

Working Smarter with Generative AI

A practical, responsible introduction for non-technical employees

UNDERSTAND

USE

PROMPT

CHECK

PROTECT



*unofficial. mostly snacks.

SKYNET STATUS: NOT ACTIVE

ROBOT UPRISING: 0%

HUMAN CONTROL: ON

What if AI didn't replace the way you work - but helped with the parts you hate?

So... what actually is generative AI?

A tool that generates new content from your instructions and context.

→ You provide

A question, goal, source material, constraints, or an example of what you need.

⚡ AI generates

A draft response based on patterns learned from large amounts of data.

✓ You decide

Whether the result is useful, accurate, appropriate, and ready to use.

Basically: very sophisticated autocomplete with better PR.

AI is a copilot, not an autopilot

Use it to accelerate your thinking - not replace your judgment.

Great copilot work

- Brainstorming
- Organizing ideas
- First drafts
- Rewriting for an audience
- Explaining unfamiliar concepts

Still your job

- Make decisions
- Check facts
- Apply context
- Protect information
- Own the final result

```
> COPILOT_MODE = ON  
> AUTOPILOT_MODE = NOPE
```



POD BAY ACCESS

Please keep your hands inside the critical-thinking vehicle at all times.

Where can AI actually help me?

Start with low-risk work that is repetitive, time-consuming, or blocked by a blank page.

Meeting prep

Turn rough notes into an agenda or questions.

First drafts

Create a starting point for an email, outline, or announcement.

Rewriting

Adjust tone, clarity, reading level, or audience.

Explaining

Ask for a plain-language explanation of an unfamiliar concept.

Organizing

Convert approved information into a checklist or structured summary.

Brainstorming

Generate options when you need somewhere to start.

Blank-page staring contest: officially cancelled.

Meet G.O.O.S.E.

A simple framework for giving generative AI enough direction to be useful.



Goal

What do you want the AI to do?



Output

What should the result look like?



Orientation

Who is it for, and what's the situation?



Specifics

What details, constraints, or source material matter?



Evaluate

Check the answer before you use it.

TEST SUBJECT: HUMAN

PASSIVE AGGRESSION: OPTIONAL

CAT FRAMEWORK: APPROVED



Yes, I named an AI framework after my cat. You'll remember it, though.

Let's improve a bad prompt

Specific direction usually produces a more useful first draft.

× BEFORE

"Write an email about the meeting."

✓ AFTER

"Draft a friendly but professional email to my project team summarizing tomorrow's 10 AM planning meeting. Keep it under 150 words and include a three-item bullet list for the agenda."

[PROMPT LAB]
clarity ↑ ambiguity ↓

Goal + Output + Orientation + Specifics

AI cannot read your mind. Which is probably best for everyone.

AI can sound confident and still be wrong

Fluent writing is not proof that the information is correct.



CONFIDENCE SENSOR



VERIFY

Facts, dates, names, numbers and claims that matter.

? QUESTION

Quotes, citations, sources and unusually specific details.

! USE JUDGMENT

Important decisions, sensitive situations, and anything high-impact.

WARNING:
CONFIDENT != CORRECT

Confidence $\neq$ correctness. Your confidently-wrong coworker has entered the chat.

Protect your information

Use only approved tools and follow your organization's AI and data-handling policies.



Think before you paste

Avoid confidential, proprietary, personal, regulated, credential, customer/patient, or otherwise restricted information unless your approved tool and policy specifically permit it.

✓ When you're unsure

Stop and check your organization's policy, approved-tool guidance, or security/privacy resources before continuing.

SKYNET TRAINING DATA: DENIED

If you wouldn't put it on a billboard, maybe don't paste it into an unapproved AI tool.

Your new AI workflow

A useful answer is usually a conversation, not a one-shot command.



AI creates a starting point. You add context, judgment, verification, and accountability.

> ASSISTANT READY
> HUMAN APPROVAL REQUIRED

The first answer isn't a marriage proposal. You can ask it to change.

You don't need to be an AI expert.

You need a useful workflow, healthy skepticism, and enough curiosity to experiment responsibly.

BE CURIOUS • GIVE CLEAR DIRECTION • PROTECT YOUR DATA • CHECK THE WORK

Remember G.O.O.S.E.

Goal • Output • Orientation • Specifics • Evaluate

Portfolio training sample created by Amanda Wingfield

AI TRAINING: COMPLETE

SKYNET ACTIVATION: AVOIDED

HUMAN JUDGMENT: ONLINE

Congratulations. You now know enough about AI to be dangerous. Responsibly dangerous.

