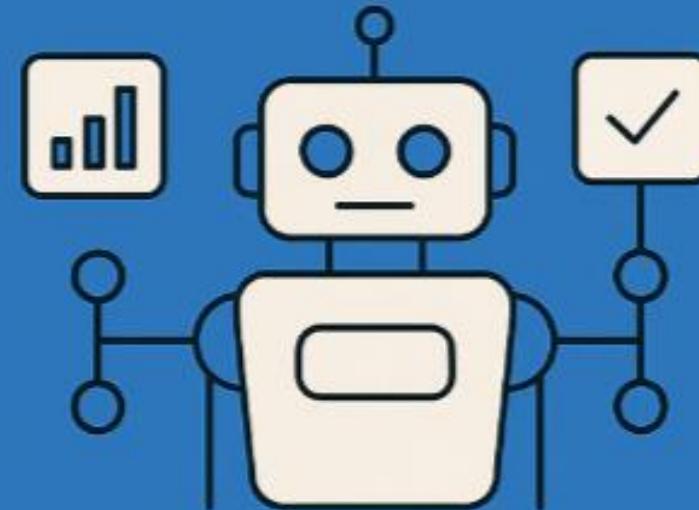
Creates content
in response to input



The Shift to Agentic AI

Agentic AI

Observes, decides, and acts
autonomously and purposefully





Agentic AI

Agentic AI goes beyond just generating information or following rules. It uses multiple specialized “AI agents” that can:

- Perceive and understand the conditions (using data and sensors)
- Reason and plan actions to best achieve objectives
- Take actions automatically, without waiting for direct instructions
- Learn and adapt, improving performance over time based on results

Examples of Real World Application

Healthcare

“

Generative models can help identify complex disease mechanisms, predict clinical outcomes, and prescribe tailored treatments for patients.

Prof. Parashkev Nachev, Professor of Neurology
at the UCL Queen Square Institute of Neurology

https://youtu.be/YHTSdd8-bnc?si=Lr5IXYhoxtpZe_LK



I Love SZ



Government services chatbot: The app features a conversational AI assistant that provides authoritative and accurate answers to government-related inquiries and guides users through official procedures.

Administrative efficiency: The chatbot helps streamline public services, such as document processing and investment project reviews, by providing quick, AI-driven support.

In Hong Kong



Hong Kong Legislative Council has adopted iFlytek's "Intelligent Hearing" (智識聽) to provide real-time subtitles for its meetings

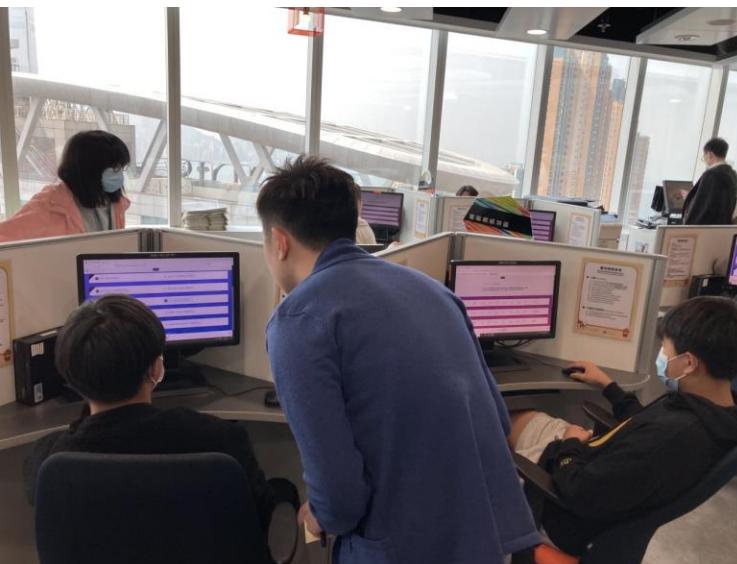
香港立法會採用科大訊飛“智識聽” 實時字幕準確率可達99%

Youth Employment Start (Y.E.S.)

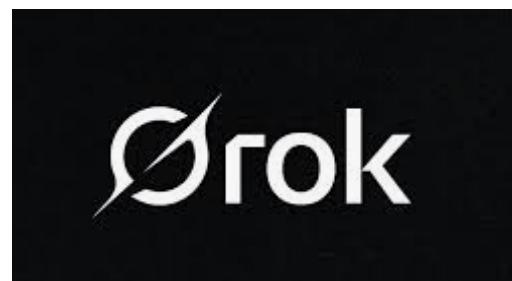
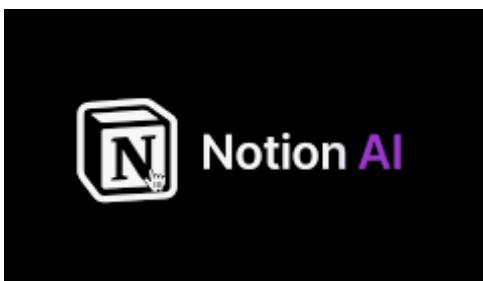


Labour Department's Youth Employment Start (Y.E.S.) program is in Hong Kong.

The "AI Mock Interview" is one of the services it provides for young people



Common Free AI tools in Hong Kong



Practical 1

Advanced Prompt Writing

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bit.ly/andyai2025

- An AI ChatBot built on gptbots.ai
- You can download slides from there
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Preparation

Have your own Google account ready, or create a new one

Open the following links in separate browser tabs

- **LM Arena:** <https://lmarena.ai/>
- **Perplexity:** <https://www.perplexity.ai/>
- **Deepseek:** <https://www.deepseek.com/> (with own Gmail account)

Let's try something Fun



Use LMArena



Imagine your favorite movie characters all gathered together in a classroom setting.

Practical 1 – Advanced Prompt Writing



Examine the factors to take into consideration when implementing a policy aimed at reducing homework for primary school students.

RICE FACT Framework

- **R**ole/Identity/Persona
 - **I**nstruction/Task/Specificity
 - **C**ontext/Explanation
 - **E**xamples
-
- **F**ormat/Layout/Detail
 - **A**ction/Goal
 - **C**onstraints
 - **T**one/Style

RICE FACT Framework

- **R**ole/Identity/Persona
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Use Perplexity

Examine the factors to take into consideration when implementing a policy aimed at reducing homework for primary school students.

Practical 1 – Advanced Prompt Writing

Structure RICE – FACT Framework:

- **R**ole/Identity/Persona
 - A policy researcher who is analyzing education policy, in Hong Kong
 - evaluate a policy idea about reducing the amount of homework
 - for primary school students in Hong Kong
 - full evaluation with e.g. risk, benefit, area to consider, etc
- **I**nstruction/Task/Specificity
- **C**ontext/Explanation
- **E**xamples

- **F**ormat/Layout/Detail
 - In point form, each point maximum 30 words
 - to support a thoughtful decision and refine the policy
 - Do not take implementation cost into consideration
 - Professional, I am going to present this in Legislative Council
- **A**ction/Goal
- **C**onstraints
- **T**one/Style

Act as a senior Hong Kong education civil servant and provide a pre-decision policy evaluation for the Legislative Council on the proposal to reduce homework for primary students to lower stress. Your evaluation must be a concise, professional brief in bullet points, with each point under 30 words, structured under the headings: Primary Benefits & Expected Outcomes, Potential Risks & Drawbacks, Key Stakeholders & Areas for Consultation, and Implementation Considerations & Metrics for Success. Explicitly exclude implementation cost analysis to provide a balanced perspective for refining the policy and supporting a thoughtful decision.

