

# **Scratch and Peck Feeds AI Fluency**

**Week 1: AI Fundamentals and Safe Practices**

**Week 2: Professional Prompting Frameworks**

**Week 3: Business Productivity and Workflow**

**Week 4: Problem Solving, Agents, and Data Analysis**

**Project Work**

**Scratch and Peck Feeds**

# **AI Fluency**

## **Week 1**

**AI Fundamentals and Safe Practices**

# Week 1: Learning Objectives

- Understand what is AI and how it works at a basic level
- Understand your role as an AI user
- Learn critical security practices for business use
- Get comfortable with AI interfaces and basic prompting

# **How Does AI Work?**

# What is AI and How Does it Work?

AI learns from examples, not from explicit programming.



# What is AI and How Does it Work?

The training, referred to a supervised training, analyzes lots of data, and looks for patterns to create **Large Language Models (LLMs)**.



# What is AI and How Does it Work?

AI generates responses  
by predicting what  
comes next.



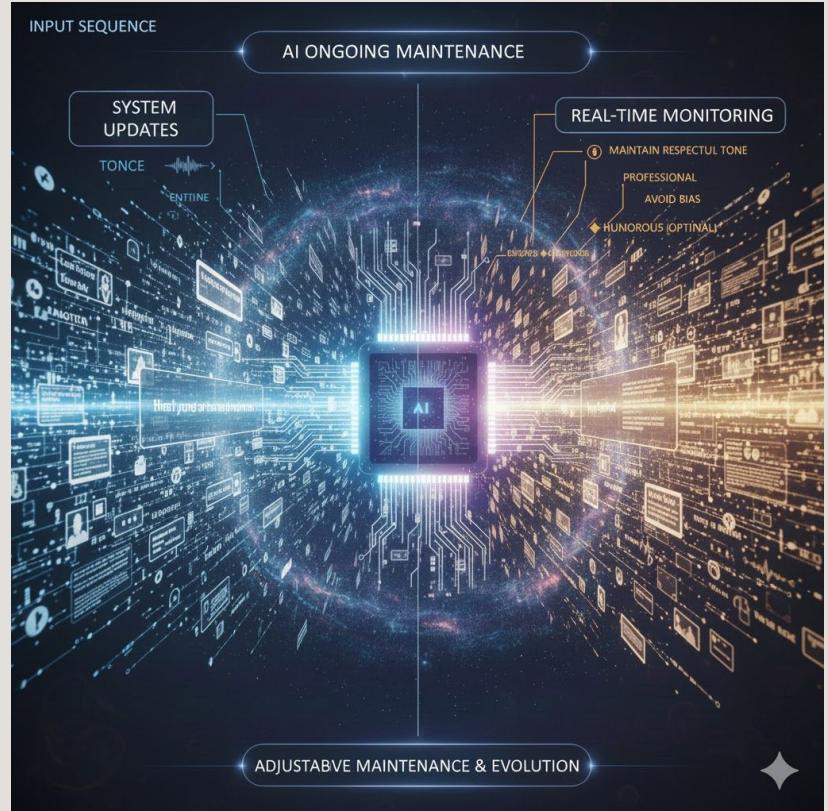
# What is AI and How Does it Work?

The "voice" and personality come from both training and guidelines.



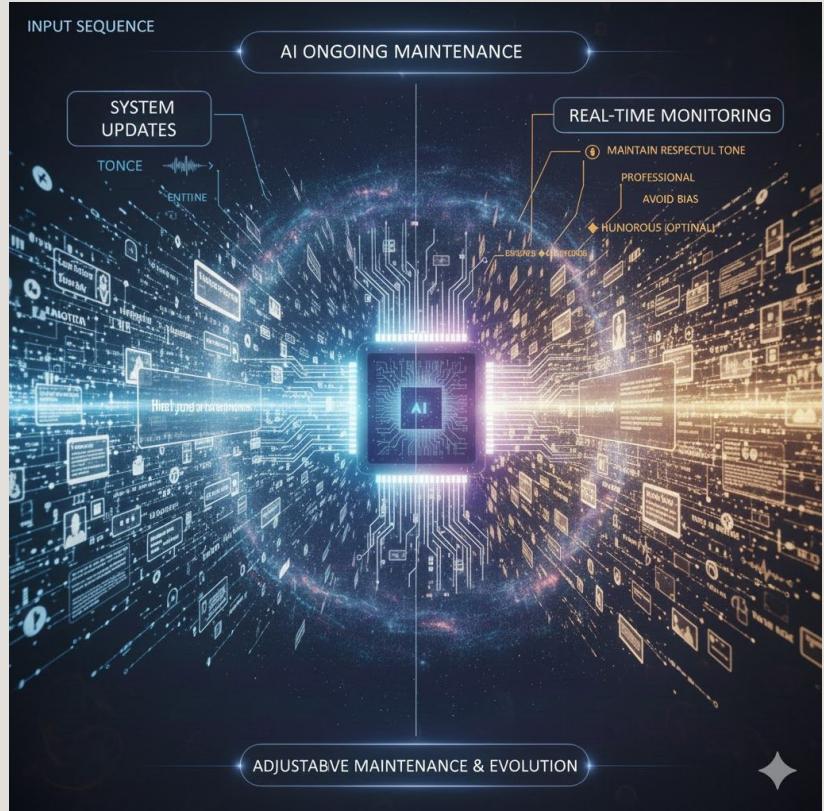
# What is AI and How Does it Work?

