

AI for Everyone



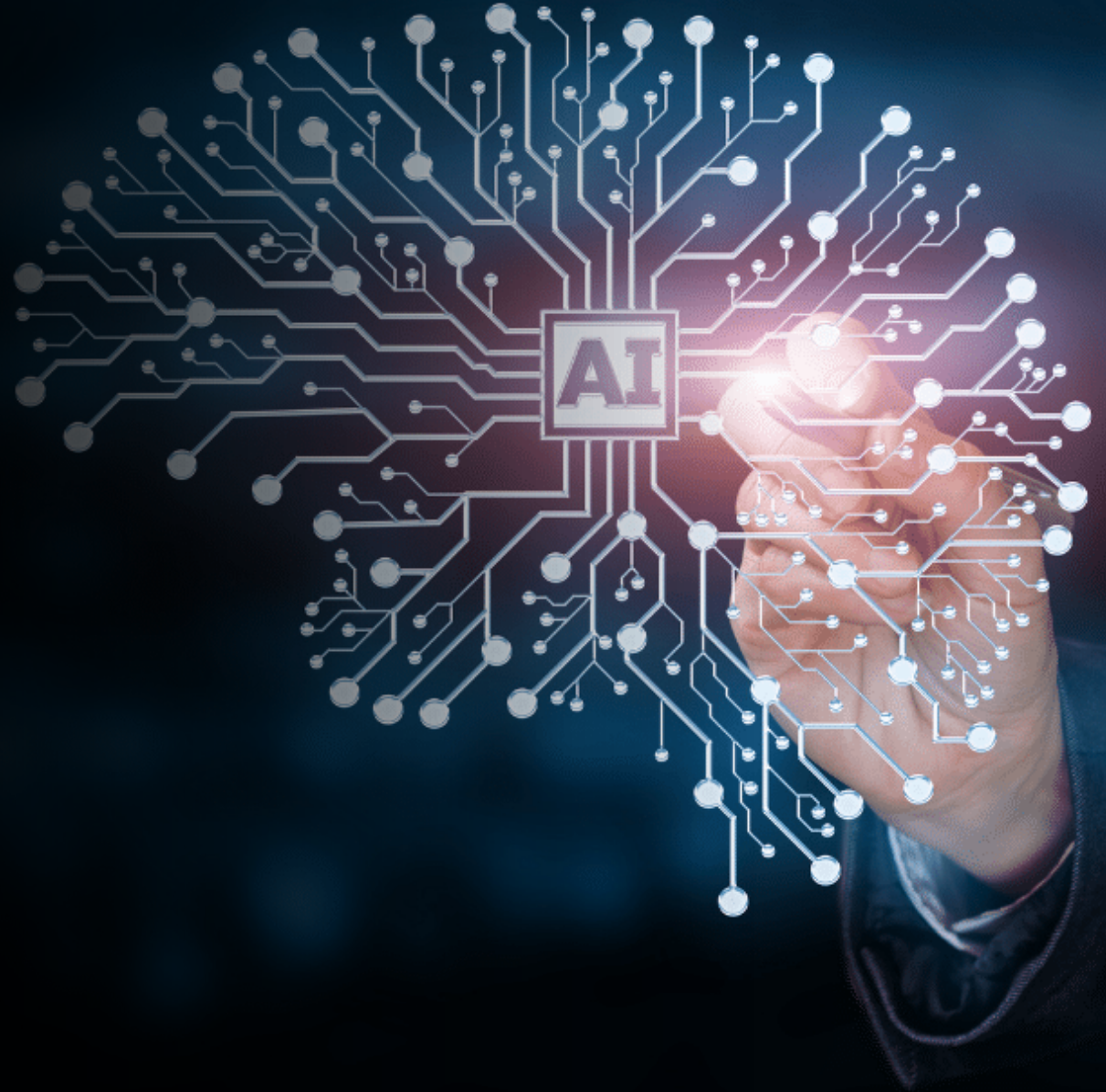
Stephanie O'Donoghue, ChatGPT, Claude

Goals

- Describe the fundamentals of AI tools and how they work
- Identify ethical risks such as bias, privacy, and lack of transparency
- Balance automation with the human side of —trust, empathy, creativity
- Explore prompting for productivity
- Discuss skills required for future work

What Is AI?

