

# 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 as 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.



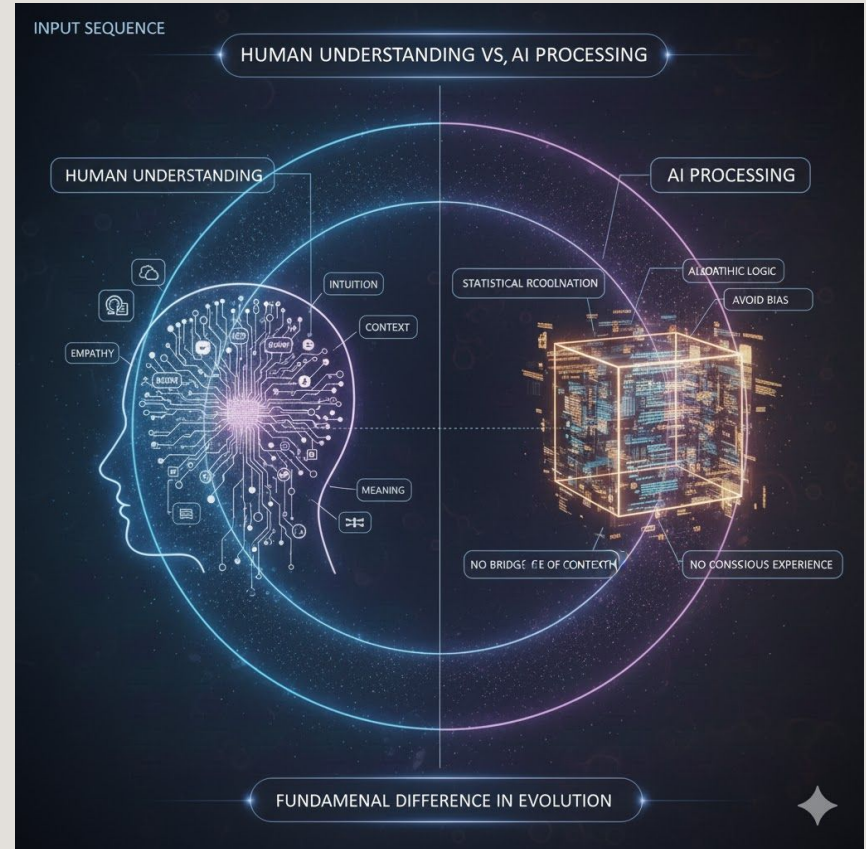
# What is AI and How Does it Work?

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

# Creating AI Prompts

Name this chicken

# Basic Prompt Structure: Task + Context

**Task:** “Create a name for my chicken”

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**Context:**

Color

Personality

Egg laying ability

Friendliness

Age

# 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

**Name this ....**

**cat**

**squirrel**

**plant**

**car**

**work department**

**product**

# 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)

# 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**

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

How can I help you today?



Sonnet 4.5 ▾



Ask Gemini 3



Thinking ▾



**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:

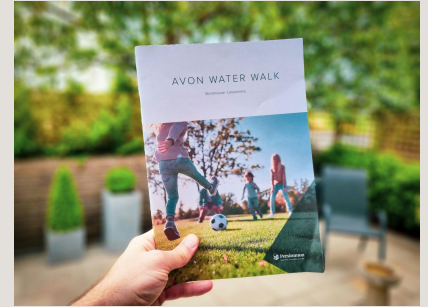
AI: Your Partner in Analysis and Creation.  
The color scheme should be based on gold and green.

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.

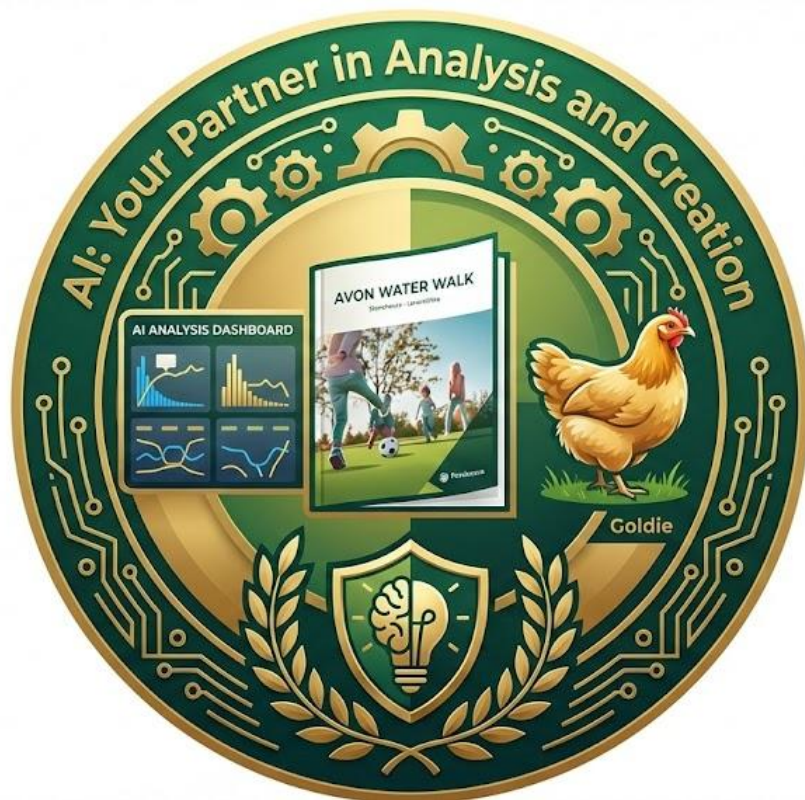


**“Goldie”**



<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