Practical 2

AI-powered knowledge base creation

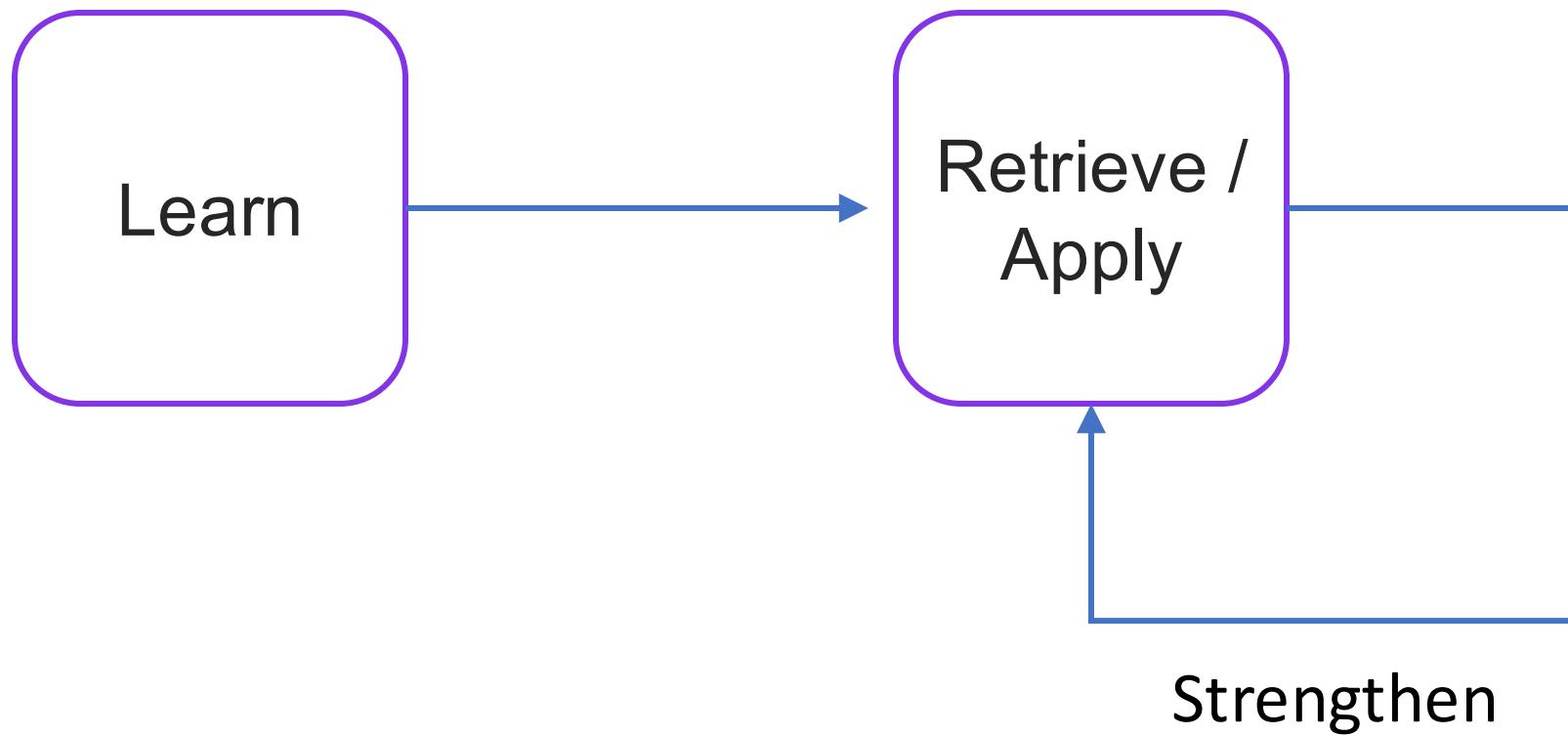
Preparation

Have your own Google account ready, or create a new one

Open the following links in separate browser tabs

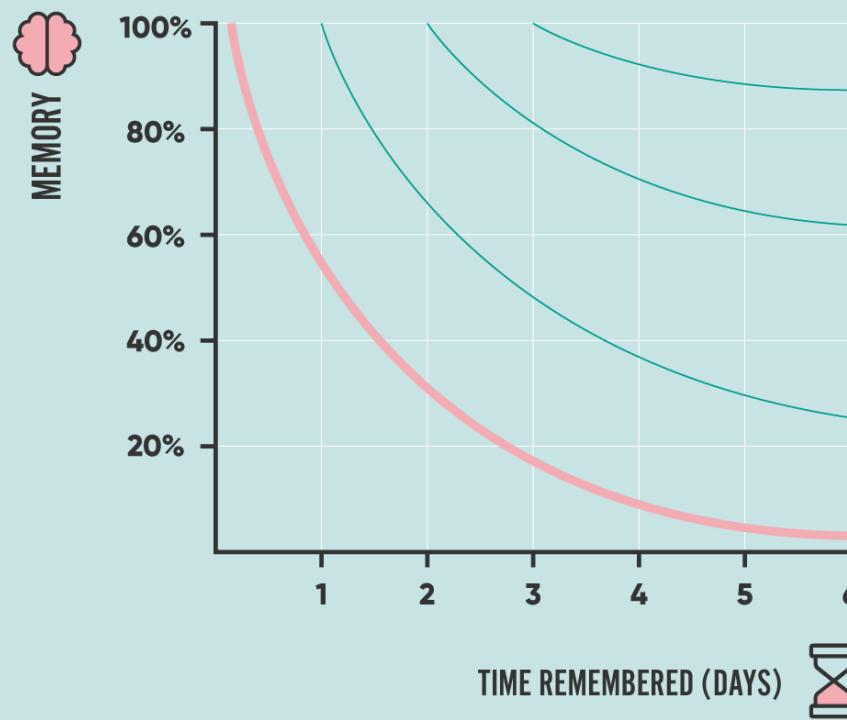
- **Perplexity:** <https://www.perplexity.ai/>
- **Notion:** <https://www.notion.com/>

