AI Training - Session #2

Capital Workforce Partners | 4.9.25

Plan for the Day

- Introduction & Recap Session #1

- Basics of Prompting AI

- AI Platforms

- Improving a Work Task

- Free Exploration

- Closing

Goal of Today

Leave with at least **one AI platform** you'd like to explore further

Introduction

Gary Robinson
School Coach
Skills21 at EdAdvance

robinson@edadvance.org

Recap & Questions from Session #1

- What AI **is and how it works**

- A brief look at AI's **past, present, and future**

- How AI may affect your **day-to-day work and decision-making**

- Early reflections on how AI fits into your **personal and professional life**

Any questions?

What's Your Experience With AI?

1

AI Newcomers

Little to no experience with AI

2

AI Explorers

Experimented with AI occasionally

3

AI Power Users

Regularly use AI

Popular Conversational AI Tools

Writing assistance, lesson planning

Google-integrated AI for research

AI designed for in-depth reasoning

AI-driven search engine for education

Prompting Basics

- **What is Prompting?**
  - Prompting is **how users communicate with AI** by providing input to receive specific responses.

- **Why Is It Important?**
  - A good prompt leads to **better AI outputs**, whether for conversation, task automation, or content creation.

Basic vs Improved AI Prompts
Example #1

Basic Prompt

"Write an email to a client."

Improved Prompt:

"Write a professional email to a client who missed his last appointment. Use a friendly tone. Remind him of the services available and offer three times next week to reschedule."

Basic vs Improved AI Prompts
Example #2

Basic Prompt

"Fill in a gap in employment on my resume."

Improved Prompt

"Act as a career counselor. Write 2–3 sentences for a resume summary that explains a two-year employment gap due to caregiving responsibilities. Use positive, professional language."

Key AI Prompting Techniques

When crafting a prompt, think about the following structure:

- **Role** - assigning a role gives the AI a framework for its response

- **Task** - tells AI what to do (broad instruction)

- **Instructions** - tell AI how to do the task (guidelines for structure, tone, format)

- **Rules and Requirements** - set boundaries on what AI must or must not do

Putting It All Together
Help Draft a Follow Up Email

You are a professional career coach specializing in job search strategies and interview success. **(Role)**

Write a follow-up email to a hiring manager thanking them for the interview and reinforcing the candidate's interest in the position. **(Task)**

The email should be concise, under 150 words, start with gratitude, reference a key discussion point from the interview, and end with a call to action. The tone should be polite, professional, and warm. **(Instruction)**

Do not use generic phrases like 'I am reaching out' or 'I hope you are doing well.' Avoid exclamation marks. Use a closing that invites further communication, such as 'I look forward to staying in touch.' **(Rules and Requirements)**

Putting It All Together
End Result in ChatGPT

Subject: Thank You for the Interview

Dear [Hiring Manager's Name],

Thank you for taking the time to meet with me earlier today. I thoroughly enjoyed our discussion about [specific topic discussed in the interview, e.g., the company's approach to innovation]. It reinforced my strong interest in the [Job Title] position and my belief that my skills and experience align well with the team's goals.

I am excited about the opportunity to contribute to [Company Name] and would appreciate any further updates regarding the next steps in the hiring process.

I look forward to staying in touch.

Best regards,
[Your Name]

Ask anything

Hands-On Prompting Activity

Your goal is to use any of the platforms below to create an **email to a client, partner, or colleague.** You get to <u>choose the topic</u> and add <u>any other details</u> you feel will produce an outcome to your liking.

Remember **don't settle for the first output!** If you don't like something, tell it and continue to revise until you are happy with the outcome.
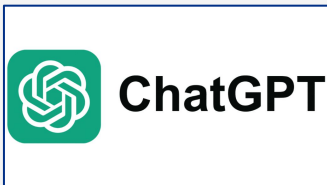
Different Types of Prompts

Generate Prompts

- Create new content—images, music, text, or project ideas.
  - *"__Create__ a flyer promoting our youth employment program."*
  - *"__Write__ a short program summary for a grant application."*

Analyze Prompts

- Examine or break down existing content for insights or improvement.
  - *"__Review__ this job description and suggest improvements to attract more candidates."*
  - *"__Analyze__ this grant narrative for tone and clarity."*

Interact Prompts

- Engage in back-and-forth collaboration with the AI to refine ideas or iterate on a project.
  - *"__Help me brainstorm__ themes for our next career workshop."*
  - *"__Suggest three ways__ to explain our services more clearly to first-time clients."*

More Prompts to Try

Skills21
at EdAdvance
Educate • Collaborate • Innovate

Clerk

Composing a Sensitive Email - Collaborating with Colleagues on Challenges

You're known for your ability to work well with colleagues in addressing challenges in your organization. Assist me in drafting an email to a colleague about (insert a specific issue) in a way that promotes mutual understanding and cooperative problem-solving.

Copy

Claude   **ChatGPT**   **Gemini**   **Perplexity**

Copy Editing and Refining Writing

You're a seasoned copy editor with an eye for detail and deep knowledge of language, style, and grammar. The

www.skills21.org/prompts101

EVEN MORE Prompts to Try

Skills21
at EdAdvance
Educate · Collaborate · Innovate

TRAINING   SHOUT OUTS   PODCAST   MICRO-CREDENTIAL   PROMPTS   RESOURCES   CONTACT

Select Your Prompt

Curriculum   Communications   Leadership   Business   HR   All-Purpose   Counselors   Special Education   Custom GPTs

Curriculum Prompts

Instructions

Step 1 - Click the copy button. [Copy]

Step 2 - Paste it into the chatbot of your choice. (ChatGPT, Claude, Gemini, Microsoft Co-Pilot, Perplexity)

Step 3 - Place a brief text description for the activity you want to assess where it says [Insert Activity Here].