AI = Patterns + Prediction + Suggestion

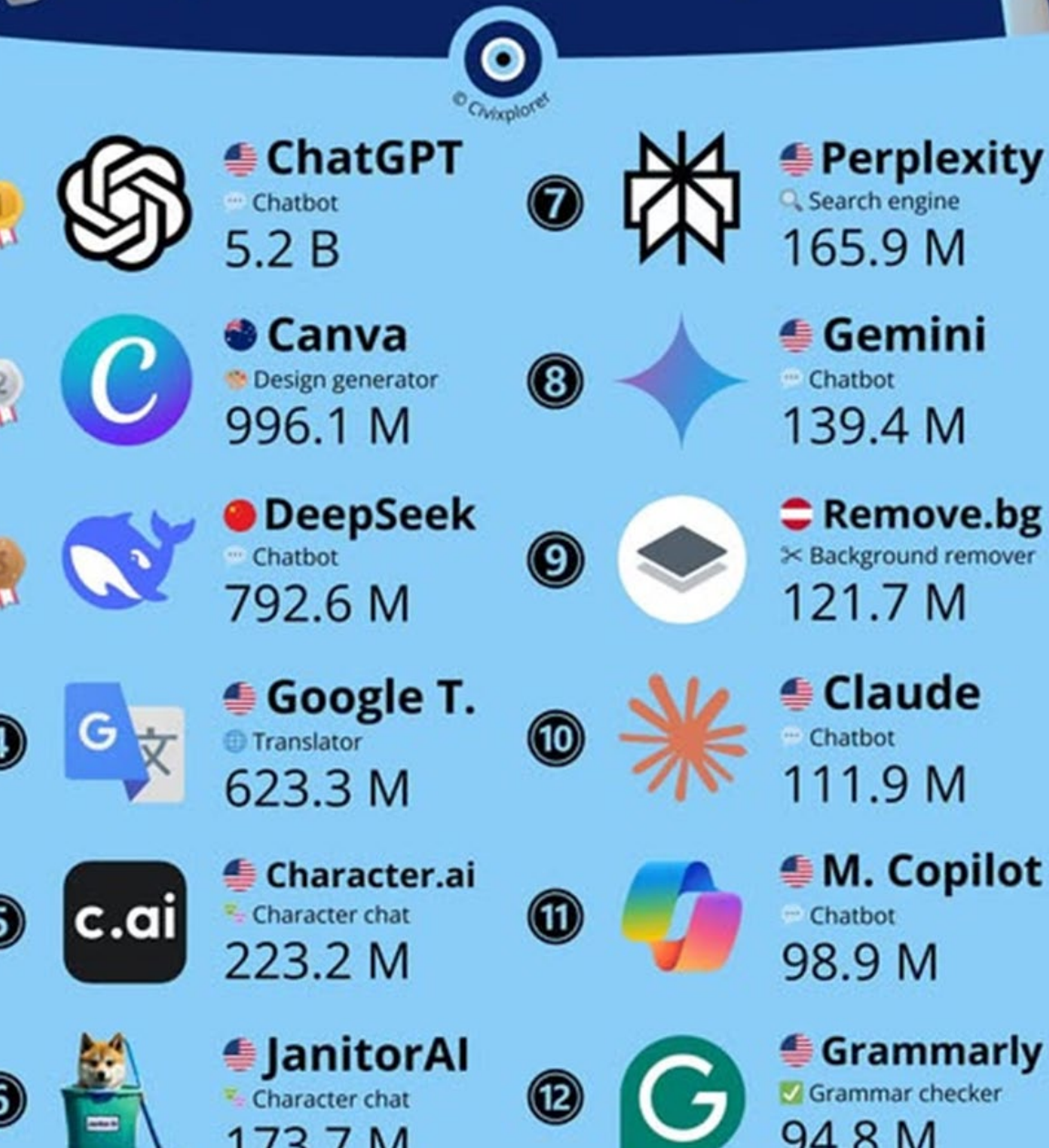


AI Use Cases

Patterns	Prediction	Automation
Facial Recognition	Netflix Recommendations	Social Media Monitoring & Response
Fingerprint Recognition	Employee Retention	Customer Support
Credit Card Fraud	Credit Risk	Data Gathering
Email Spam Detection	Traffic	Form Filling
Medical Image Analysis	Disease Risk	Item Restocking