Knowledge



Knowledge

THE FORGETTING CURVE



Try the basic of Notion



Step 1: try adding a page and sub page in Notion

Practical 2 – AI-powered knowledge base creation

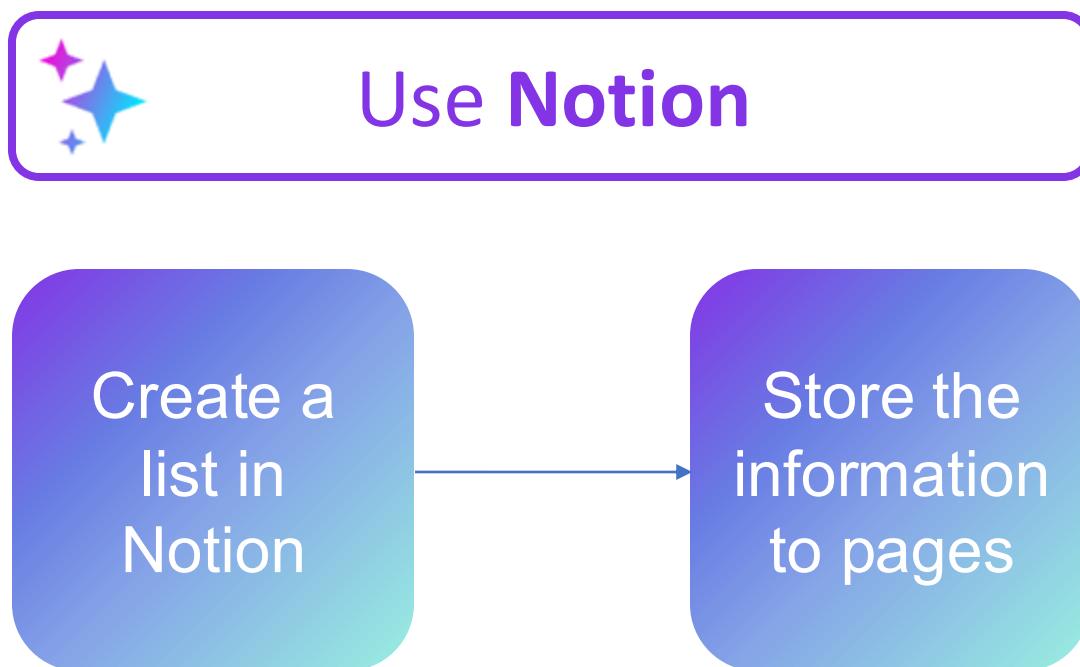
Learn about understanding the physical and mental wellness needs of elderly citizens in a community



Use Perplexity

Step 1: Explore a list of areas around the target topic for further learning

Task 2 – AI-powered knowledge base creation



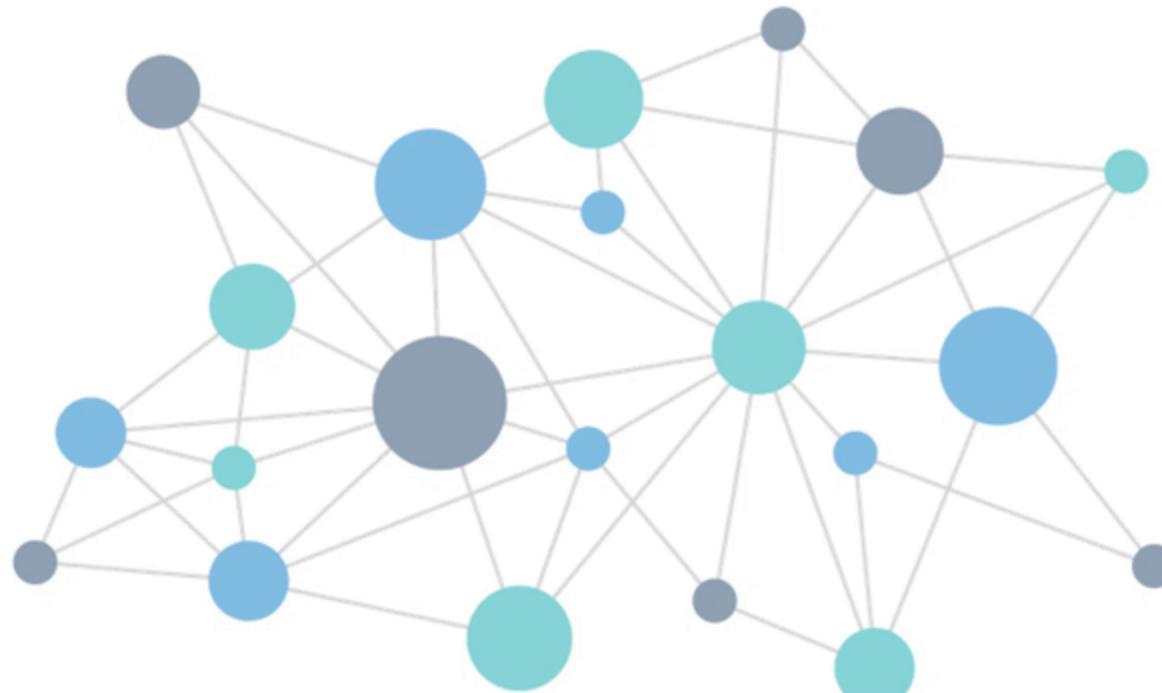
Step 2: Create a list of subjects to study and then thoroughly explore each one individually.

Practical 2 – AI-powered knowledge base creation



Use Perplexity

Step 3: Deep dive into each of the sub-areas, and then create the structure of information in the note tools



Practical 2 – AI-powered knowledge base creation

Write an article about "Elderly People Living Alone, what needs to be considered in the policy" in LegCo Paper format



Use Notion

Step 5: Retrieve information from your knowledge base

Practical 2 – AI-powered knowledge base creation

Write an article about "Elderly People Living Alone, what needs to be considered in the policy" in LegCo Paper format



Use Deepseek

Step 6: Gather the necessary information from the knowledge base and prepare a paper following the LegCo Paper format by referring to the sample file.

Responsible use of AI

Limitations of Gen AI



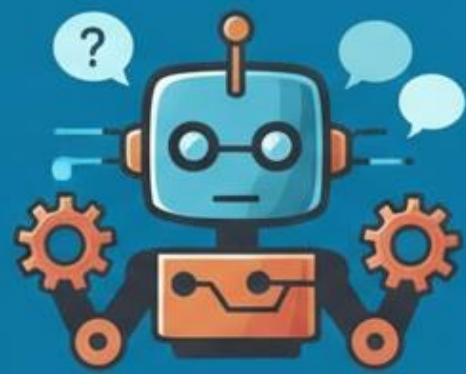
Limited by Training Data

Generative AI models are only as good as the data they're trained on, leading to potential biases and inaccuracies.



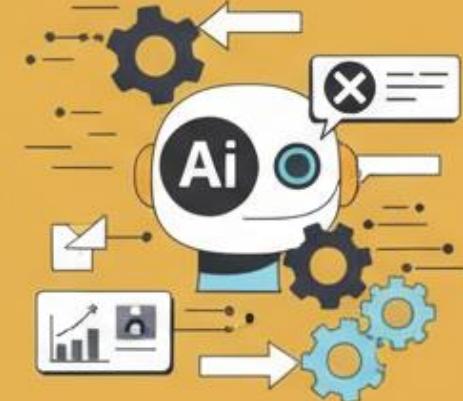
Struggling with True Creativity

While impressive, generative AI can't truly conceive entirely new ideas, but rather assemble existing ones.



Lacking Nuanced Understanding

While impressive, generative AI can't truly conceive entirely new ideas, but rather assemble existing ones.



