Using ChatGPT In Your Workplace

Wendy Sellers, "The HR Lady®"

Benefits Of Using AI Tools In Your Workplace

1 Streamline time-consuming tasks

2 Improve employee engagement and customer satisfaction by saving time.

3 This time can now be used to develop strong relationships with customers, colleagues, and employees.

CHAT GPT

NEXT SLIDE ›

USING CHATGPT IN BUSINESS: LEARNING OUTCOMES

1 Learn how to utilize ChatGPT in a business context effectively

2 Understand the implications of AI in Business.

3 Get your to-do list checked off

WHAT IS CHATGPT?

ChatGPT is a chatbot developed by Open AI and launched in November 2022.

Generative AI refers to artificial intelligence systems that can generate new content, such as text, images, or audio.

ChatGPT uses deep learning models to understand and respond to user inputs in a conversational manner.

It can be used for various applications, including customer support, virtual assistants, and content. generation.

The "training data" (information in its database) is outdated.

ChatGPT alone is not connected to the internet (to browse/ analyze) unless you have the paid account.

Just Ask ChatGPT What It Can Do

Create communication: emails, memos, procedures, more

Develop clearly identified KPI/ SMART goals

Assist developing step-by-step processes

Create FAQs and Policies

Create job descriptions, job postings, interview questions

ChatGPT (or similar AI tools) creates the documents, and then you just fine-tune it

The Basics Of Using ChatGPT: Prompts

Let's Try It: Learn how to utilize ChatGPT in a business context effectively
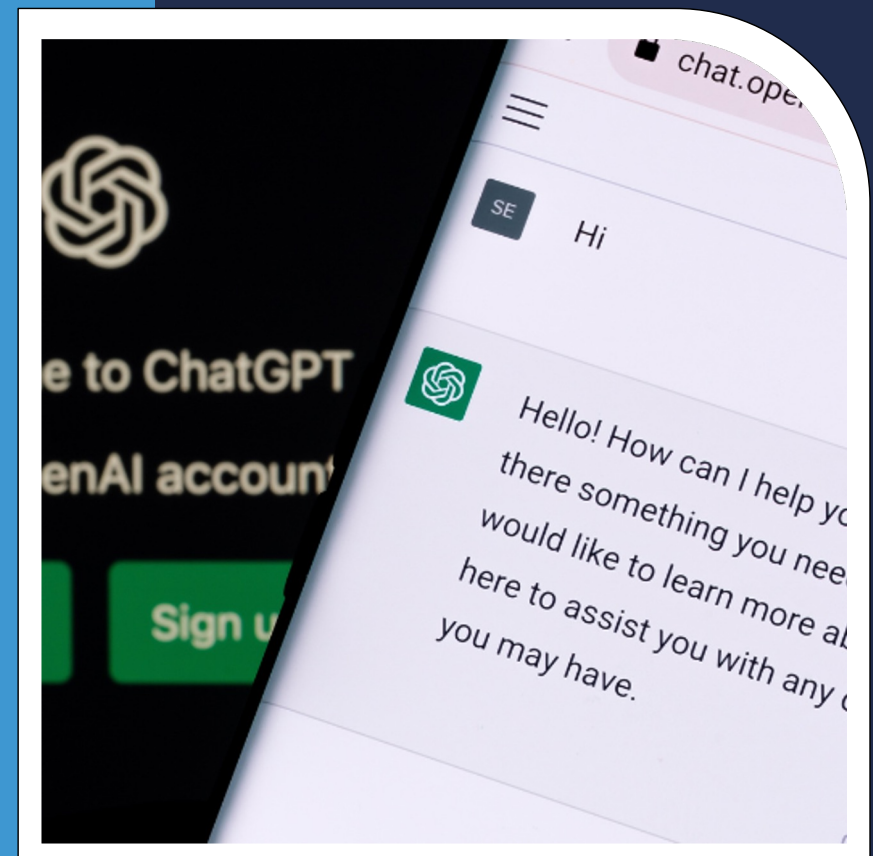
CREATE/ PROVIDE