MOST POPULAR AI TOOLS

Highest number of visits in February 2025

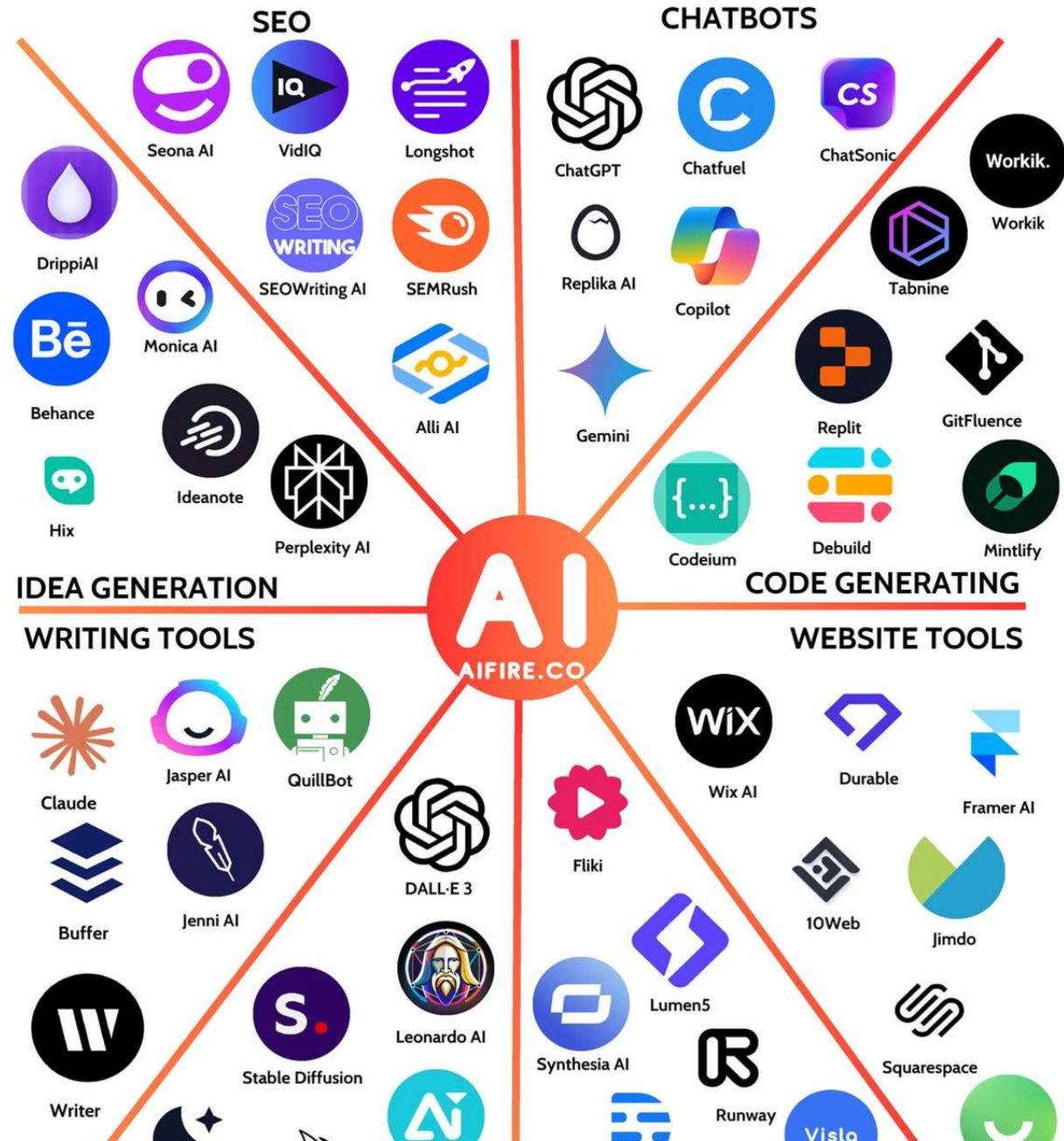


Learn AI in 5 Minutes a Day -
Get daily AI news, tools, prompts
& video tutorials. Join 38K+
discovering AI opportunities.



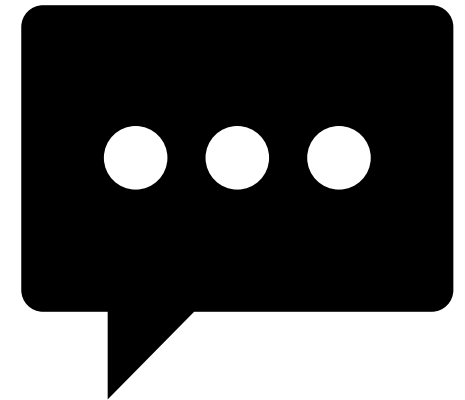
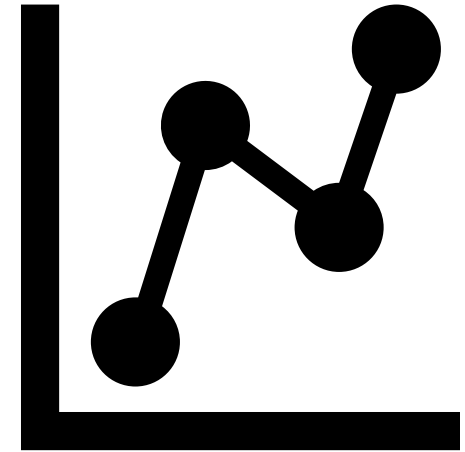
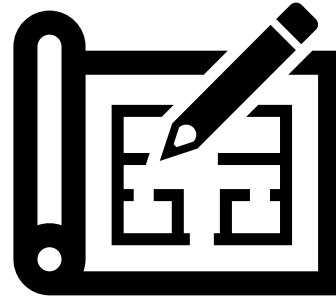
52 AI TOOLS