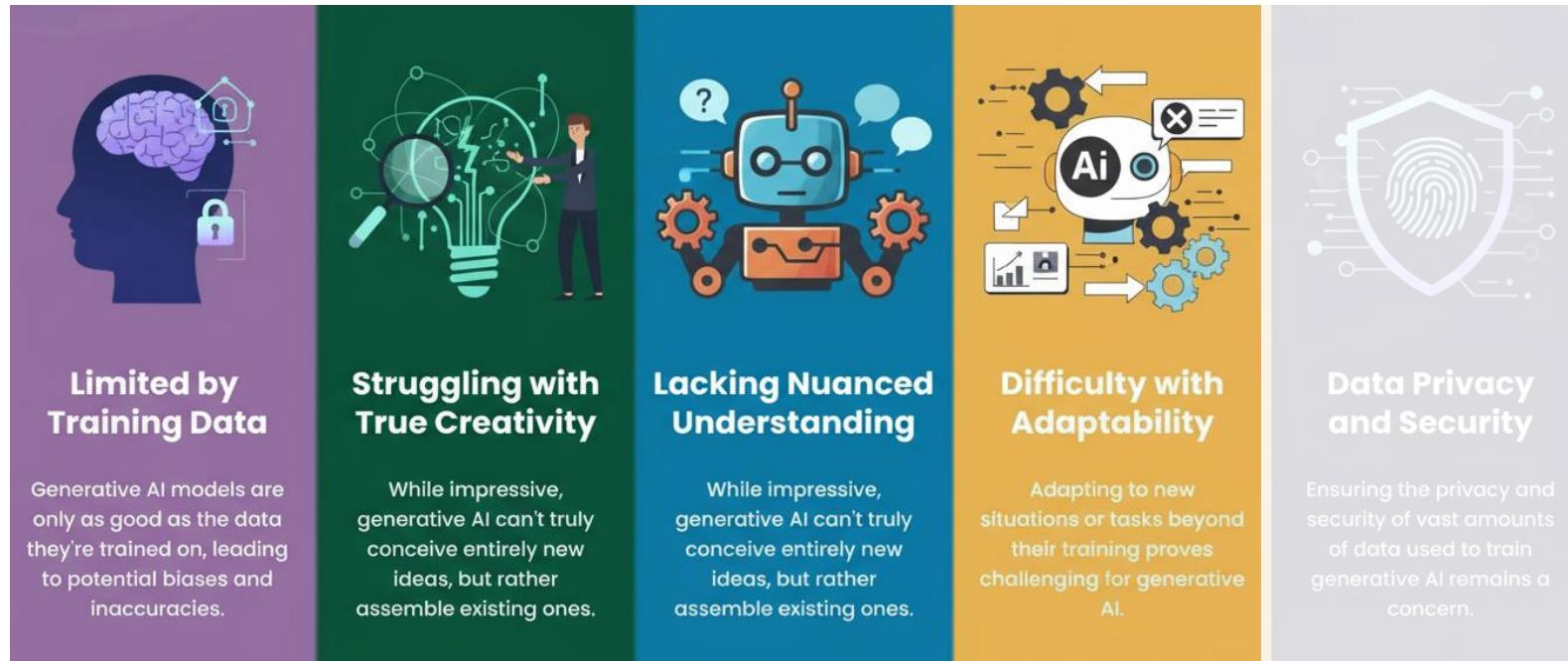
Difficulty with Adaptability

Adapting to new situations or tasks beyond their training proves challenging for generative AI.



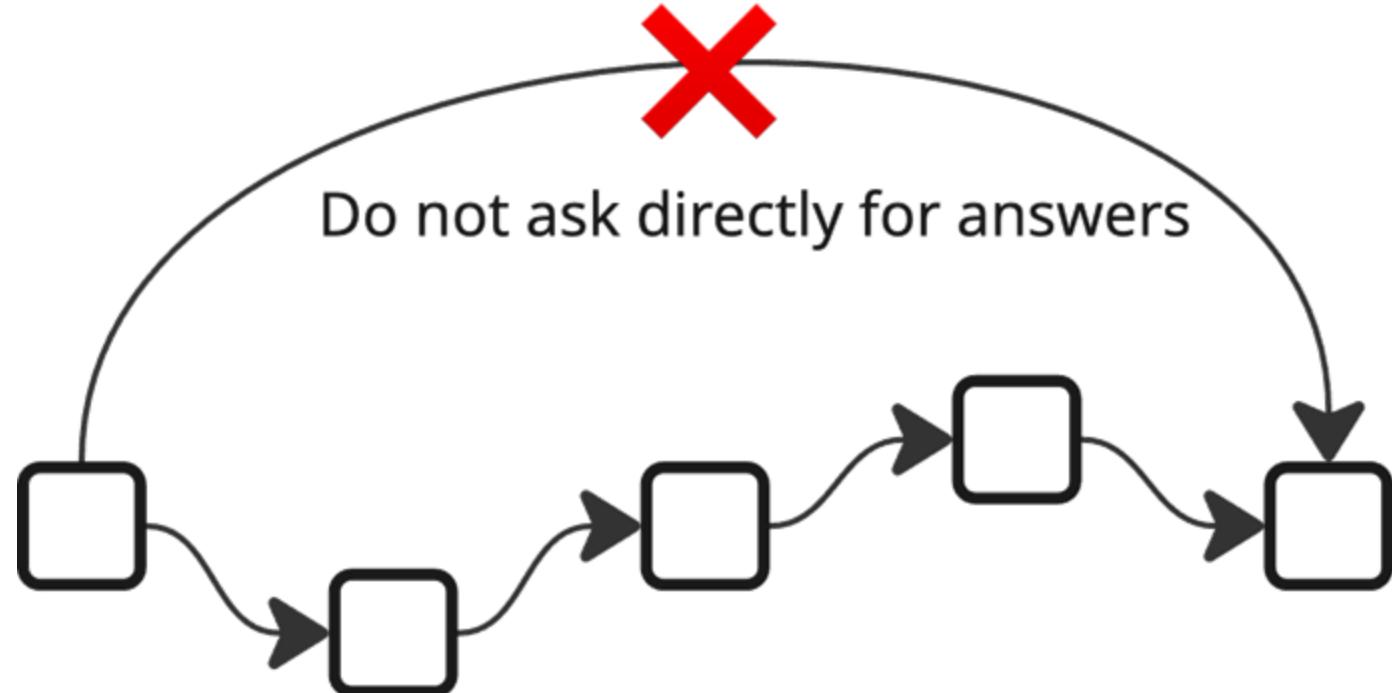
Data Privacy and Security

Ensuring the privacy and security of vast amounts of data used to train generative AI remains a concern.



