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Unlocking AI Potential at Work and Beyond

By: Orr Group AI Task Force

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Introduction and Learning Outcomes



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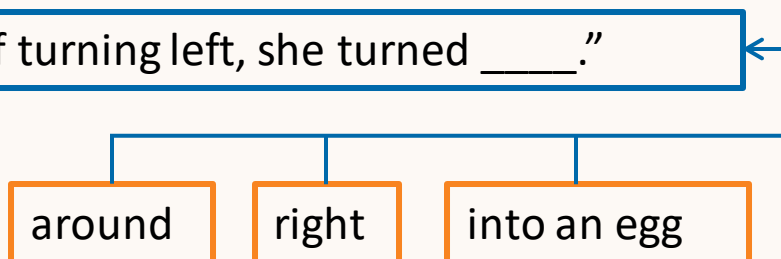
Learning Outcomes:

- Understand the benefits of increasing practice with AI.
- Expand perspective on tasks with which AI can support.
- Practice replicating AI prompt templates that can be easily repurposed.

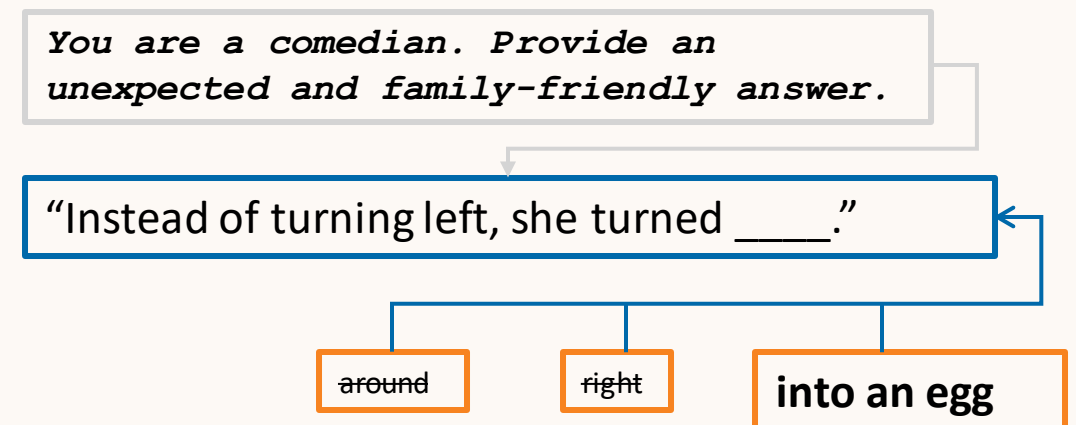
Power of Prompts

- Check out our [Power of Prompts](#) training!
- **Prompts** allow you to instruct the LLM on what data to prioritize - this improves the accuracy of the response.

Without a prompt:



With a prompt:



Why use AI outside of work?

- Practice builds [AI literacy](#), and AI literacy leads to innovation.
 - AI literacy supports ethical usage.
 - Innovation creates business value.
- The same prompts we use for personal tasks are helpful for work tasks.
 - Simplifying Complex Topics
 - Enhancing Your Creativity
 - Acting as a Sounding Board



Simplifying Complex Topics



At Home

Explain the basic rules and strategy of chess.

What is the difference between a will and a trust?

How can I improve the audio quality of my TV's speakers?

Help me calculate the proper nail placements for the frames in a gallery wall.

At Work

Explain how SEO can improve my article's visibility, and help me improve my article's SEO.

What is the difference between a data security policy and data lifecycle policy?

How can I improve the visual layout of my PowerPoint slides?

Help me calculate the number of 18" carpet tiles I'll need to cover our office space.

Enhancing Your Creativity



At Home

Generate a list of recipes that only use the following ingredients that are in my refrigerator/pantry.

Build a 4-week exercise plan to help me improve my breathing during cardio activities.

Develop a fantasy story with heroic characters that is appropriate for a child's bedtime reading.

At Work

Generate a list of IT peripherals that may improve our productivity that are not in our current inventory.

Build a 4-week learning plan, 5-minutes a day, to help me develop my skills in Excel.

Develop a choose-your-own-adventure story exploring workplace conflict situations, where the reader can navigate different tactics and resolutions.



Acting as a Sounding Board

At Home

Roleplay as my landlord as I try to negotiate my upcoming rent increase.

Review my party invitation to flag any missing information my guests may need.

Revise this email to my child's teacher to be more empathetic but still professional.

At Work

Roleplay as my boss to help me prepare for my upcoming annual review where I plan to ask for a promotion.

Review our office's Emergency Plan to flag any missing procedures or items we should have in our inventory.

Revise this all-staff email to make it more succinct, while focusing on the key takeaways.

Conclusion | Takeaway

Learning Outcomes Revisited:

- Reviewed benefits of expanding AI, increasing literacy and innovation using the tool.
- Discussed new ideas for AI usage, expanding our perspective on tasks with which AI can support.
- Identified how to templatize AI prompts to use them for a variety of tasks.

Biggest Takeaway

The **more you experiment** with AI, the **stronger of a user you will be**. This allows you to advise your teams on how to leverage the tool and enhance using the tool in a professional capacity.

REMINDERS

Do not input personal identifiable information
(SSN, phone, etc.)

Like at work, AI can be a good starting point but always cross-reference advice and verify information.