TO REPLACE HARDWORK



AI Tools in Use Today

- Chatbots
- Predictive analytics
- Workload forecasting
- Drafting & summarization
- Accessibility tools



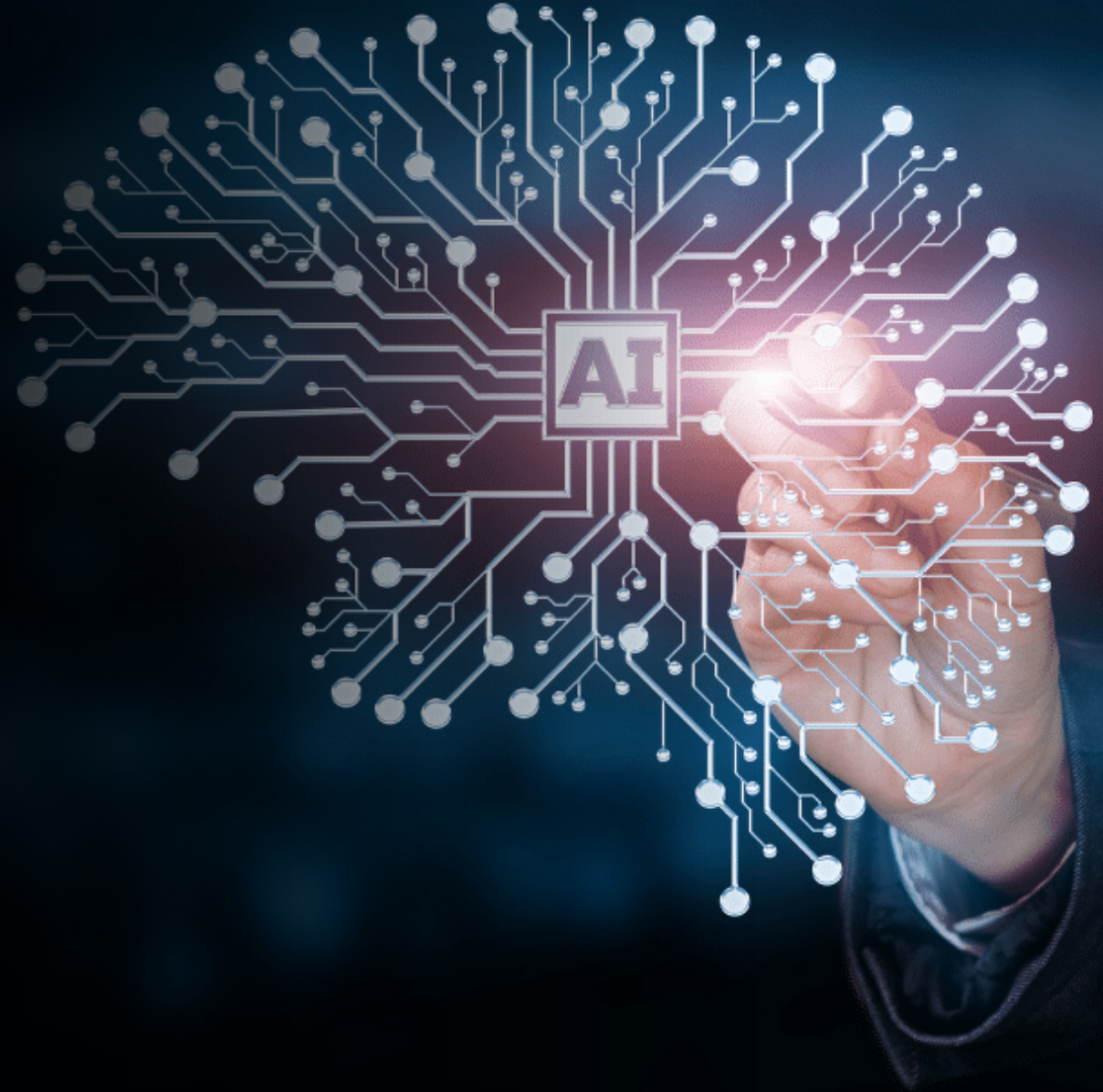


What AI Is Not?