Not Human or AI
But Human + AI

AI as a Collaborative Partner, Not a Solution Provider



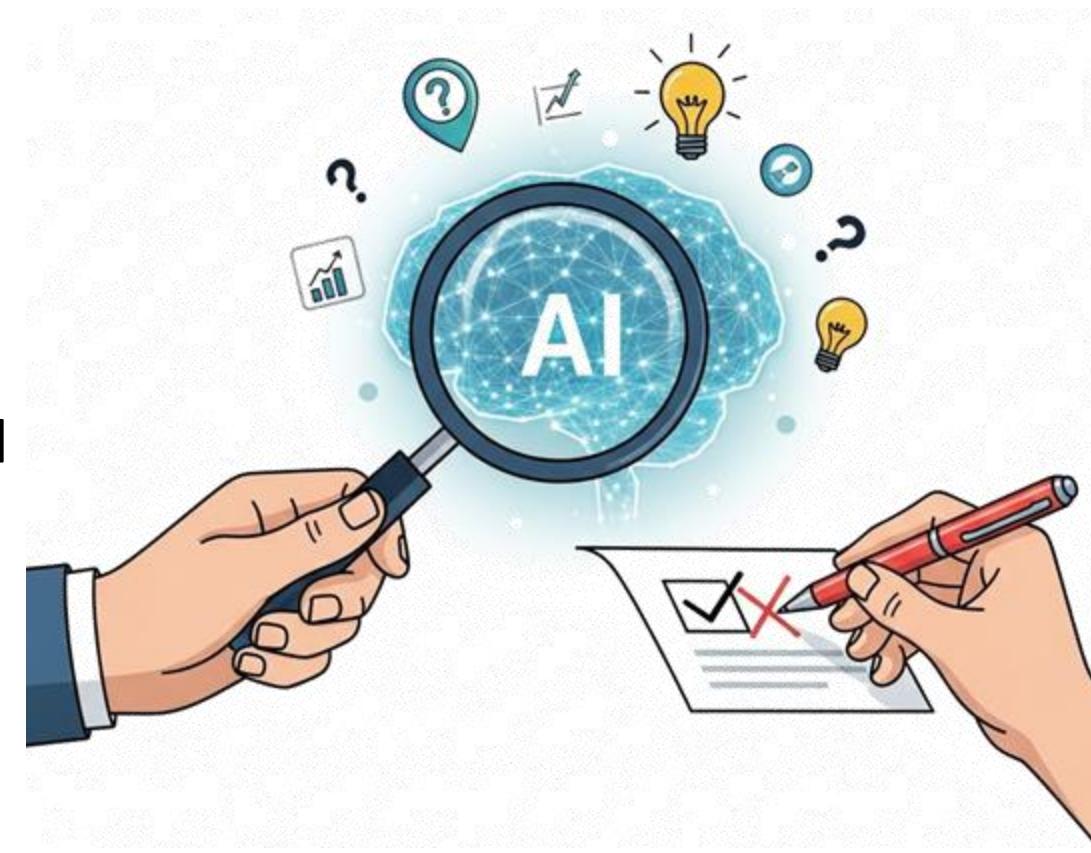
Key practices:

- Use AI to generate multiple perspectives on a topic, then evaluate which ones are most valuable
- Ask AI to challenge your arguments and then strengthen your position
- Have AI help structure your thoughts but fill in the content yourself

Critical Evaluator and Fact-Checker

Key practices:

- “Trust but verify” - Always fact-check AI-generated information
- Spot the error activities - Regularly identify inaccuracies, biases, or gaps in AI outputs
- Source verification - Question where AI gets its information and cross-reference with credible sources
- Ask “What’s missing?” - Actively look for what AI might have overlooked



Reflective Learner Who Maintains Human Values

Key practices:

- Reflect on AI's influence - Regularly consider how AI is affecting their learning and thinking process
- Maintain intellectual independence - Use AI as a complement to, not replacement for, their own reasoning
- Preserve human skills - Continue developing creativity, empathy, and contextual understanding that AI cannot replicate
- Ethical awareness - Consider the broader implications of AI use on learning, society, and personal development

Students should use AI to enhance their learning process while preserving your own creativity, critical thinking, and independent reasoning.



Data privacy and security



Data Privacy and Security

Ensuring the privacy and security of vast amounts of data used to train generative AI remains a concern.

“Free AI Tools Don’t Store My Data”

- Reality: Free AI platforms retain conversations for at least 30 days
- ChatGPT and similar tools store all inputs to improve their services

“I Can Delete My Data Completely”

- Reality: AI models cannot truly “forget” data like humans
- Even “deleted” data may remain embedded in the model’s training

“Only Personal Info is at Risk”

- Reality: Any data shared can become training material
- Business secrets, Sensitive information, codes, documents lose protection once shared

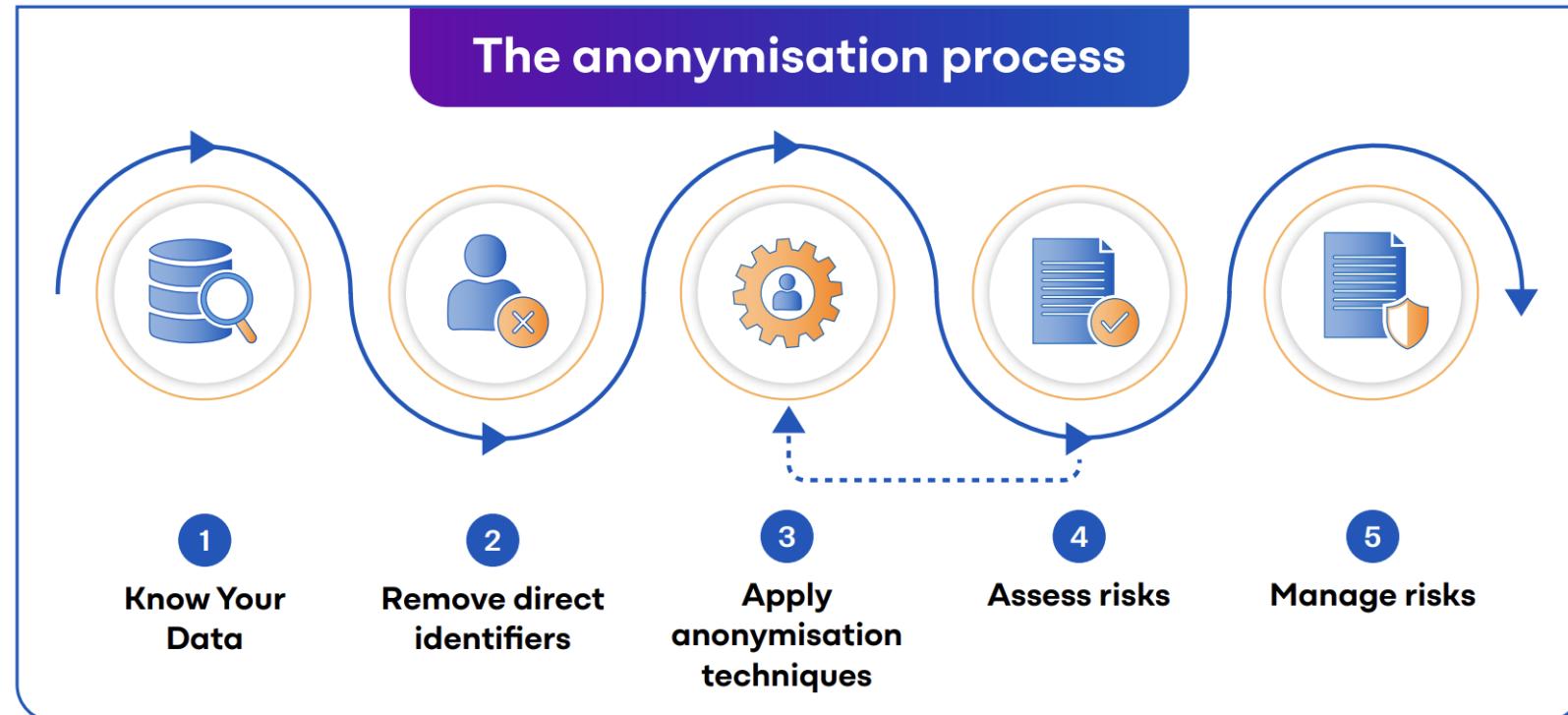
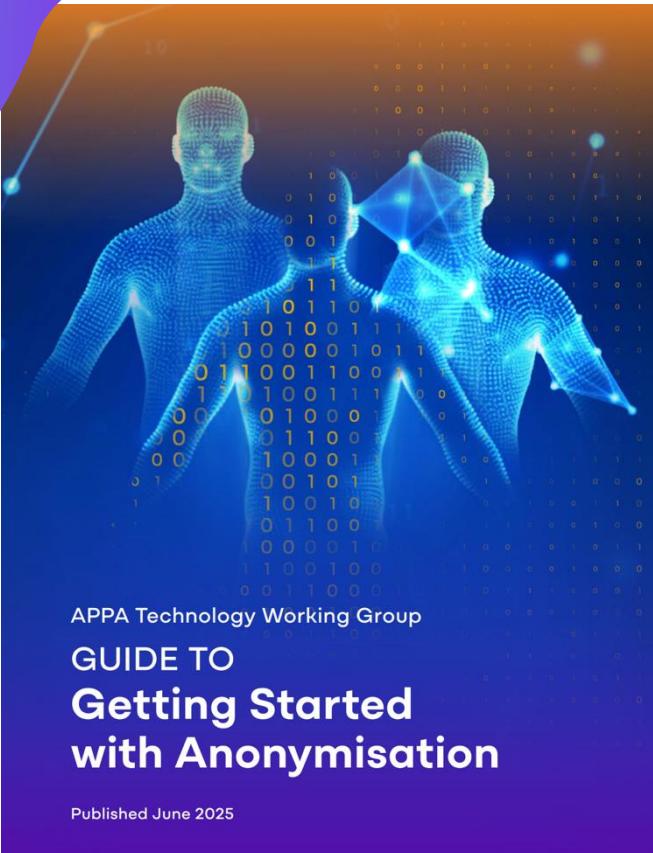
“Privacy Settings Protect Me Fully”