Ongoing maintenance involves monitoring and updates.



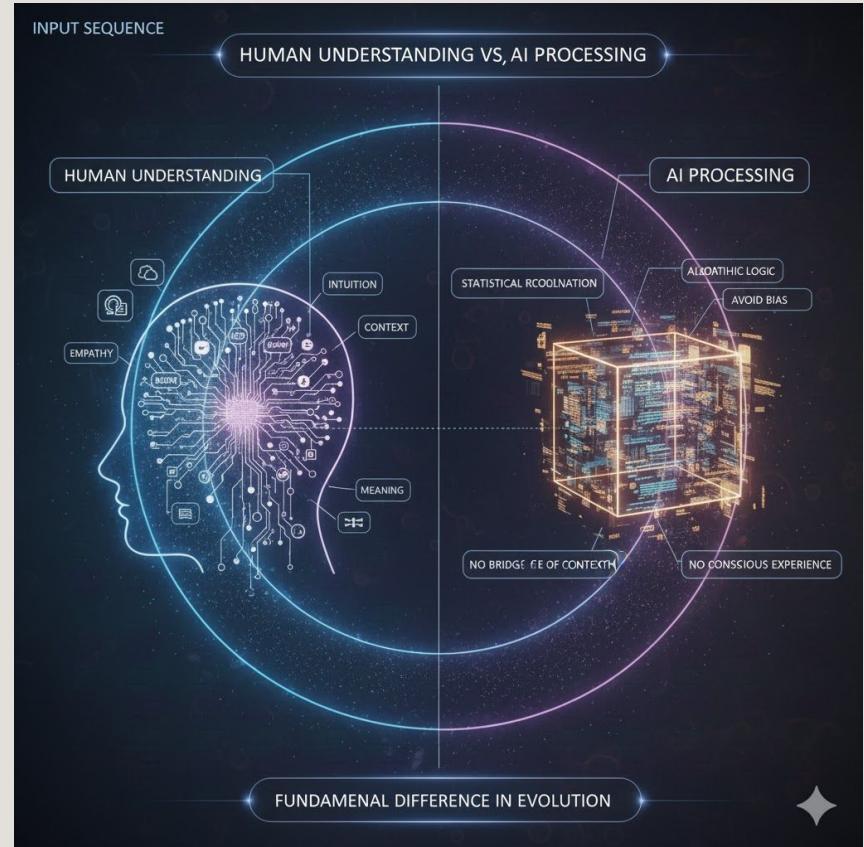
# What is AI and How Does it Work?

Ongoing maintenance involves monitoring and updates.



# What is AI and How Does it Work?

AI doesn't truly  
"understand" like  
humans do.



# Suggestions When Using AI for Free

## Tokens:

- Fundamental units of data in AI models, representing words or characters processed for training and generation
- 100 equivalent to about 75 words

## Reduce Token Count:

- Start new conversations frequently
- Ask multiple questions in a single message
- Work during off peak periods

# AI Vigilance

# Vigilance: Nonsense, Minor Errors and Security

- **Security: Personal and Corporate**
- **Errors and Hallucinations**
  - Early Google AI Overviews: Nonsense and Minor Errors with Large Impact
  - Hallucinations: AI Content gone Wrong

# Security and Vigilance



- **INPUT:**
  - Never provide confidential company data, customer information, or proprietary details to AI to an AI account.
  - Check with your company policy when entering data into an Enterprise AI account.
  - Data you provide to AI may be used to train it.
- **OUTPUT**
  - Understanding AI Errors and Hallucinations
  - Proofread Text Content and Examine Images → Especially for Client facing content

# Early Google AI Errors:

Nonsense and Minor Errors with Large Impact

- Eat Rocks
- Use Non Toxic glue to get cheese to stick to pizza
- The Webb telescope was the first to take pictures of planets outside the solar system



