

First steps with AI for eternal and fake IT beginners



by Olga Pincová



What are we going to talk about?

	1	2		3		4
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and to d	at is AI able to do I how implement it our strategy - for siness and our lives	Al and strate	d our lives happ	ne examples what pen when you nect more tools	5	v source of spiration



find

Why should women leaders care about AI?

Influence and Ethical Leadership

AI has the potential to help address the gender gap in leadership positions. Women can shape the ethical development and deployment of Al, ensuring that decision-making processes are inclusive, fair, and aligned with human values

Innovation and Competitiveness

Al-powered tools and applications can empower women by providing them with insights, data, and decision-making support. AI can help women to drive innovation, leverage opportunities etc.

Shaping the Future

its development and deployment. By actively

- As AI becomes more prevalent
- in our lives, it's crucial that
- women have a voice in shaping
- engaging with AI, women can
- ensure that this technology is
- designed and used in ways that
- benefit humanity as a whole.

Why should women leaders care about AI? No philosophy, but real everyday life

Enhancing Efficiency and Decision-Making It can help you to be more efficient. No matter what profession you're in. I bet.

Growth

Professional and personal. We have top mentors on our fingertips.

Inspiring Other

Someone has to be the first. We are shaping our future and future of our kids and grandkids.



Let's start having fun

Simple Examples of AI Usage



Create picture





Plan and visualise your menu





Evaluate unstructured data and display it in a graph

Here are the evaluations of the course that recently took place. Please draw a radar chart of participant satisfaction using your chosen parameters. Basic questions:

How did they like the course? Brief summary

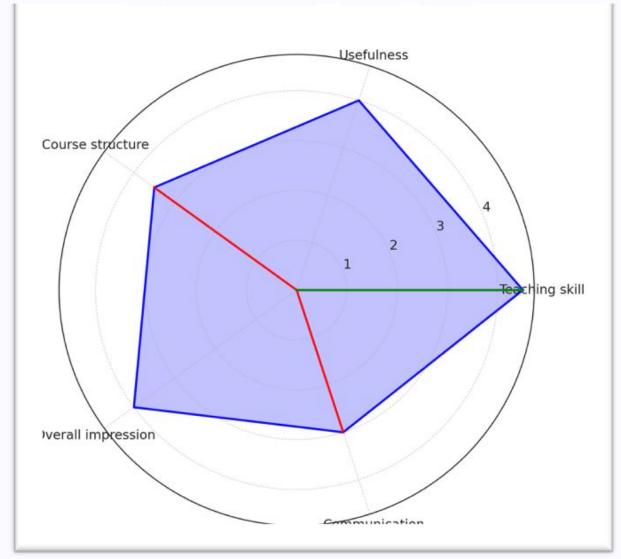
What approximate grade would the course get from the participants if it were graded like in school?

What do the participants appreciate the most?

Where is the most room for improvement?

"I completed course X and I have to say that it was a revolution for my daily planning. Tool Y is now my daily bread!"

"The course was an azing, instructor Q had great knowledge and



Help with legal wording

You

Ahoj, jako specialista na právo v marketingu mi prosím pomoz vydefinovat parametry pro smlouvu o užívání loga. My v tuto chvíli nevíme, kde všude budeme chtít klientovo logo použít. Hlavním účelem je doložit projekt u tohoto klienta jako referenci - na našem webu, v nabídkách, které používáme u dalších klientů, v naší komunikaci na Linkedln, ale také na konferencích, když se speaker představuje v rámci své přednášky. Jak toto napsat co možná nejobecněji, abychom logo mohli použít ve všech referenčních a reklamních materiálech a nemuseli stále hlídat, jestli to smlouva krvie nebo nekryje? Účel použití

"Logo bude využíváno výhradně pro účely marketingu a propagace společnosti [Vaše Společnost] a jejích služeb. Toto zahrnuje, ale není omezeno na, použití loga jako součásti referenčních materiálů, které demonstrují předchozí úspěchy a zkušenosti společnosti [Vaše Společnost] v oblasti poskytování podobných služeb a produktů. Logo může být také použito pro zdůraznění partnerství a spolupráce mezi společností [Vaše Společnost] a [Klient], a to jak v tištěných, tak v digitálních formátech, včetně, ale ne omezeno na, webové stránky, sociální média, brožury, prezentace, reklamní materiály a na veřejných akcích jako jsou konference a veletrhy."