- Reality: Opt-out features don’t guarantee complete protection
- Data collection practices often buried in complex terms

“AI Providers Need Permission to Use My Data”

- Reality: Terms of service give broad rights to use your inputs
- Many users unknowingly consent during sign-up

Data Privacy



The above diagram is a simplified⁵ overview of the suggested anonymisation process.

https://www.pcpd.org.hk/tc_chi/resources_centre/publications/files/appa_anonymisation_guide072025.pdf

https://www.pcpd.org.hk/english/resources_centre/publications/files/appa_anonymisation_guide072025.pdf

Data Privacy

Step 1 (Know Your Data): Before carrying out the anonymisation process, organisations must identify the nature of the data in question, including:

Direct identifiers: Data that can be used to directly identify an individual, such as name and Identity Card number;

Indirect identifiers: The data itself may not be unique, but it may be used to identify an individual when combined with other data, such as date of birth and gender.

Step 2 (Remove direct identifiers): Remove direct identifiers from the dataset.

Step 3 (Apply anonymisation techniques): Apply anonymisation techniques to indirect identifiers to prevent others from identifying an individual by combining the indirect identifiers with other data.

Step 4 (Assess re-identification risks): Assess whether any risk of identifying an individual remains in the anonymised data, and determine whether the anonymisation is sufficient based on the assessment results. If the relevant requirements are not met, repeat the above steps.

Step 5 (Manage re-identification risks): Address any residual risk following the application of anonymisation techniques by implementing corresponding risk mitigation measures, such as restricting the use of the data for intended purposes and access by intended personnel.

In this class, we might not extensively cover data management or assess the risks associated with using data online. Please adhere to your department's data privacy guidelines to maintain data security when handling information.

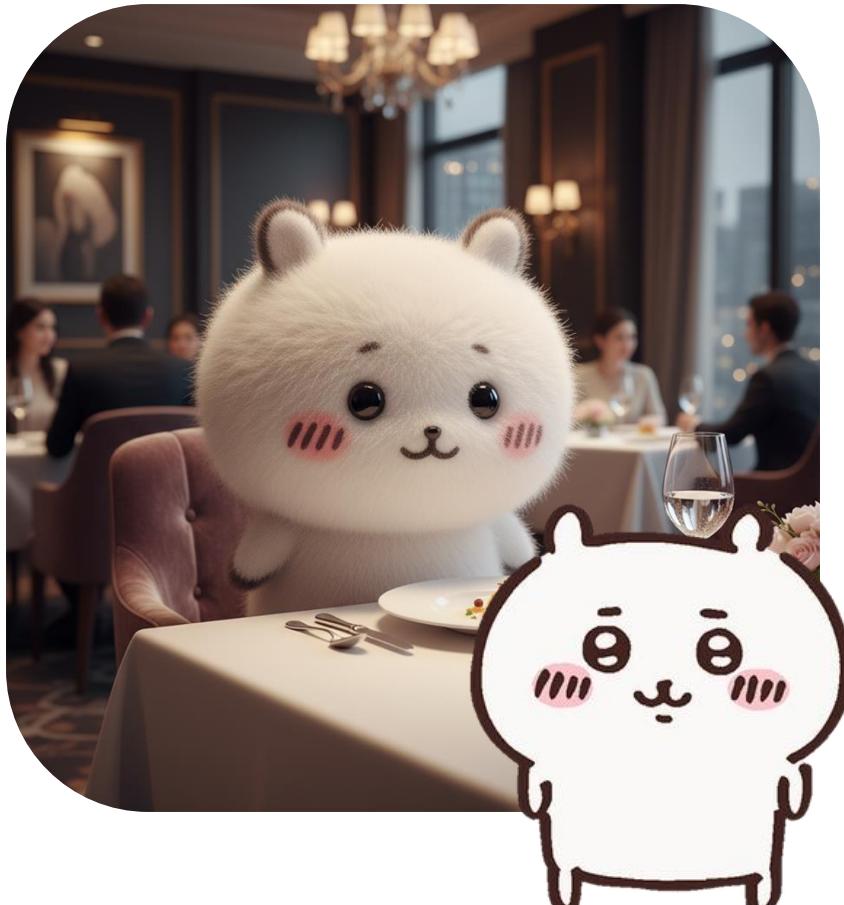


LUNCH TIME



A CULINARY PAUSE

Let's try something Fun



Use LM Arena

Imagine your favorite cartoon
to be a realistic characters

Practical 3

Basic data analysis

Preparation

Have your own Google account ready, or create a new one

- Open the following links in separate browser tabs
- Deepseek: <https://www.deepseek.com/>
- Grok: <https://grok.com/>

Download the excel docs

Practical 3 – Basic Data Analysis



Data Preparation

To collect and clean the data so it's reliable and to understand its basic characteristics.