Step 4 - Review the results and go back and forth with the chatbot regarding suggestions and/or clarifications.

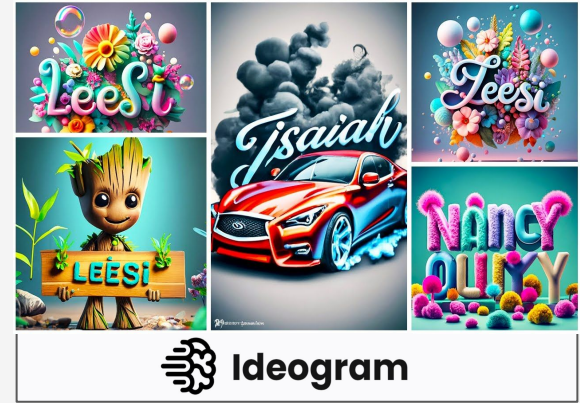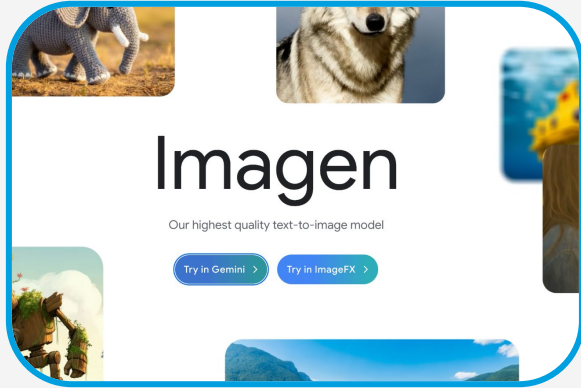Step 5 - Repeat steps 1-4 with additional activities.

Generate

www.skills21.org/prompts

AI Platforms

Image Creation

Imagen
Our highest quality text-to-image model
Try in Gemini Try in ImageFX

Ideogram

Adobe
Firefly

Turn Text into Visuals

- Use **Napkin** to turn your text into visuals to share your ideas quickly and effectively.
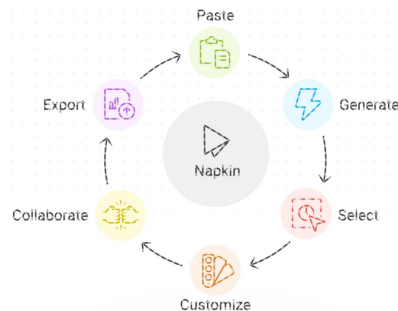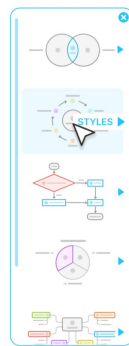
AI Adoption in the Workplace

- *In 2024, 75% of surveyed workers reported using AI in their jobs, with 46% adopting it within the last six months.*

Impact of AI on Job Tasks

- *Over 30% of workers could see at least half of their tasks affected by generative AI, impacting a wide range of occupations.*

Create a Presentation

- **Gamma** is an AI-powered tool for creating visually engaging presentations, documents, and webpages. It allows users to generate content quickly with an AI assistant.

*Task: We will be looking to create a presentation on the **Ethics in the Workplace.***

Work Smarter with Your Own Documents

- **NotebookLM** is an AI-powered research and writing assistant that helps you work with your own documents. It allows users to upload files and sources, then ask questions, summarize, or generate content based on that material.

Example Tasks:
- *What themes or issues come up across the meetings?*
- *Create a checklist of next steps mentioned across all meetings.*
- *Suggest an agenda for next month's department meeting.*

Thinking Through a Task with AI

Can an AI tool help me <u>complete this task more efficiently or effectively</u>?

Could it help me draft, summarize, plan, brainstorm, or design?

OR

Can I <u>break this task into steps</u> — and match each step with the right tool?

Instead of one big job, are there smaller pieces where different tools could help?

Real-Life Example

Request from my director:

"I would like you to create a presentation slide that summarizes this article:

OpenAI's o3 Model is Changing Software Creation. Please include any important

data and any compelling information. Make the title of the slide something

relevant to the article. Also, can you include a custom image that compliments

the article as well? Thanks!"

Real-Life Example

Task Steps   **AI Assistance**

1. Summarize Article ➡ **ChatGPT** to summarize the article

2. Title for Slide ➡ **ChatGPT** to generate a catchy title for slide

3. Image for Slide ➡ **AdobeFirefly** to produce an image for the slide

Your Turn!

Take a **work-related task** and see if there is any area or segment of the task that AI could help with. Utilize **any of the platforms** we've covered so far!

Remember, the goal is for your **workflow and/or outcome to improve** by introducing AI into the mix.

Free Exploration

Free Time to Explore

- Pick a platform or a couple that we've talked about .

- Work on something fun, creative, or related to your day-to-day tasks.

- Need ideas? Try writing, designing, or organizing something.

- Have questions? Ask me—I'm here to help!

Gary Robinson
School Coach
Skills21 at EdAdvance

robinson@edadvance.org