AI ≠ Leadership

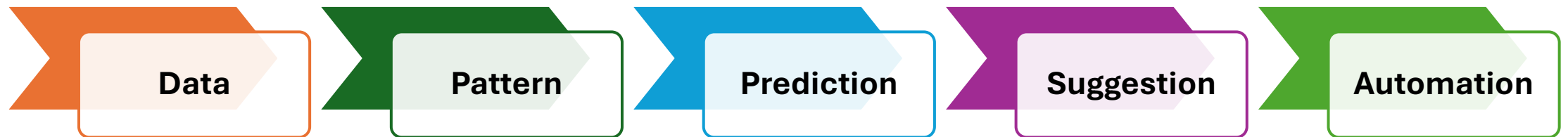
AI ≠ Judgement

AI ≠ Human connection



What AI Actually Does

- AI = Pattern Recognition + Prediction + Suggestions
- Not Magic, Not Menace — Fast Math



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Drafting & Summarization Tools

AI supports:

- Summaries
- First-draft writing
- Report prep
- Translation & captions

Lorem ipsum dolor
sit amet, consete-
tur adipiscing elit.



First Point

Lorem ipsum dolor
sit amet, conseter
tur adipiscing elit.



Second Point

Third Point

What AI Should Support (Not Lead)

AI Supports	AI Should NOT Own Alone
Scheduling	Discipline Decisions
Analysis	Crisis Communication
First Drafts	Equity-Impact Decisions
Monitoring	High Stakes Judgement

Leadership Impact of AI

AI accelerates work

Leadership adds meaning

- Better visibility
- Faster decisions
- More time for people
- Higher-quality communication

AI improves work

Leadership improves people

The future is **tech-enabled** and
human-led



Ethical AI in State Services

Four principles every AI initiative must be built on

Fairness

AI outcomes must be equitable across all demographic groups. Detect and mitigate algorithmic bias before it harms the people you serve.

Ask: Who is this system leaving out?



Transparency

Users deserve to understand why a decision was made. Explainable AI builds public trust in government systems.

Ask: Can we explain this to the public?

Accountability

Assign named owners to monitor AI systems for bias. When issues arise, clearly defined responsibility ensures swift, corrective action.

Ask: Who is responsible when AI gets it wrong?

Privacy

Training data must be diverse, curated, and privacy-protected. Safeguard PII at every stage of design and deployment.

Ask: What data are we using, and who can see it?

Humans must always be involved

Core Message: Ethical AI is about maintaining human agency and institutional integrity.

Human-in-the-Loop

You are the pilot. AI is the navigator.

Decisions must remain human-centric. AI can suggest, inform, and draft — but a human must own the outcome.

"The pilot doesn't hand the controls to the autopilot and walk away."

The Integrity Principle

AI as tutor = skill-building.

AI as ghostwriter = skill-atrophy.

The distinction is whether the learner is growing through the interaction or bypassing the growth entirely.

"Are you building the skill, or outsourcing it?"

Privacy & Data Security

TOTAL BAN on inputting into public AI models:

- Student records or grades
- Proprietary college data
- Any Personally Identifiable Information (PII)

FERPA compliance is non-negotiable.

"If you wouldn't post it publicly, don't paste it into AI."

Mitigating Bias

AI learns from historical data — which carries historical inequities. Outputs must be audited for:

- Demographic stereotypes
- Historical or cultural bias
- Gaps in representation

"Always ask: who is missing from this output?"

Environmental Impact & Cognitive Independence

Core Message: Responsibility extends to our planet and our own intellectual growth.



Environmental Footprint



The Lightbulb Metaphor

One AI query consumes the energy equivalent of several minutes of a lit lightbulb. Multiply that across millions of users and billions of queries — and the environmental cost becomes significant.



Water & Data Centers

Data centers that power AI require massive water-cooling infrastructure. Responsible use means being purposeful — not frivolous — with computational resources.

Intentionality: Before you prompt, ask — "Is this a purposeful use of AI resources?"



Cognitive Independence



The Bicycle for the Mind

AI amplifies human thinking.. it can take us further — but only if you keep pedaling. If you stop thinking and simply accept AI output, your own cognitive skills will atrophy.

Guard against over-reliance. Use AI to go further, not to go instead.



Trust but Verify: Hallucinations

AI can generate confident, plausible-sounding information that is factually wrong. Every AI claim must be cross-referenced by a human using primary sources — textbooks, peer-reviewed work, industry manuals.