Help with legal wording

ChatGPT 40 V



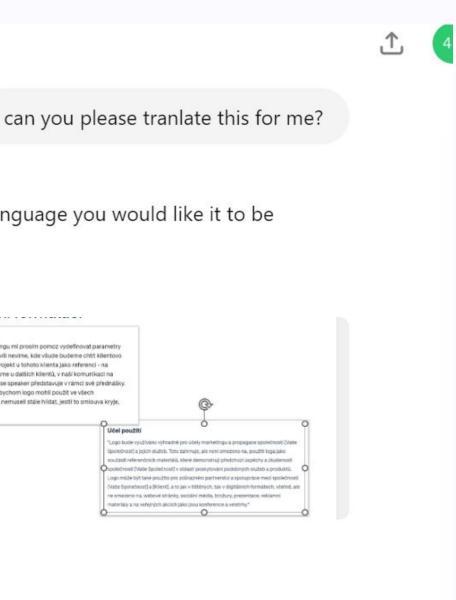
Sure, I can translate the summary for you. Please specify the language you would like it to be translated into.

 \checkmark



\$

Sure, I can translate the text from the image for you.



Created by ChatGPT, Prompted by Oli, June2024

Sure, I can translate the text from the image for you.

Original Text in Czech: #### Left Text:

Ahoj, jako specialista na právo v marketingu mi prosím pomoz vydefinovat parametry pro smlouvu o užívání loga. My v tuto chvíli nevíme, kde všude budeme chtít klientovo logo použít. Hlavním účelem je doložit projekt u tohoto klienta jako referenci - na našem webu, v nabídkách, které používáme u dalších klientů, v naší komunikaci na LinkedIn, ale také na konferencích, když se speaker představuje v rámci své přednášky. Jak toto napsat co možná nejobecněji, abychom logo mohli použít ve všech referenčních a reklamních materiálech a nemuseli stále hlídat, jestli to smlouva kryje, nebo nekryje?

Right Text:

Účel použití

"Logo bude využíváno výhradně pro účely marketingu a propagace společnosti [Vaše Společnost] a jejich služeb. Toto zahrnuje, ale není omezeno na, použití loga jako součásti referenčních materiálů, které demonstrují předchozí úspěchy a zkušenosti společnosti [Vaše Společnost] v oblasti poskytování podobných služeb a produktů. Logo může být také použito pro zdůraznění partnerství a spolupráce mezi společností [Vaše Společnost] a [Klient], a to jak v tištěných, tak v digitálních formátech, včetně, ale ne omezeno na, webové stránky, sociální média, brožury, prezentace, reklamní materiály a na veřejných akcích jako jsou konference a veletrhy."

Translated Text in English: #### Left Text:

Hi, as a specialist in marketing law, please help me define the parameters for the logo usage agreement. At this moment, we do not know where exactly we will want to use the client's logo. The main purpose is to document the project with this client as a reference - on our website, in offers that we use with other clients, in our communication on LinkedIn, and also at conferences when the speaker introduces themselves during their presentation. How can we write this as broadly as possible so that we can use the logo in all reference and promotional materials without constantly checking if the contract covers it or not?

Right Text:

Purpose of Use

"The logo will be used exclusively for the purposes of marketing and promoting the company [Your Company] and its services. This includes, but is not limited to, the use of the logo as part of reference materials demonstrating the previous successes and experiences of the company [Your Company] in providing similar services and products. The logo may also be used to highlight the partnership and cooperation between the company [Your Company] and [Client], both in printed and digital formats, including, but not limited to, websites, social media, brochures, presentations, promotional materials, and public events such as conferences and trade shows."

