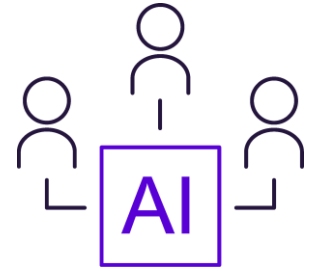


Practical AI Essentials

Boost productivity with AI safely



Half Day

Live
Workshop

In Person
or Virtual

Use your
approved
AI

Learners will be able to:

- **Understand how AI generates content**, what it's good at, where it falls short, and why.
- **Spot risks and ethical issues in AI output** and know how to fix them.
- **Write smart prompts** to save time and produce better work.
- **Think critically about AI output** and decide if it's accurate and useful for your business needs.



Course Outline

Topic	Key Concepts	Hands-On Activities
Understand AI	<ul style="list-style-type: none">• What is AI and how new generative AI models differ from narrow AI.• Why AI still fails at simple tasks a human can do.• Where business professionals are getting the biggest boost from AI in 2025.	<ul style="list-style-type: none">• Discuss how you're using AI today, where it works best and where it fails.• Solve puzzles that AI can't solve and reflect on why AI can't match human performance.
Risks and Ethics	<ul style="list-style-type: none">• Data privacy and security.• Why models are biased by their training data.• Why AI generates false content (hallucinations).• How attackers can use AI against you (e.g., prompt injection).	<ul style="list-style-type: none">• Identify biased outputs and explain why they occurred.• Spot AI hallucinations in example outputs, then challenge AI to correct the hallucination.• Defeat a prompt injection attack.
Smart Prompting	<ul style="list-style-type: none">• Define the output you want from AI precisely.• Prompt step-by-step.• Provide human context from your knowledge and stakeholders.• Include high-quality examples of desired output.	<ul style="list-style-type: none">• Write a quick prompt to solve a problem in your work.• Role play gathering information AI is not trained on from a stakeholder.• Enhance your prompts with best practices and human context, and compare the output to the quick prompt.
Critical Thinking	<ul style="list-style-type: none">• Quick sanity check techniques to validate low-stakes AI output.• Apply deductive and inductive reasoning to validate high-stakes output.• Verify vital details with high-quality sources.• When and how to test AI outputs with expert human feedback.• Use AI to sense check your thinking and its own outputs.	<ul style="list-style-type: none">• Evaluate examples of business problems and recommend whether AI should be used and where human oversight is needed.• Solve a StoryIQ or custom case study in teams using AI and human judgment.• Share how you will apply what you've learned today to your work.