"AI can be wrong with complete confidence. Your job is to catch it."

The Guardrail Framework for Assignments

Core Message: Moving from AI-generated to AI-augmented learning.



RED — No AI

Example Use:

Proctored exams, skills demonstrations, any assessment where individual mastery must be verified.

Zero AI tools. Period.



YELLOW — Limited AI

Example Use:

Brainstorming sessions, outline development, generating initial research directions.

AI may assist ideation only. All writing and analysis must be the student's own.



GREEN — Full Integration

Example Use:

Drafting, formatting, summarizing research, generating first-draft content for review.

Full AI integration permitted with proper disclosure and verification log.



The Work Plan

Students declare their AI intent BEFORE they prompt. What tool? For what purpose? This creates intentionality and accountability from the start.



The Verification Log

Every AI-generated claim must be verified by the student using a primary source — textbook, industry manual, or peer-reviewed publication. No exceptions.



Local Context Requirement

Add requirements AI cannot easily spoof — relate concepts to a specific Georgia county, a personal lab experience, or a TCSG program outcome. Grounds learning in the real.

Take what's yours — every resource below is designed for immediate use AET.TCSG.EDU

AI Responsible Use Checklist



FOR: All Attendees — Students & Staff

A practical, printable checklist covering ethical use, privacy guardrails, bias auditing, and the human-in-the-loop principles discussed in this session. Use it today.

Instructor's Guide to AI Assignments



FOR: Instructors from All 22 TCSG Colleges

Step-by-step guidance for implementing the Traffic Light System, Work Plans, and Verification Logs in any CTE program. Adaptable across welding, nursing, logistics, early childhood, and more.

Contact information:



sodonoghue@tcsg.edu
AET.tcsg.edu

Federal Guidance: AI in Education

U.S. Dept. of Education Dear Colleague Letter — July 22, 2025 | America’s AI Action Plan

Allowable Uses of Federal Grant Funds

AI-Based Instructional Materials

Adaptive, personalized learning tools
Educator training to use AI effectively

AI-Enhanced High-Impact Tutoring

Intelligent tutoring with real-time assessment
Hybrid human + AI tutoring models

Career Pathway Advising & Navigation

AI platforms for career exploration
Virtual advising and predictive support tools

Principles for Responsible Use

Educator-Led AI supports teachers, advisors & leaders

Ethical Students learn with AI, not just from it

Accessible Tools must work for all learners, incl. those with disabilities

Transparent Stakeholders understand how AI systems work

Data-Protective Must comply with FERPA & federal privacy law

Fear —

What is AI going to do to:

Job market

Environment

Critical thinking



Future-Ready Workforce

Future-Ready Workforce
Continuous learning •
Experimentation • Critical
thinking and curiosity



The Human Advantage

The Human Advantage

Empathy • Values • Judgment •
Connection • Creativity •
Curiosity • Critical thinking •
Context



AI Companies: Who Does What Best

General-purpose leaders + education & research specialists

OpenAI

General-purpose reasoning, coding & multimodal tasks

ChatGPT Edu: free licenses for verified institutions

Anthropic

Safety-focused, long-context reasoning & document analysis

Strong for academic writing, policy work & sensitive content

Microsoft / Copilot

Enterprise & education integration (M365, Teams, GitHub)

Microsoft 365 Education: embedded in tools TCSG already uses

Elicit

Academic research synthesis from peer-reviewed literature

Best for faculty & evidence-based program development

Google DeepMind

Scientific research, multimodal AI & search integration

NotebookLM: standout tool for document-grounded research

Meta AI

Open-source AI — run models locally, no API cost

Llama models: equity-friendly for institutions managing PII

Khanmigo

Purpose-built AI tutoring — Socratic, guardrailed, K-16

Best-in-class for student-facing learning interaction

Perplexity

Real-time AI search with inline citations — answer engine

Useful for quick research; verify outputs (37% citation error rate)

Free AI Resources: Start Where You Are

For all TCSG instructors and students — no prior AI experience required to begin

★ BEGINNER

No AI experience needed

TCSG GOLD

[TCSG On Demand Training](#) | [tcsg.edu/](#)

The best first step. Many recorded trainings available. Perfect for any instructor, any program area.

Grow with Google — Generative AI

[Google](#) | [grow.google](#)

🕒 < 1 hr per module

🏆 Completion badge

Short, browser-based modules on gen AI and prompting. No account required. Great warm-up for a PD session.

LinkedIn Learning — Intro to AI

[LinkedIn / Microsoft](#) | [linkedin.com/learning](#)

🕒 1–3 hrs

🏆 Certificate of completion

Beginner AI and prompt engineering courses accessible via LinkedIn. Certificates display on professional profiles.