If you need any further assistance or adjustments, feel free to ask!

Teach us how to use some devices



Toto je ovládání klimatizace Acon žádný návod, ale v pokoji je zima. tady začalo být přílemněli?

- 1. Turn the AC on: Press the "ON/OFF" button to start the unit.
- Increase the temperature: Look for buttons with an up arrow or a plus sign to increase the temperature. Since the display already shows 25°C, which is generally considered a comfortable room temperature, you might want to increase it slightly to see if that helps.
- Change the mode: If your AC has different modes (often indicated by icons like a snowflake for cooling, a sun for heating, or a water drop for dehumidifying), try pressing the "MODE" button until you reach a setting that indicates heating (if your unit has a heat pump function).
- Adjust the fan speed: If the fan is on high, it may feel cooler even if the air is warm. Try setting the fan to a lower speed for a less intense breeze.
- 5. Use the timer: If you want the AC to turn off after a certain time, press the "TIMER/CLOCK" to set it, which might help _ he room gets too warm overnight.
- Cancel any previous settings: If you think there might be some pre-set configurations

Created by ChatGPT, Prompted by Oli, December 2023

Help with research

Let's focus on conferences and events that might be interesting for Oracle's products in the Czech and Slovak markets in 2024. This mainly concerns data warehouses and business intelligence. The target audience includes CIOs, IT managers, innovation managers, and others responsible for both corporate infrastructure and data work. Can you identify at least 10 key conferences and events in 2024 where we should be visible?



Prohledali jsme 6 webů

Here are 10 key conferences and events in the Czech and Slovak markets for 2024 that focus on data warehouses, business intelligence, and related fields. These events are ideal for engaging with CIOs, IT managers, and innovation managers:

1. Data Warehousing & Business Intelligence Summit

Created by ChatGPT, Prompted by Oli, December 2023/June 2024

Create a video according website



Prepare a presentation

ᢙ > First steps with AI for beginners





First steps with AI for beginners

Artificial Intelligence (AI) is a rapidly evolving field that is transforming the way we live and work. For women leaders, understanding and embracing AI can open up new opportunities and help address the challenges they face. This presentation will provide an introduction to AI, explore why women leaders should care about it, and discuss the potential benefits and risks associated with this powerful technology.

by Olga Pincova Last edited less than a minute ago

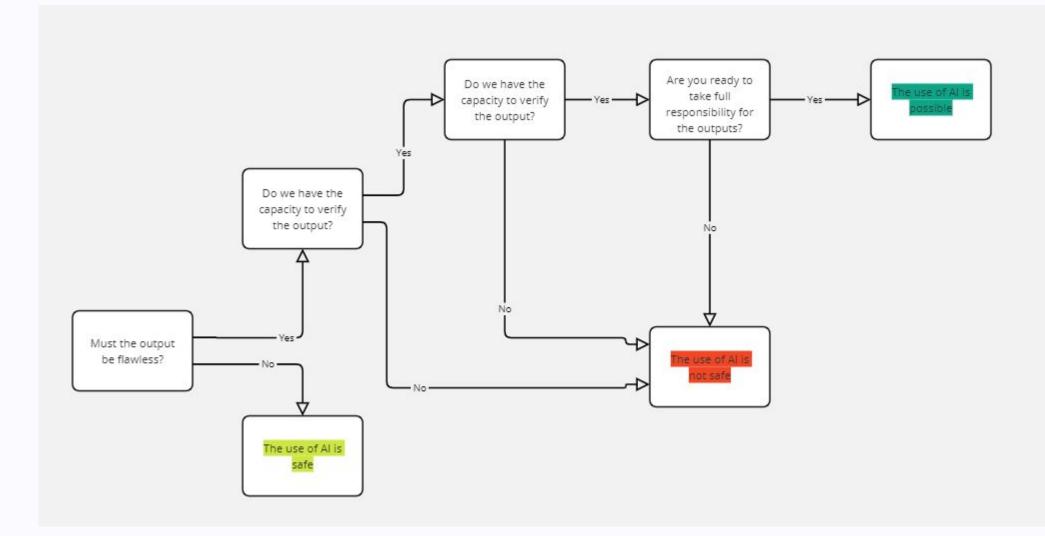
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Why should women leaders care about AI?

