

AI at work: Team stocktake

Our GenAI awareness

Artificial Intelligence has been around for decades. The big shift in the past few years has been in generative AI. GenAI can produce new content (text, images, audio, video) based on your prompts.

1 --- 2 --- 3 --- 4 --- 5 --- 6 --- 7 --- 8 --- 9 --- 10

Just beginning my journey

Confident & regular user

My comfort with AI

1 --- 2 --- 3 --- 4 --- 5 --- 6 --- 7 --- 8 --- 9 --- 10

Extremely uncomfortable

Completely fine with it

Our organisation's AI policies

How can / can't we use it?

Examples and wishlists

Use cases (heard of, tried yourself, surprised you?)

AI Wishlist

What would we love to use this for if we could?



Our processes and workflows

AI excels in areas where tasks are data-driven, repetitive, or require pattern recognition. Evaluate your processes based on these factors:

Repetitive tasks What aspects of your role do you do repetitively? <i>data entry, scheduling, email responses, etc.</i>	
Data analytics What data do we collect? Do we have historical data saved? In what formats? How is it used?	
Customer interaction What touch points do customers have with your work?	
Predictive capabilities What trends or predictions would help you at work?	
Content development What do you write? Do you create any videos, audio or images?	

Next steps:

- Investigate what your in-built AI systems can do; Copilot (Microsoft), Gemini (Google)
 - For specific use cases, research different AI tools.
- Psst – you can ask Copilot/Gemini/ChatGPT to help*

Create a prompt library

The better the prompt, the better the response. But, who wants to continuously type out the same prompts? Take some of the regular reasons you might prompt Copilot, Gemini or ChatGPT.

Gold-star prompting

1. Task

Mandatory, always start with an action verb and include what output you want. Be as specific as possible.

2. Context

Imagine you're briefing someone; what do they need to know? What's your background – role? What environment are you working in? Who is the audience?

3. Examples

Include good examples and specific examples or things you don't want to see.

4. Persona

Who do you want the AI to be answering as?
respond like a successful Senior BA...

5. Format

What do you want the end result to be?
email, bullet points, paragraphs, image, social media post, etc.

6. Tone

Tone of voice you want the response in, how casual vs. formal
psst: if you have brand/tone guidelines upload them!

Next steps:

- Create a shared place where your team can store your prompt library.
- Identify common use cases and draft prompts for them.