Google AI Literacy Hub

[Google](#) | [ai.google/literacy](#)

🕒 Self-paced

🏆 Badges available

Self-guided courses, AI Quests, and Career Launchpad. Practical starting point for instructors and students alike.

★★ INTERMEDIATE

Some AI familiarity

Elements of AI

[University of Helsinki](#) | [elementsofai.com](#)

🕒 30–60 hrs

🏆 Free certificate

Foundational AI course with a real, free certificate. Covers ML, neural networks, and real-world applications. Self-paced.

IBM SkillsBuild

[IBM](#) | [skillsbuild.org](#)

🕒 Self-paced

🏆 Free digital badges

1,000+ courses with employer-recognized badges. AI, cybersecurity, and data analytics tracks — for instructors and students.

OpenAI Academy

[OpenAI](#) | [academy.openai.com](#)

🕒 Self-paced

🏆 Varies by course

On-demand workshops and videos on AI fundamentals through practical tool integration. Good for moving beyond basics.

LinkedIn Learning — AI Skill Pathways

[LinkedIn / Microsoft](#) | [linkedin.com/learning](#)

🕒 Role-based paths

🏆 150+ certificates

Organized by role and level — marketing, healthcare, education, technical. Certificates add directly to LinkedIn profiles.

★★★ ADVANCED

Ready to go deeper

Microsoft Elevate / MS Learn

[Microsoft](#) | [learn.microsoft.com](#)

🕒 Self-paced

🏆 Industry credential (May 2026)

For instructors ready to integrate AI into teaching practice. Covers Copilot, prompt design, and responsible AI.

AI for Education (AI4ED)

[AI for Education](#) | [aiforeducation.io](#)

🕒 Self-paced

🏆 PD resources

Educator-specific resources: prompt libraries, AI policy templates, and classroom integration guides for practitioners.

Google AI Educator Series

[Google / ISTE+ASCD](#) | [ai.google/education](#)

🕒 Cohort-based

🏆 Credential launching May 2025

For instructors who want a structured, cohort-based program with an ISTE-recognized credential. Application required.

IBM SkillsBuild — Advanced AI

[IBM](#) | [skillsbuild.org](#)

🕒 Self-paced

🏆 Free digital badges

Advanced tracks in AI ethics, data analytics, and AI for business. Builds on Intermediate SkillsBuild completion.

Tip: Start with any Beginner resource regardless of your role — then follow the path that matches your program area and pace. LinkedIn Learning free access may vary by institutional license.

Prompt Engineering: The CTFR Framework

Four elements that make every AI prompt more precise, useful, and safe

C Context

What's the scenario?

Set the stage for AI. Who are you? Who is the audience? What situation are you in?

"I am a welding instructor at a TCSG college teaching first-semester students..."

T Task

What should AI do?

Give AI a clear, specific action. Use strong verbs: draft, summarize, generate, compare, explain.

"...create a 3-question quiz on basic arc welding safety..."

F Format

How should output look?

Specify structure: bullet list, table, paragraph, numbered steps, email, slide text.

"...formatted as multiple choice with answer key at the bottom..."

R Restrictions

What are the constraints?

Tone, length, reading level, compliance rules, what to avoid.

"...keep language at a 9th grade reading level. No jargon."

CTFR IN ACTION — Try refining this prompt iteratively:

"I am a welding instructor at a Georgia technical college [C]. Create a 3-question quiz on arc welding safety [T], formatted as multiple choice with an answer key [F]. Keep language at a 9th grade reading level and avoid technical jargon [R]."

Tip: Iterative refinement means running your prompt, reviewing the output, then adjusting one element at a time to improve results.

Productivity Prompts for AI Use

Use these today — in your work, your classroom, your program.

“The power of AI is not the tool—

it’s the question you ask.”

If you can ask better questions,
you get better results.

Try this right now:

*“Based on my role as [job/student],
give me 3 ways I can save time
using AI this week.”*

12 Productivity Prompts

Copy, paste, and customize — replace anything in [brackets] with your context

01

Turn Ideas into Action

PROMPT:

“Turn this idea into a step-by-step plan with clear next actions: [paste idea]”

02

Draft Emails Faster

PROMPT:

“Write a professional email to [audience] about [topic]. Keep it clear, concise, and friendly.”

03

Simplify Complex Information

PROMPT:

“Explain this in simple terms for a beginner: [paste content]”

04

Save Time on Summaries

PROMPT:

“Summarize this into 5 key points and 3 action steps: [paste text]”

05

Improve Decision-Making

PROMPT:

“What are the pros, cons, and risks of this decision: [describe situation]?”