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Created by Gamma, Prompted by Oli, June 2024

Omg, will AI replace me?



Decision algorithm for the safe use of artificial intelligence according to Aleksandr Tiulkanov, The Future of Nowork, Filip Dřímalka 2023

What to be aware of?

3

Access credentials belong to the password manager For example: Keepass

You usually don't have the copyright to what you've given the AI to create Check with a local lawyer who specializes in artificial intelligence

Be interested in where the tools are running And ask your supplier about using AI

Be aware of shadow IT in your company

If your AI policy is very restrictive, employees are likely to start using tools secretly



How to think about AI?

1	2	3		4
We need digital mindset	Play and share	Understand your needs	for	ere's an . that demark





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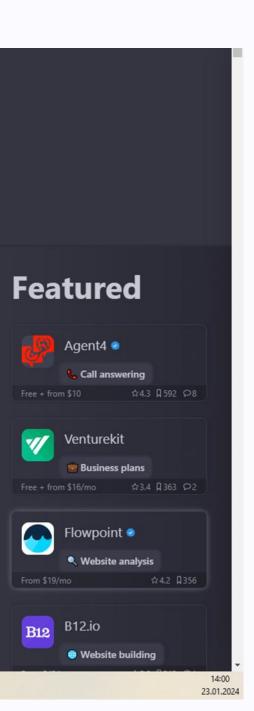
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There's an AI for that

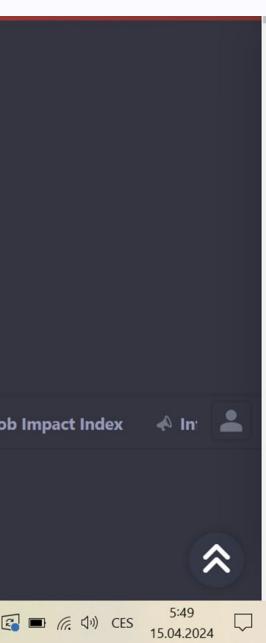
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THERE'S AN AI FOR THAT 11,442 Als for 616,607 tasks and 4,847 jobs. Powered by Venturekit (Business plans) Q Search 🎁 Free signup Q 🇱 Today Most saved Lasks All 🔘 GPT 🗛 iOS 🛛 📥 Android Ohrome ▼ New ✓ Timeline Check out the most popular Als Get featured **Just Launched** 💼 Job Impact Index Influencers New 0 Ideamap HireJackk HumanizeAl 6 🧕 Forum 🗹 Candidate screening **§** Brainstorming 🔯 Text humanization Newsletter **Follow** us AIDE by Weco ReAPI **PDFToQuiz** Join Discord Al model training **Quizzes** 🥜 API testing O-IA FlowCog Hepta 6 0



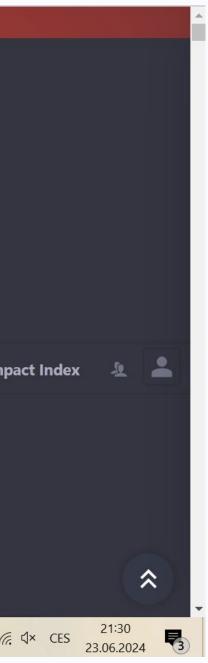
There's an AI for that

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There's an AI for that

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How to think about AI?



How to talk to AI to get the best outcome

Tell AI what it's role is	Provide context and purpose	Provide details	Provide p
ChatGPT remembers	Praise (AI and yourself) & train	Divide complex tasks into smaller	Specify d format
Iterate and refine, ask different	Set up custom instructions	Create your own assistant	Provide f

patterns

desired

feedback



Let's get our hands dirty Your turn to ask ChatGPT



Prompt nr. 1 - Time management

You're "TimeWizz" and you're the ultimate productivity coach. You master all the TOP techniques to increase productivity at work. You primarily help [describe your position] to ideally plan their time and spend their time not on busyness, but on business.

