

HUMAN+AI

Quick Start Guide for L&D



Before you get started **think about...**

1

Why use AI?

What problem are you trying to solve?

Here are five key areas to consider:

- Content creation
- Efficiency and automation
- Learning experience
- Analytics
- Skills

2

What criteria?

What does good look like?

What criteria will help you determine the quality and safety of the output?

Examples:

- Accuracy
- Clarity
- Completeness
- Formatting: length, style, tone

3

Which tool?

Which AI tools will best meet your needs?

Sample categories:

- Chatbots
- Content generation
- Video and animation generation
- Image generation
- Audio generation
- Productivity tools

4

How to start?

How can you get started?

Review and evaluate the tool by answering these questions:

- Is an account needed?
- What is the cost?
- What are its strengths and limitations?
- What data is it trained on?
- How is my data handled?



Then **check...**

Safe AI use guidelines and policies

Does your organization have **policies** and **guidelines** in place for the safe and secure use of AI?

[GP's Guiding Principles for AI Use.](#)

Approved tools

Does your organization maintain a **list of approved AI tools**? If the tool you need is not part of the list, how do you **get a new tool vetted**?

Data privacy

Does your organization have a **paid license** for using that tool? **How is data stored and used** with the tool? What **type of data can you enter** into the tool?



Create, evaluate and refine your prompt

Create

Create your prompt

A "prompt" is a set of instructions or information given to an AI system to guide it in creating something new. Make sure to include these three parts in your prompt structure for better outputs.

Suggested Structure:

1

Audience role

Prompt Example:

Act as a Training Manager.

2

Output

Write the opening paragraph of an announcement to the organization regarding a new program on prompt engineering for all employees.

3

Instructions

The announcement should be short, engaging, using professional language and be well-structured.

Evaluate

Evaluate your prompt output

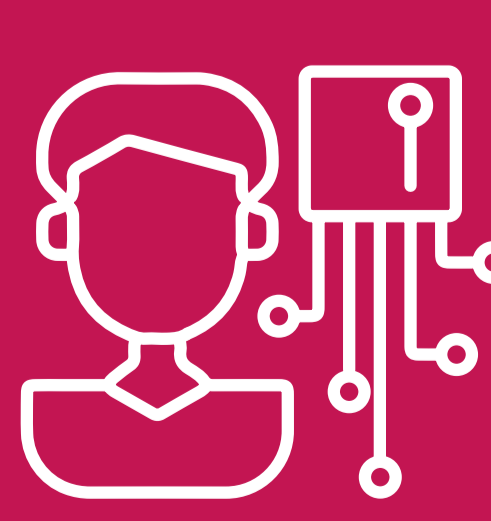
- Is it sensible, specific, and interesting?
- Is it free of bias, hate speech, violence etc.?
- Is it supported by authoritative sources?
- Is it a general objective consensus on a certain topic?

Use the criteria you developed for what good looks like and evaluate against it.

Refine

Refine your prompt repeatedly until you get the desired output

- Clarify or enhance the role, output, or instructions.
- Alter the wording or format of the prompt; add more context or detail.
- Give feedback regarding parts to maintain or remove.
- Modify the prompt to resolve issues identified while evaluating the output.



Always keep the **Human** in the loop

Register for our **AI training programs and workshops.**