ARTIFICIAL INTELLIGENCE (AI) IN THE WORKPLACE
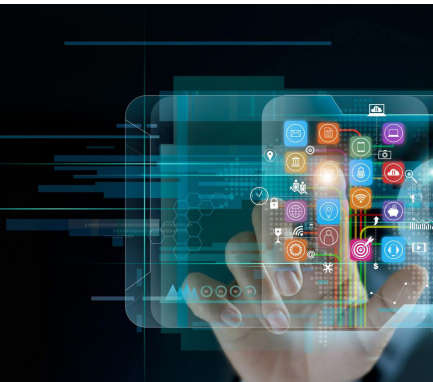
ODYSSEY TRAINING™
By SGS

Embark on an exciting journey into the realm of artificial intelligence (AI) and natural language processing. Learn how you can harness the potential of AI tools in daily responsibilities. Enhance your writing skills, tackle challenges and gather knowledge to boost your task efficiency.

AI **1 DAY**

Expected outcomes
- Know where artificial intelligence (AI) is already being used in your workplace and what tools are readily available to everyday users
- Understand how AI software can improve your writing, provide facts, or to solve problems
- Understand the limitations of AI tools
- Realise and navigate the ethical concerns of using AI tools
- Set up and use ChatGPT, Microsoft Copilot and Google Gemini in your browser
- Write effective prompts to get the most out of the tools for your needs

Where AI is used in the workplace
- Categories of AI – Weak AI, Strong AI
- GPT–3.5, GPT–4, DALL–E3 What does it all mean
- Discuss the ethical uses of AI in the workplace
- Current limitations of AI tools

Prompt engineering
- Writing effective prompts
- Clarifying prompts
- Manipulate your prompt to gain further insight

Working with ChatGPT
- Understand the available subscriptions
- Using ChatGPT for discovery
- Using ChatGPT to clarify your work
- Review and check results for accuracy
- Using ChatGPT to problem solve

Working with Microsoft Copilot
- Where you can use Microsoft Copilot
- Microsoft Copilot Limitations
- Microsoft Copilot modes
- Using Microsoft Copilot for discovery
- Using Microsoft Copilot to clarify your writing
- Using Microsoft Copilot to problem solve
- Review and check results for accuracy

Using Google Gemini
- Getting started with Gemini
- Writing text prompts in Gemini
- Using Gemini with a visual prompt

Image generation in AI
- What is DALL–E image creation
- Limitations of Image generation in AI
- Create an image from a prompt in Bing Image Creator
- Use that image in Microsoft Designer to generate social media content, including video
- Demonstration Only: Adobe Photoshop – Neural Filters and Generative fill to create content in existing photos

*Not all users will have access to this due to company policies. A demonstration will be made to show this.

Who should attend
This course is for anyone interested in learning about artificial intelligence (AI) and its workplace applications, catering to professionals, business leaders, IT professionals, individuals, employees, entrepreneurs, project managers and students alike.

Practical, relevant training developed for the Australian workplace.

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