

Using Generative AI in the new world of work

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Topics for this Series

Session 1: Introduction to Generative AI, Chat GPT, Microsoft 365 Copilot and prompt engineering (Friday 24 May, 8:30am UK time)

- Introduction to Generative AI: concepts and applications.
- Are you using Chat GPT correctly? Tips and tricks to get the most out of the free application.
- Having a look at Microsoft 365 Copilot and its capabilities in Teams, Word, and Chat (live demo).
- The basics of prompt engineering and its importance.

Session 2: Leveraging Generative AI for Business Innovation (Friday 19 July, 8:30am UK time)

- Using Generative AI to brainstorm and evolve business ideas. It's an iterative process!
- Interactive demo of Copilot and Chat GPT in a business context.
- Ethical considerations and responsible AI use (specifically for the South African context).

Session 3: Creative Applications of Generative AI (Friday 25 October, 8:30am UK time)

- Exploring the creative side of AI: storytelling, content creation, and more.
- Hands-on session with Copilot for creative tasks (images, stories, proposals).
- Discussing the impact of AI on creative industries.
- Addressing copyright concerns and promoting originality.

Session 4: The Future of Work with AI Assistants (Friday 22 November, 8:30am UK time)

- Predicting the impact of AI on the future workplace.
- Training session on advanced prompt engineering techniques.
- How to stay ahead of the curve with continuous learning.
- Q&A session to address specific concerns and curiosities.

Setting the scene

- We will cover both **free** as well as **premium** features available to display AI features and technology in our session today
- Although I do have a few slides to share, we will mostly be doing live demos and having practical conversations so please ask questions in the Chat or come off mute
- We are recording to share with people that cannot make it to this session (*cameras off if you don't want to be seen!*)
- I will try to start off as simply as possible and then rapidly move to more advanced features, but I will share links to help you educate yourself as you continue along your AI journey

Quick recap

- **AI Education and Usage:** It is important to understand how to use AI properly. AI is here to stay so it is important to learn how to collaborate effectively with AI systems.
- **Generative AI for Business and Creativity:** It is important for us to use generative AI to help us with business innovation and creativity. AI cannot replace humanity's ability to create art and perform artistically but can complement creative thought processes.
- **Future of Work with AI:** We must embrace the future of work, acknowledging that AI is there to assist us, not replace us.

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1. Exploring the creative side of AI: storytelling, content creation, and more.

Written media:

- a. Chat GPT (Open AI)
- b. Copilot (Microsoft)
- c. Perplexity.ai
- d. Google Bard
- e. Claude (Anthropic)
- f. Jasper AI
- g. Writer AI
- h. ChatSonic (Writesonic)

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Music!

The Audio logo, featuring the word "Audio" in a white, sans-serif font, with a stylized white icon resembling a musical note or a wave to its left. The logo is set against a dark background with some faint, colorful, abstract patterns.

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Video!

Open AI - Sora

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