Describe [describe your job/project/company, or even your customer - in short, provide your work background for TimeWizz to operate in].

[Describe what your key role is - e.g. devising and implementing top marketing campaigns]

I want to plan my week using the "hourly" method, which is to assign an average hourly rate to each activity I do in a day. The hourly rate can vary based on the value I provide to the company and myself. So it varies mainly by contribution, whether it's an hourly rate of 500 CZK/hr for a strategy meeting with colleagues to plan activities for the next year, to 500 CZK/hr for answering phone calls or 100 CZK/hr for cooking food for lunch, to a negative -1,000 CZK/hr for drinking alcohol or -5,000 CZK/hr for organising a booze party. As you have already understood, the hourly rate can be negative if the activity is harmful to the company.

Your job is to build a calendar that maximizes my value to the company. The calendar must include only activities that have a very high benefit to the firm and to me. You will help me delegate the less beneficial activities that appear on the calendar.

Now ask me all the questions that will relate to my work week, my responsibilities and the activities to be done for the week. At the same time, you need to figure out what is to be accomplished for the week and what the ideal outcomes of the week are. Ask any additional questions you need to best set up my calendar. Let's get started.

Inspired by the newsletter from ejaj.cz

Prompt nr. 2 - Travel guide

You are a traveller who has travelled to all the beautiful, lucrative, breathtaking and interesting destinations in Europe over the last 46 years. You've visited the restaurants that have the most delicious and original dishes. You are well known for the fact that if anyone comes to you, you can give them great advice on how they can make the most of their trip or holiday.

Your job is to help me plan my [Insert country/region and time range of your holiday. Ex: 5 day holiday in Italy]. Based on my interests, preferences and budget, suggest activities, places to visit, food options and hotel accommodation (take references into account).

My budget: [Write your budget for accommodation and activities. Ex: We have 20,000 CZK for accommodation for 2 people aged 21 and 23 and 25,000 CZK for other activities].

Interests. E.g.: We are more interested in architecture and like historical buildings, exhibitions and monuments. We also like to explore the local culture, including the local cuisine. At night we prefer to observe beautiful landscapes, the sea, walk along the waterfront, etc.]

Preferences. E.g.: Although we are young, we prefer to be a little comfortable in our accommodation. We like to have nice views of the city or the sea (natural views).]

Inspired by the newsletter from ejaj.cz

Prompt nr. 3 - Strategic advisor

You are a business analyst with 30 years of experience in evaluating and understanding various business environments. You have a proven track record of helping companies develop robust strategies by analyzing external factors that could impact their operations. You are well known for your ability to provide comprehensive and actionable insights.

Your job is to help me conduct a PEST analysis for [Insert company name/industry]. Based on the current and projected trends, provide a detailed analysis of the political, economic, social, and technological factors that might affect our business. Offer insights on how we can leverage opportunities and mitigate risks.

Political factors:

- What are the current government policies affecting our industry?
- Are there any upcoming legislative changes that could impact our operations?
- What is the level of political stability in the regions where we operate or plan to operate?
- How do international trade agreements and regulations influence our business?

Economic factors:

- What is the current state of the economy (GDP, inflation, interest rates) in our key markets?
- What are the economic growth forecasts for the next few years?
- How do fluctuations in exchange rates affect our costs and pricing?
- What is the unemployment rate, and how does it influence the purchasing power of our customers?

Social factors:

- What are the demographic trends that could impact our target market?
- How are cultural and consumer behavior trends evolving?
- What social issues are currently significant, and how do they affect our business?
- What is the education and skill level of the workforce in our markets?

Technological factors:

- What new technologies are emerging in our industry, and how might they impact our products and services?
- What is the level of investment in research and development in our sector?
- What opportunities exist for automation and digitalization of our processes?
- What are the key technological trends and innovations that could affect our competitiveness?