06

Create Learning Activities

PROMPT:

“Create a real-world assignment for students learning [topic] that includes AI use.”

07

For Workforce Programs

PROMPT:

“How is AI currently used in [industry/trade], and what skills should students learn?”

08

Increase Productivity at Work

PROMPT:

“What tasks in my role could be automated or improved with AI? My role is: [job]”

09

Improve Writing Quality

PROMPT:

“Edit this for clarity, tone, and professionalism: [paste text]”

10

Generate Better Ideas

PROMPT:

“Give me 10 creative ideas for improving [process, program, or service]”

11

Learn Faster

PROMPT:

“Create a beginner learning plan for [skill] with free resources and milestones.”

12

Analyze Data or Feedback

PROMPT:

“Analyze this feedback/data and identify patterns, concerns, and recommendations: [paste]”

Ask Quality Questions

“The power of AI is not the tool—it’s the question you ask.”

“If you can ask better questions, you get better results.”

Ask everyone in the room to open their phone or laptop and try:

“Based on my role as [job/student], give me 3 ways I can save time using AI this week.”

NOTE: Give them 90 seconds. Then ask 2–3 people to share what they got.

 The goal: every person leaves having already used AI once today.



The skill that unlocks every other prompt on this list

**“If AI gives you a weak answer, it’s usually not the AI—
it’s the prompt.”**

Great users don’t just use AI... they coach it.

STANDARD VERSION

Prompt #13 — Improve Your Prompt

“Improve this prompt to get a more useful, specific, and high-quality response. Ask me any clarifying questions if needed, then rewrite the prompt:

[paste your prompt]”

POWER USER VERSION

Expert Prompt Engineer Mode

“Act as an expert prompt engineer. Rewrite this prompt to be clearer, more specific, and better structured. Include:

- *Clear goal*
- *Context*
- *Desired format*
- *Any constraints*

Then explain why your version is better.

Prompt: [paste prompt]”

Everyday Life Prompts — Use AI to make life easier, not just work faster

“If you only use AI at work, you’re missing half the value.”

The more you use it in your life, the more powerful you become at using it professionally.

🔥 Try It Now:

“Plan my ideal weekend based on my interests: [list a few things you enjoy]”

🍴 Meal Planning

🛒 Grocery Lists

💪 Fitness

🧳 Travel Planning

💰 Budgeting

🧠 Learn Something New

🎉 Event Planning

📁 Recs

📝 Personal Writing

🧹 Life Organization

🔧 Problem Solving

🎯 Goal Planning

🧠 Decisions



13 Everyday Life Prompts

For home, health, finances, and fun — replace anything in [brackets] with your details

01 Meal Planning

PROMPT:

“Create a 5-day meal plan with simple recipes based on these preferences: [diet, budget, time]”

02 Smart Grocery List

PROMPT:

“Turn this meal plan into a categorized grocery list: [paste plan]”

03 Fitness Plan

PROMPT:

“Create a simple weekly workout plan for a beginner with [goals, time available]”

04 Travel Planning

PROMPT:

“Plan a 3-day trip to [location] with a mix of relaxation, food, and activities.”

05 Budgeting Help

PROMPT:

“Help me create a simple monthly budget based on this income and expenses: [details]”

06 Learn Something New

PROMPT:

“Teach me the basics of [skill] in a simple, step-by-step way.”

07 Event Planning

PROMPT:

“Help me plan a [birthday/holiday/event] with ideas for theme, food, and activities.”

08 Books & Movie Recs

PROMPT:

“Recommend 5 books/movies similar to [title] and explain why I’d like them.”

09 Personal Writing

PROMPT:

“Help me write a thoughtful message for [occasion] that sounds warm and genuine.”

10 Organize Your Life

PROMPT:

“Create a simple weekly routine to help me stay organized and reduce stress.”

11 Solve Everyday Problems

PROMPT:

“Give me practical solutions for this problem: [describe situation]”

12 Personal Goal Planning

PROMPT:

“Help me set and achieve a goal for [health, finances, learning] with clear steps.”

13 Decision Helper

PROMPT:

“Help me decide between these options by comparing pros, cons, and trade-offs: [options]”

Remember: the more specific your [context], the better the result. AI meets you where you are.

Key Takeaways

Safety first – never put PII into any prompt

Ethics is the steering wheel of innovation

Being a good citizen means using AI responsibly

Always verify output...AI makes mistakes

Never ever outsource your thinking

The future is tech-enabled and human-led



Thank You!