# Getting Started: AI Large Language Model (LLM) Bot Links

<b>Copilot</b>	<u><a href="http://www.copilot.com">www.copilot.com</a></u>
<b>Google Gemini</b>	<u><a href="http://gemini.google.com">gemini.google.com</a></u>
<b>Claude AI</b>	<u><a href="http://claude.ai">claude.ai</a></u>
<b>ChatGPT</b>	<u><a href="http://chatgpt.com">chatgpt.com</a></u>
<b>NotebookLM</b>	<u><a href="http://notebooklm.google.com">notebooklm.google.com</a></u>

# Creating AI Prompts

Name this chicken

# Basic Prompt Structure: Task + Context

**Task:** "Create a name for my chicken"

---

**Context:**

Color

Personality

Egg laying ability

Friendliness

Age

# Multimodal Prompt: Add an image to the prompt



Name my chicken in the foreground with black and white feathers

She's a striking Barred Plymouth Rock, so how about one of these names to match her bold stripes and confident stance:

- **Zebra** – playful and literal
- **Pepper** – classic and cozy
- **Marbles** – for her swirling feather pattern
- **Domino** – bold and snappy
- **Sylvia** – elegant and timeless
- **Tuxie** – like she's dressed for a gala

[https://aiwork.live/SPF/assets\\_spf.html](https://aiwork.live/SPF/assets_spf.html)

# Use '+' to add images to a Chatbot Prompt

How can I help you today?

+



Sonnet 4.5 ▾



Ask Gemini 3

+



Tools

Thinking ▾



# Iteration: Examine the output and prompt for an update

she lays a lot of eggs and she bosses the other chickens around

is there a name that could indicate that she is a good manager and worker?

she lays a lot of eggs and she bosses the other chickens around – is there a name that could indicate that she is a good manager and worker?

I thought of a couple ways I could answer—which one do you like better? This helps me learn and improve over time.

Absolutely—she sounds like a powerhouse hen with leadership skills and a strong work ethic! Here are some name ideas that reflect her role as a productive egg-layer and flock manager:

#### 🧠 Boss Lady Vibes

- **Henrietta** – classic and commanding
- **Clucksworth** – dignified and managerial
- **Madam Beakham** – stylish and in charge
- **Margaret Scratcher** – a nod to Margaret Thatcher, for a political twist

#### 🕒 Productivity & Work Ethic

- **Eggatha** – punny and prolific
- **Layla** – for her egg-laying prowess
- **Hustle** – short and snappy
- **Goldie** – like a golden goose, always producing

#### 👉 Command & Control

- **General Peck** – she runs the coop
- **Bossy Boots** – playful and fitting
- **Captain Cluck** – she's steering the ship
- **Sergeant Sheller** – eggs and authority in one

Want something more elegant, mythological, or themed around business leadership? I can tailor more ideas.

This one's better

Absolutely—she sounds like a real powerhouse! Here are some name ideas that reflect her leadership and productivity:

#### 💕 Boss Lady Vibes

- **Henrietta** – classic, with a nod to her species and authority
- **Cluckmander** – playful and commanding
- **Madam Peck** – elegant with a hint of sass
- **Big Red** – if her comb is prominent, this suits her boss status

#### 💼 Hardworking & Efficient

- **Eggatha** – punny and perfect for a prolific layer
- **CEO** – short, bold, and funny
- **Margaret Scratcher** – a twist on a no-nonsense name
- **Rosie** – after Rosie the Riveter, symbol of strength and work ethic

#### 🍀 Mythical & Clever

- **Athena** – goddess of wisdom and strategy
- **Minerva** – Roman counterpart, equally sharp
- **Boudica** – fierce warrior queen

Want something more humorous, elegant, or themed around her egg-laying prowess? I can tailor more ideas.

This one's better

# Multimodal AI: Add Images to Prompt

**Download Images From Course Web Page:**

[SPF Assets Online](#)

**Download Free Images Online:**

[Pexels](#)

[Pixabay](#)

[Unsplash](#)

**Create Images for Free Using Gemini**

# Name this ....

cat

squirrel

plant

car

**work department**

product

# Create a Logo Using Images

# Image Prompt: Create a Logo using Google Gemini

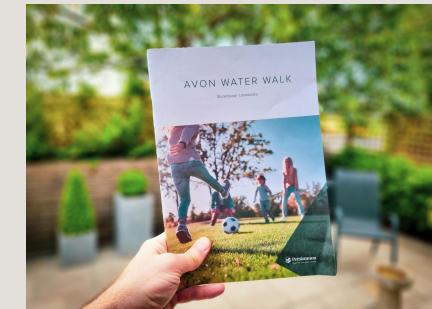
You are an expert image and logo maker.