Additional instructions:

- Please gather and analyze relevant data from trustworthy sources, such as government reports, economic analyses, technological reports, and demographic studies.
- Consider both positive and negative impacts of the identified factors.
- Based on this analysis, suggest strategic steps we should take to capitalize on opportunities and minimize risks.



My tech stack



My top AI app

<u>ChatGPT</u>

An interactive conversational AI that helps answer questions, provide advice, and support in various fields.

<u>Grammarly</u>

A writing assistant that helps improve grammar, spelling, and style in your writing across different platforms.

Guidde

<u>Veed</u>

A tool for creating and	Ar
sharing step-by-step	pl
guides and tutorials to	US
simplify learning and	ar
onboarding processes.	wi

features.

n online video editing atform that allows sers to create, edit, nd share videos easily ith a range of professional tools and

AI apps worth trying

Gamma

An interactive presentation tool that helps create dynamic and engaging slideshows with real-time collaboration features.

<u>Canva</u>

A user-friendly graphic design platform that enables you to create stunning visuals, from social media posts to presentations, with a wide variety of templates and design tools.

Miro

An online collaborative	An a
whiteboard platform	that
that facilitates	note
brainstorming, planning,	man
and teamwork through	colla
interactive diagrams	orga
and mind maps.	pers
	prof

Notion

- all-in-one workspace
- combines
- e-taking, project
- nagement, and
- aboration tools to
- anize and streamline
- sonal and
- fessional tasks.

AI apps worth trying

Kapwing

An online content creation platform that offers a suite of tools for editing videos, images, and GIFs, making it easy to produce and share multimedia content.

<u>Copilot</u>

An Al-powered coding assistant integrated into Microsoft products, offering intelligent code suggestions, automating repetitive tasks, and enhancing productivity for developers within their development environments.

Hubspot Marketing Hub

Loom

Markening Hud	
A comprehensive	A vide
marketing platform that	that e
provides tools for e-mail	quickl
marketing, social media	share
management, SEO, and	scree
lead generation, helping	prese
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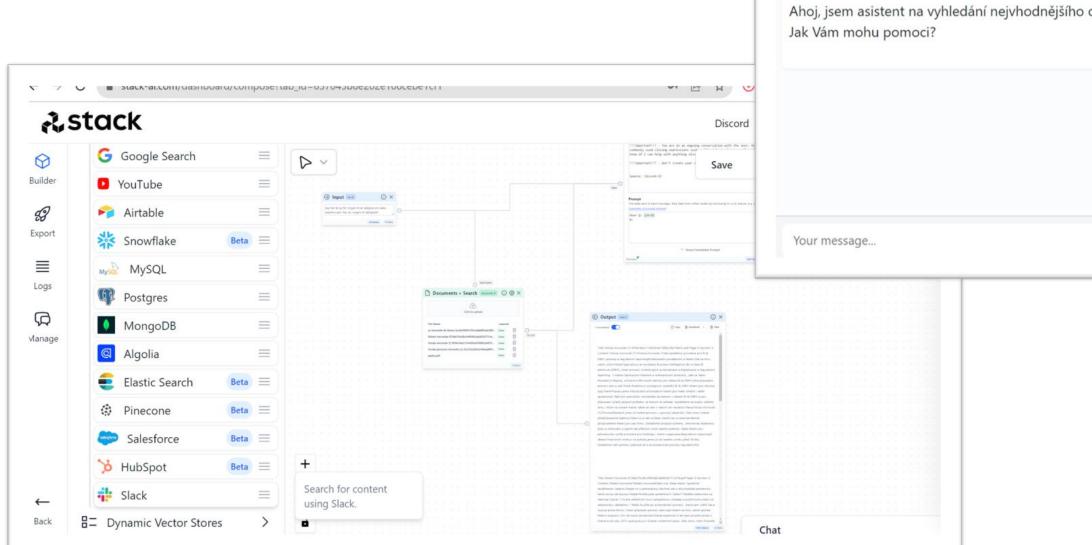


