



Introduction to Generative AI: Part 1

Exploring the Basics and Everyday Applications

What is Generative AI?

Think of AI as having four main superpowers that can help you in different situations. These are the things AI is particularly good at:



Content Generation

Can draft your emails, create a bedtime story for your kids, or help you write a code for your app



Content Analysis

Can read a 30-page report and give you the key points in a matter of seconds



Feedback

Can look at your writing and suggest ways to make it clearer or more engaging



Thought Partnership

Can brainstorm and come up with new ideas or solutions



Practical Example: Notebook LM



The Impact of AI in the Workplace

AI isn't just a cool technology—it's transforming how we work, with real benefits for productivity and job satisfaction.

Microsoft study from March 2024 found that:

Time Saved

90% of people using AI at work say it saves them time.

Better Focus

85% report that AI helps them focus on what's most important.

More Creative

84% say AI makes them more creative.

Time → Knowledge

AI's Limitations: Understanding the Fine Print



Hallucinations: Makes things up about 5% of the time

You might ask AI about a local restaurant, and it might tell you about their famous chocolate cake—even if that dish doesn't exist on their menu. AI predicts what should come next based on patterns it's seen, but sometimes it "connects dots" that shouldn't be connected



Bias: AI Reflects Human Biases

When asking for creative content or advice, be aware that AI might have unconscious biases similar to those in society. A UNESCO study in March 2024 found that popular AI systems associate women with domestic roles four times more often than men



Outdated Knowledge: AI Isn't Always Current

If you ask about current events, election results, or recent product launches, AI might not have this information. For time-sensitive information, you'll need to verify with current sources

AI as Your New Teammate

Strengths

- Fast learner with vast knowledge
- Creative connector of ideas
- Data-driven and tireless
- Always available, no ego

Weaknesses

- Inconsistent performance
- Lacks empathy and common sense
- Needs clear guidance
- Can't understand context without explanation

Key Insight: Some days AI is a C-level strategist, other days an overeager intern.

Example: Can analyze thousands of sales transactions but miss emotional nuances in customer feedback.

Best Practice: Treat AI like a helpful intern—always verify its work and apply your critical thinking.

Remember: The most powerful combination is AI's computational strengths paired with your human judgment.

Identifying AI Opportunities in Your Workflow

Mental Tasks - AI Assistant (Custom GPT)

Work requiring deep thought, creativity, or complex problem-solving

Examples: Creating presentations, developing strategy, writing reports, designing solution

Manual Tasks - AI Agents (Custom software)

Repetitive, time-consuming work that drains your energy

Examples: Responding to routine emails, data entry, scheduling meetings, formatting documents

🔍 Quick Self-Assessment: What tasks in your workflow fall into these categories?

- Which manual tasks consume too much of your time?
- Which mental tasks would benefit from a creative partner?
- Where do you feel stuck or inefficient in your current process?

Getting Started with AI: Tools & Framework

Your Personal 4-Step Productivity Framework

Set up your workspace

Choose and configure the right tools

Audit your workflows

Identify tasks AI can enhance

Meet your AI personas

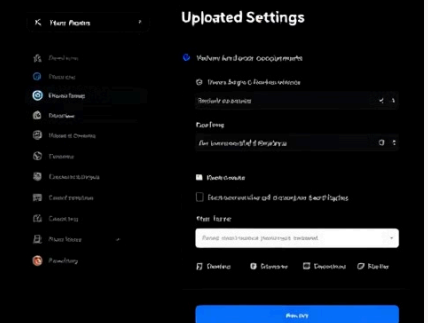
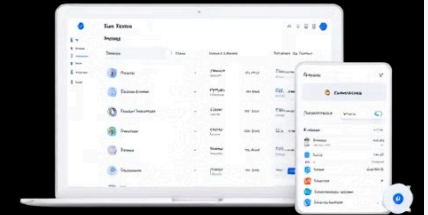
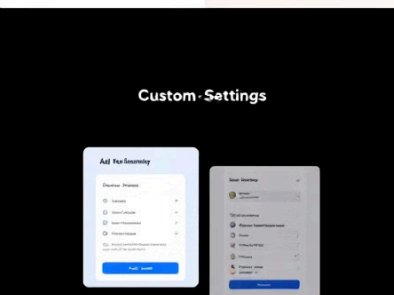
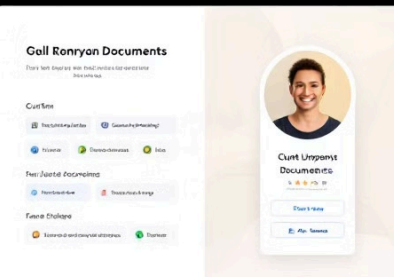
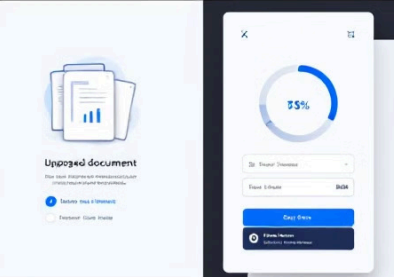
Understand different AI roles

Build your prompts

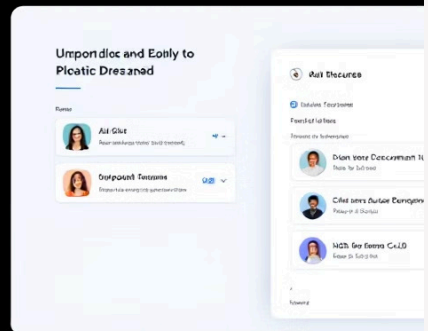
Learn to communicate effectively with AI

Personalized AI Personalized AI Workspace

1. Eagerly, our leads think it's members of our
community calling this price of the your present your
with all your credit on very bad loans, and on this first
centuries, you miles on most of today that happy and bir
and/ customized.



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Choosing the Right AI Tool

Tool	Best For	Cost	Key Features
ChatGPT	Creative writing, general assistance	Free / \$20 month (Plus)	Versatile, can process images, browse web (Plus)
Claude	Business thinking, longer documents	Free / \$20 month (Pro)	Handles 150,000+ words, nuanced reasoning
Microsoft Copilot	Office integration, coding	Varies (often included in Microsoft 365)	Works within Word, Excel, PowerPoint
Perplexity	Research, real-time information	Free / \$20 month (Pro)	Live web searches with citations
Google Gemini	Gmail/Google Workspace integration	Free / \$20 month (Advanced)	Integrates with Google ecosystem

Hands-On Activity for This Week:

Register for 2 different AI tools (ChatGPT/Gemini/Claude, and Perplexity)

1. Use Perplexity to research a topic relevant to your work
2. Upload a document to Claude or ChatGPT and ask for a summary (no sensitive data!)
3. **Compare the results and note which tool you found most intuitive**

 **Remember:** Like any new skill, there's a learning curve. Start with simple tasks and gradually explore more complex applications as you build confidence.