Create a logo that I can use on a slide deck or poster for a workshop that helps others to learn how to use AI.

Use this as the title for the logo:  
AI: Your Partner in Analysis and Creation.  
The color scheme should be based on gold and green.

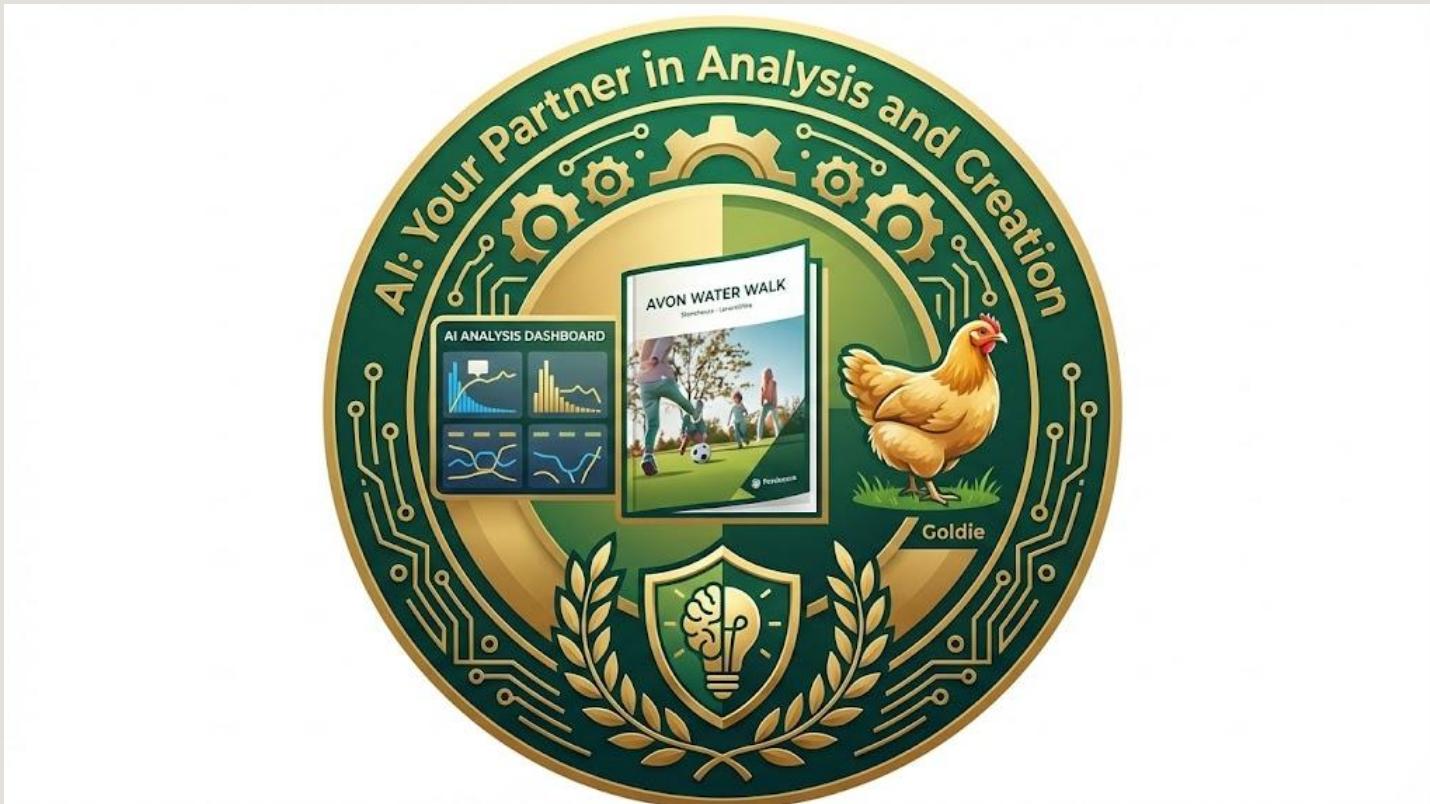
It should include images of a dashboard showing charts for analysis, an image of a document that describes an event, and images of a chicken named 'Goldie'.

I've uploaded a file of a chicken, a dashboard, and an event\_flyer.



<https://gemini.google.com/>

# AI Generated Logo



# Wrap up

# Wrap up: Week 1

## **Week 1 Homework:**

Practice 3 simple prompts related to your role at work

Ideas:

- a problem you have and need help solving
- some communication that you need to make to your team or clients
- creating organization information
- providing a name for a product or a process
- creating a logo for labeling or an event
- sharing problems or questions that you experience at work

**Next Week:** Learning Professional Prompting Frameworks