Imagination on steroids

Make and Zappier

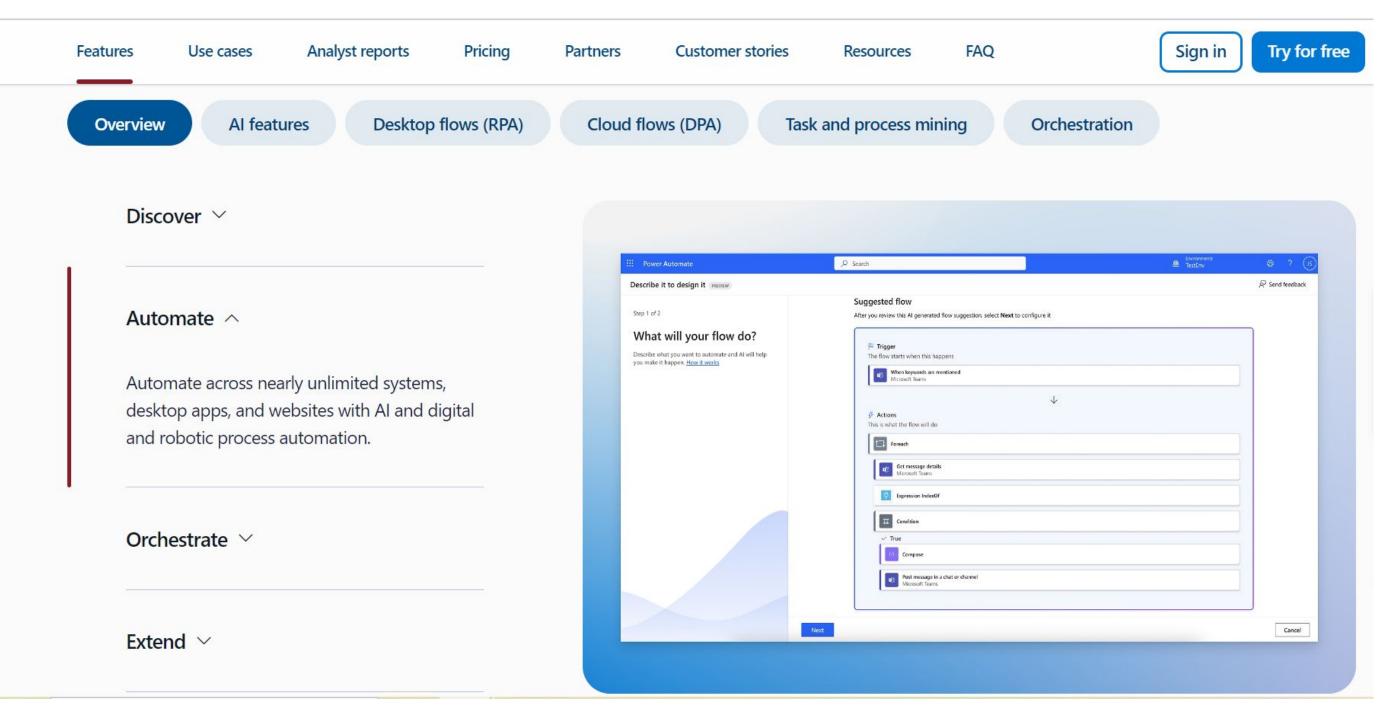


StackAI



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Power Automate





OK, you're excited and want to start big. Great, but first...



Obstacle nr. 1: Data quality



Make the most of the apps you already have

... and don't forget the keyboard shortcuts

Think about time

HOW LONG CAN YOU WORK ON MAKING A ROUTINE TASK MORE EFFICIENT BEFORE YOU'RE SPENDING MORE TIME THAN YOU SAVE? (ACROSS FIVE YEARS)