Analysis

To use techniques to discover patterns, relationships, or trends in the data.

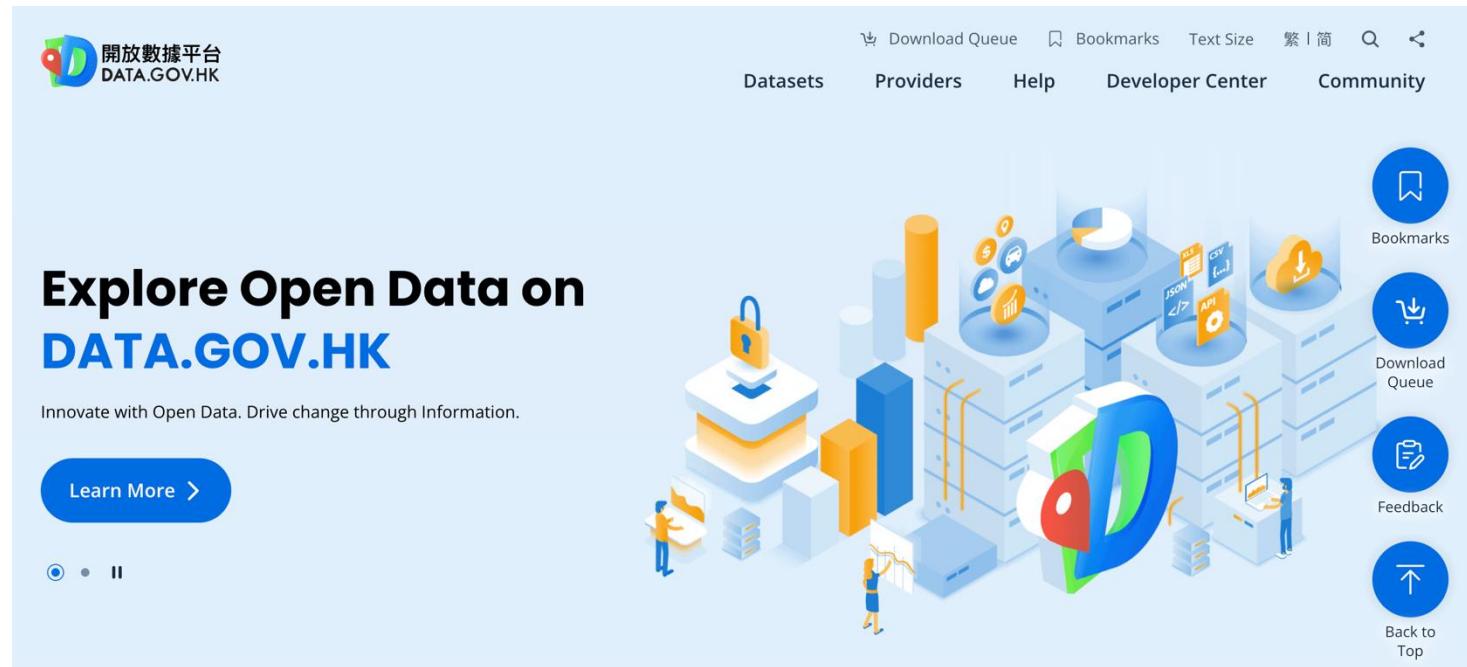
Interpretation

To translate the technical results into actionable business recommendations and share them effectively

Practical 3 – Basic Data Analysis

Data Preparation

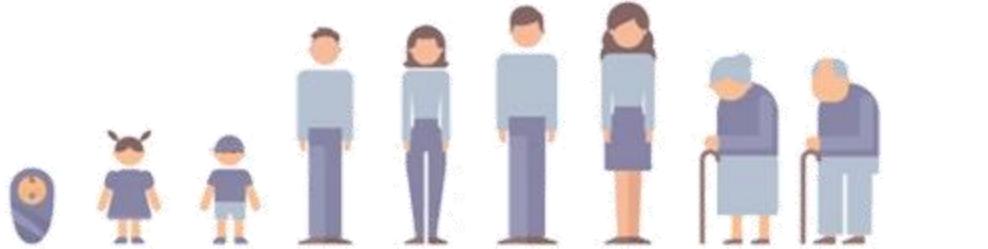
To collect and clean the data so it's reliable and to understand its basic characteristics.



data.gov.hk

Practical 3 – Basic Data Analysis

2030 population forecast by age group



Undeveloped space fragments by district



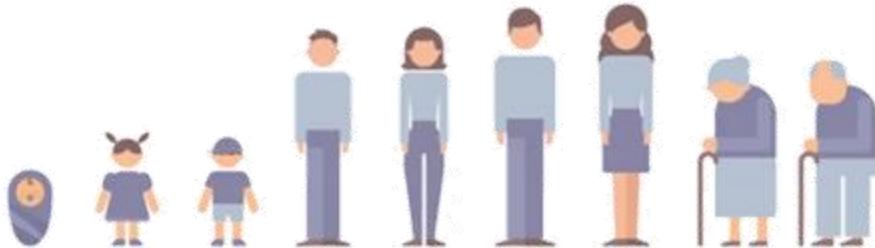
Practical 3 – Basic Data Analysis

To inform strategic planning for community quality-of-life enhancements, identify which district is projected to have the lowest ratio of available space per resident by 2030.

Practical 3 – Basic Data Analysis

2030 population forecast by age group

Age_forecast_by_district_final.xlsx



Undeveloped space fragments by district

Additional_Space_bydistrict_final.xlsx



Use Deepseek

Step 1 : try to describe the data to AI

- Describe this file and upload to the AI tool
- See if the AI tool can understand correctly by asking it to explain the data

Practical 3 – Basic Data Analysis



To inform strategic planning for community quality-of-life enhancements, identify which district is projected to have the lowest ratio of available space per resident by 2030.



Use Deepseek and Perplexity

Step 2 : Perform data analysis

Practical 4

Policy Impact Simulation and Modeling

Practical 4 – Policy Impact Simulation and Modeling

Frame the problem

Data and Scenarios preparation

Run the simulation analysis and interpretation

Practical 4 – Policy Impact Simulation and Modeling



Children's playground
(0-14)



Multi-use sports court
(15-59)



Senior Wellness Garden
(60+)



Practical 4 – Policy Impact Simulation and Modeling

What is the estimated cost to develop all available space in Wan Chai, based on the projected 2030 population age distribution, into the three designated types of space?

Practical 4 – Policy Impact Simulation and Modeling

2030 population
forecast by age group
[Age_forecast_by_district_final.xlsx](#)



Undeveloped space
fragments by district
[Additional_Space_bydistrict_final.xlsx](#)



Construction cost by type

[OpenSpace_Cost_final.xlsx](#)



Use Deepseek

Step 1 : try to describe the data to AI

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- See if the AI tool can understand correctly by asking it to explain the data

Practical 4 – Policy Impact Simulation and Modeling



Use Deepseek

Scenario 1

What is the estimated cost to develop all available space in Wan Chai, based on the projected 2030 population age distribution, into the three designated types of space?