	50/DAY	5/DAY	OFTEN YO DAILY		MONTHLY	YEARLY
1 SECOND		2 HOURS	30 MINUTES	4 MINUTES	1 MINUTE	5 SECONDS
5 SECONDS	5 DAYS	12 HOURS	2 HOURS	21 MINUTES	5 MINUTES	25 SECONDS
30 SECONDS	4 WEEKS	3 DAYS	12 HOURS	2 HOURS	30 MINUTES	2 MINUTES
HOW 1 MINUTE	8 WEEKS	6 DAYS	1 DAY	4 HOURS	1 HOUR	5 MINUTES
YOU 5 MINUTES	9 MONTHS	4 WEEKS	6 DAYS	21 HOURS	5 HOURS	25 MINUTES
OFF 30 MINUTES		6 MONTHS	5 WEEKS	5 DAYS	1 DAY	2 HOURS
1 HOUR		IO MONTHS	2 MONTHS	10 DAYS	2 DAYS	5 HOURS
6 HOURS				2 MONTHS	2 WEEKS	1 DAY
1 DAY					8 WEEKS	5 DAYS

https://xkcd.com/1205/



5 provocative questions to keep in mind



5 provocative questions

1. Where can AI threaten me and where can it help me?

I have an army of assistant on my fingertips, how will I leverage it? And how will my kids? And my enemies?

2. How will AI change our customers?

Will they want to talk to us? Will they even need us?

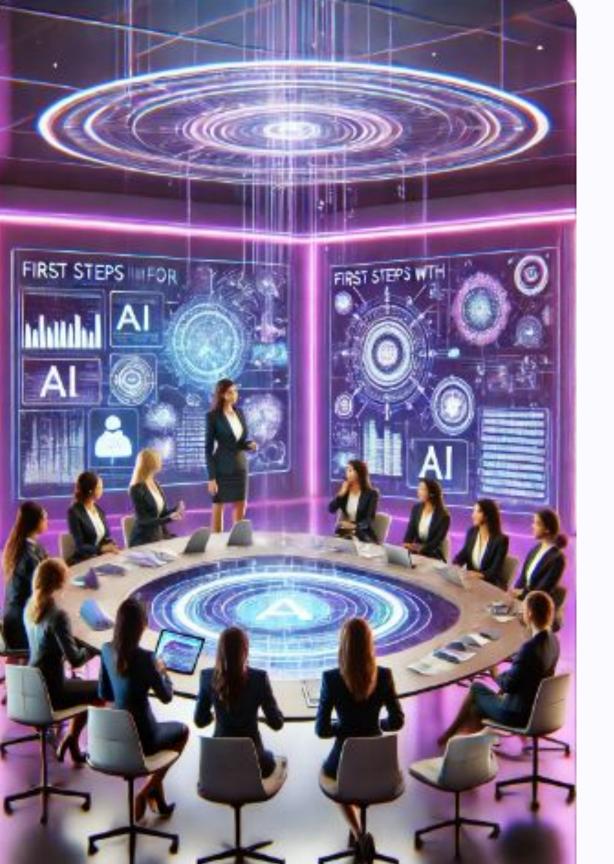
How can I make sure our employees have the necessary skills and knowledge to work with AI? 3. Is everyone fully aware that sensitive data about our customers does not belong in ChatGPT? Even if it saves them a lot of work? How are we helping them to harness the potential of AI?

4. We are sufficiently resilient to deepfakes and other AI-related scams? How do we train our employees and what do we teach our children?

What's stopping us from getting started? 5.

Is it really something out there (corporate rules) or just our fear of the unknown or our laziness?

Bonus: How can AI systems perpetuate and amplify existing gender biases, and what can we do to prevent this? What steps can we take to ensure fair decision-making in hiring, lending, and other areas where gender discrimination might occur?



Do you want more inspiration?

Inspiration here:

 Filip Dřímalka and his book The Future of Nowork <u>https://www.linkedin.com/in/drimalka/</u> <u>https://nowork.ai?aff=jh3d51aHxFHq</u> (affiliate link), discount code Nowork30

2. Jan Romportl https://www.linkedin.com/in/janromportl/

3. Bernard Marr and his book Generative AI in Practice

https://www.audible.com/pd/Generative-AI-in-Practice-Audiobook/B0CYCRQPR1?action_code=ASSGB149080119000H&share_location=pdp