Step 1 : Find out how much is needed for this scenario

Practical 4 – Policy Impact Simulation and Modeling



Use Deepseek

Scenario 2

What is the estimated cost to develop Wan Chai's available space, just enough to meet the resident requirements of the projected 2030 population, with the allocation based on its demographic profile across the three designated space types?

Step 2 : Find out how much is needed for this scenario

Practical 4 – Policy Impact Simulation and Modeling



Children's playground
(0-14)



Multi-use sports court
(15-59)



Senior Wellness Garden
(60+)



Practical 5

AI Graphic Generation

Practical 5 – AI Graphic Generation



Use Canva ai

Generate a PowerPoint page about Top supports required by elderly in Hong Kong

Step 1 : Generate the points

Step 2 : Use Canva ai to generate the ppt

Presentation Generation



Boring AI Generation

TAKING BREAKS WHEN EMOTIONS RISE

Recognize Emotional Escalation
Identify when emotions are intensifying to prevent conflicts from worsening and maintain control.



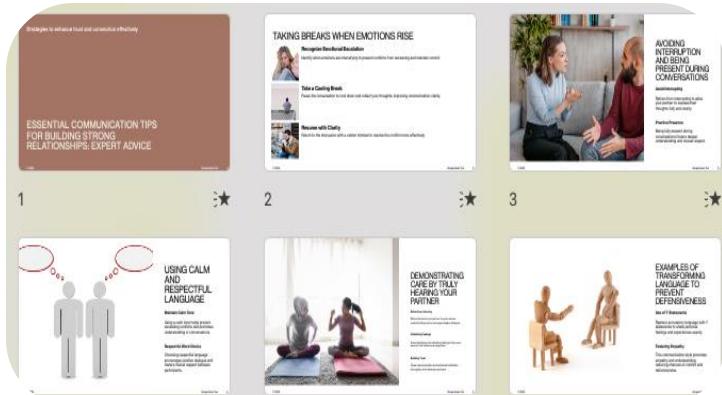
Take a Cooling Break
Pause the conversation to cool down and collect your thoughts, improving communication clarity.



Resume with Clarity
Return to the discussion with a calmer mindset to resolve the conflict more effectively.



1/16/25 Sample Footer Text



1 2 3



More Precise AI Generation

Top 5 Relationship Tips



Presented by [Your Name]

Top 5 Relationship Tips



1 2 3

1. Validate Your Partner's Feelings

Acknowledge and validate your partner's feelings without judgment or interruption.

2. Express Appreciation for Connection

Show appreciation for the connection you share, even in small ways.

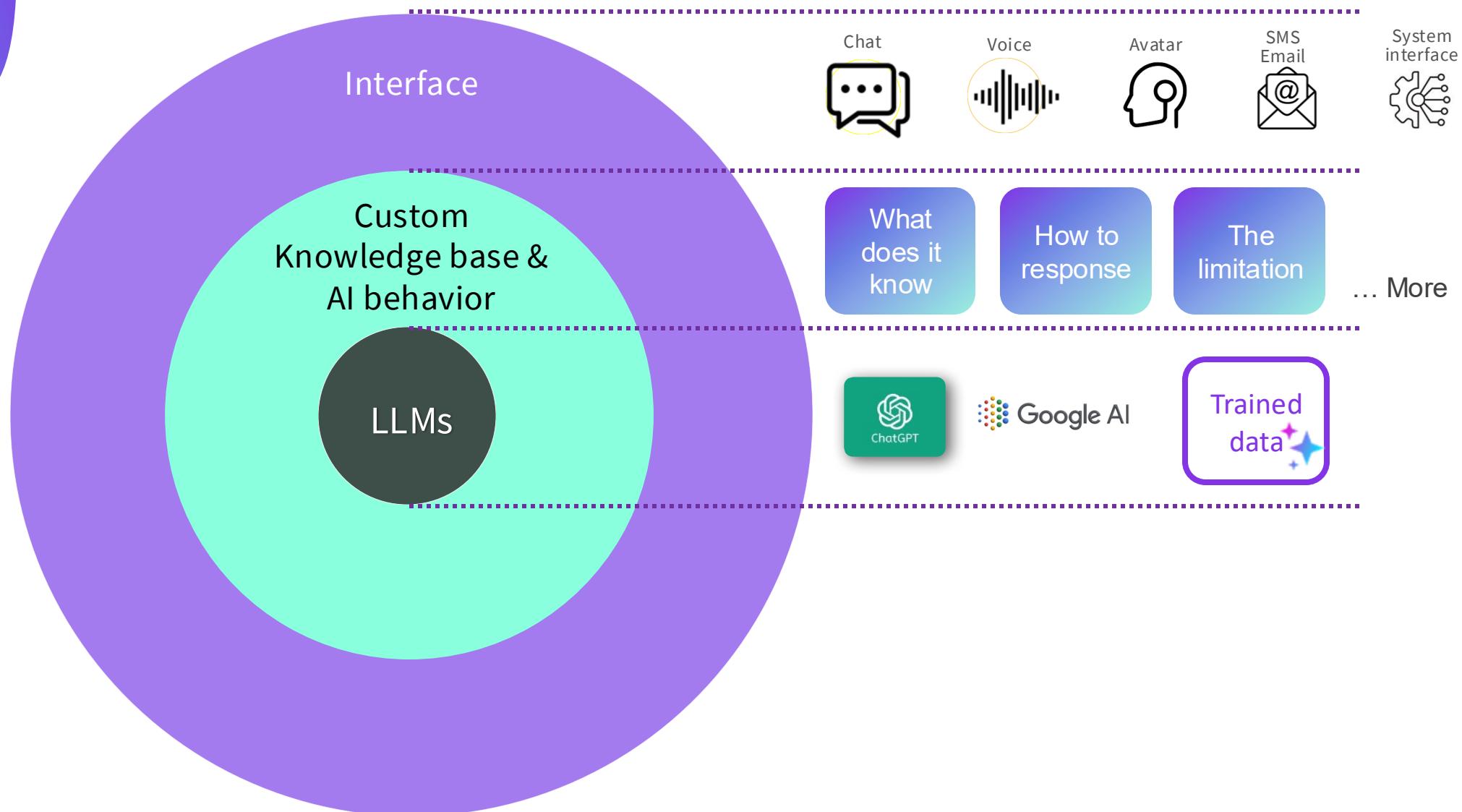
3. Manage Conflict with Respect

Handle conflicts respectfully, listening actively and expressing your own needs clearly.

Practical 6

Create Your Own Ai
Chatbot

Structure of an AI Agent. (Chatbot)



Practical 6 – Create Your Own Ai Chatbot



Use GPTbot ai

Create your own chatbot that can answer questions about questions about "**physical and mental wellness needs of elderly citizens in Hong Kong community**"



GPTBots.ai

<https://www.gptbots.ai/>

hkuspace.class25@gmail.com

Password01#

Thank You

Meet **Andy AI**



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