SUMMARIZE

LIST

ACT AS

Let's Go Online

https://chat.openai.com/

Helpful Tips

1 "Converse with" ChatGPT

2 Provide details, get specific

3 Ask for more information (on same chat)

4 Always review and QC the results

DO NOT 🚫

ASSUME AI WILL REPLACE HUMANS

ASSUME AI DATA IS ACCURATE OR UP TO DATE

RELY ON AI SOLELY, HUMANS ARE NEEDED: EXPERIENCE + EMPATHY
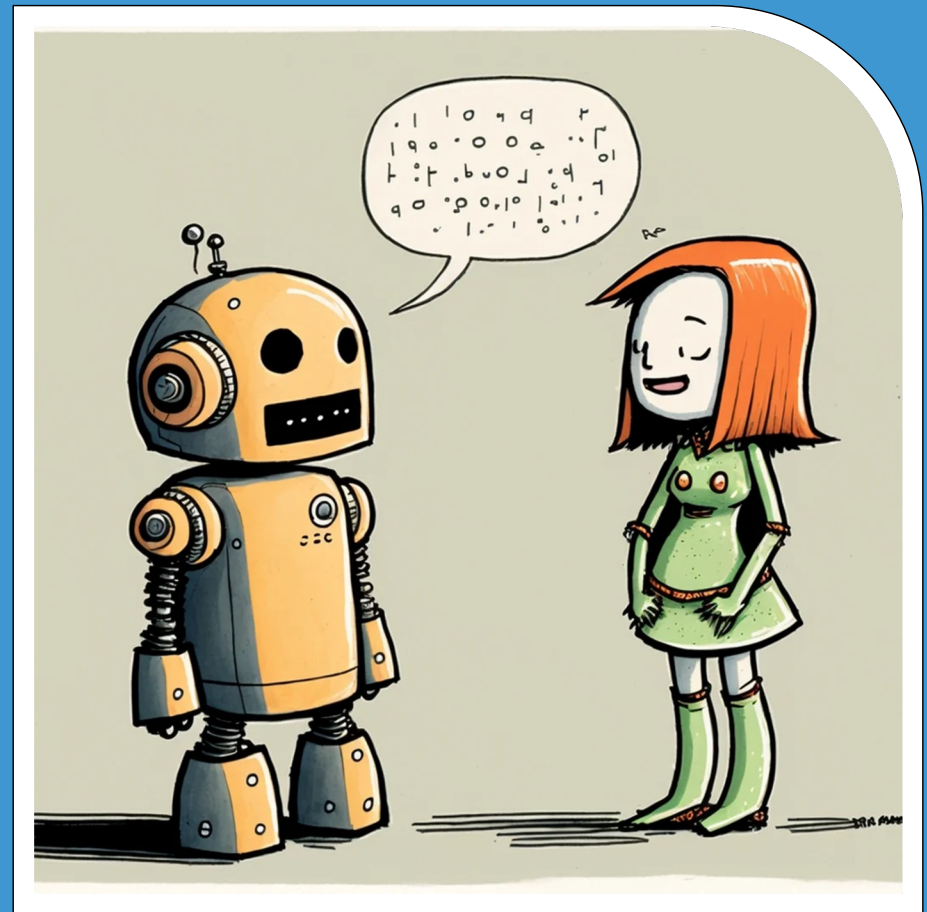
DO ✅

1 Fact check, make corrections, give ChatGPT the feedback (Data is not "live")
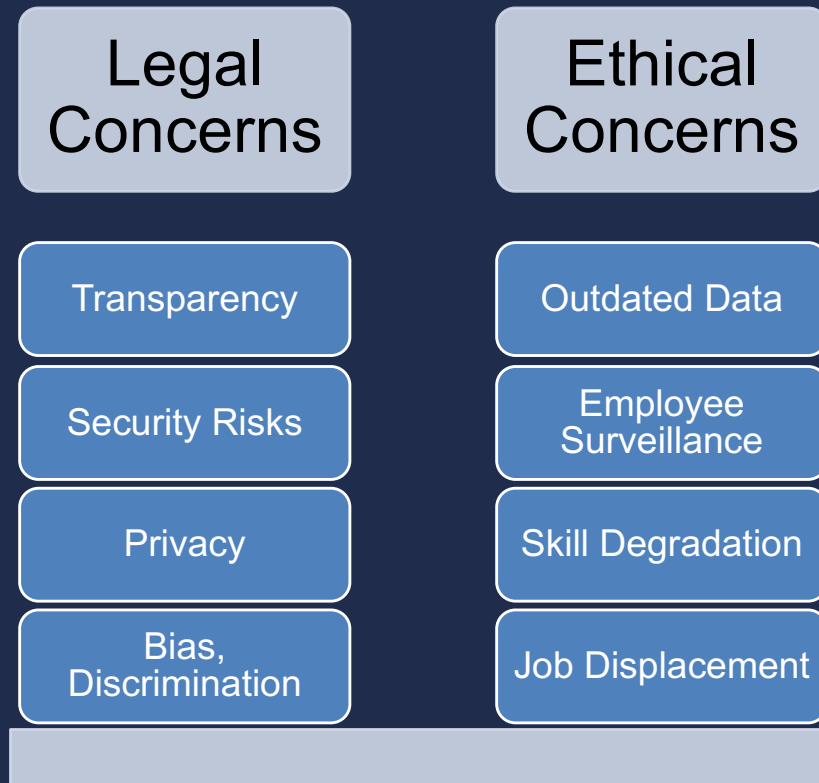
2 Review line by line using an experienced manager/ HR

3 Use AI to help employees – it needs to be built with Q&A (such as chatbot).
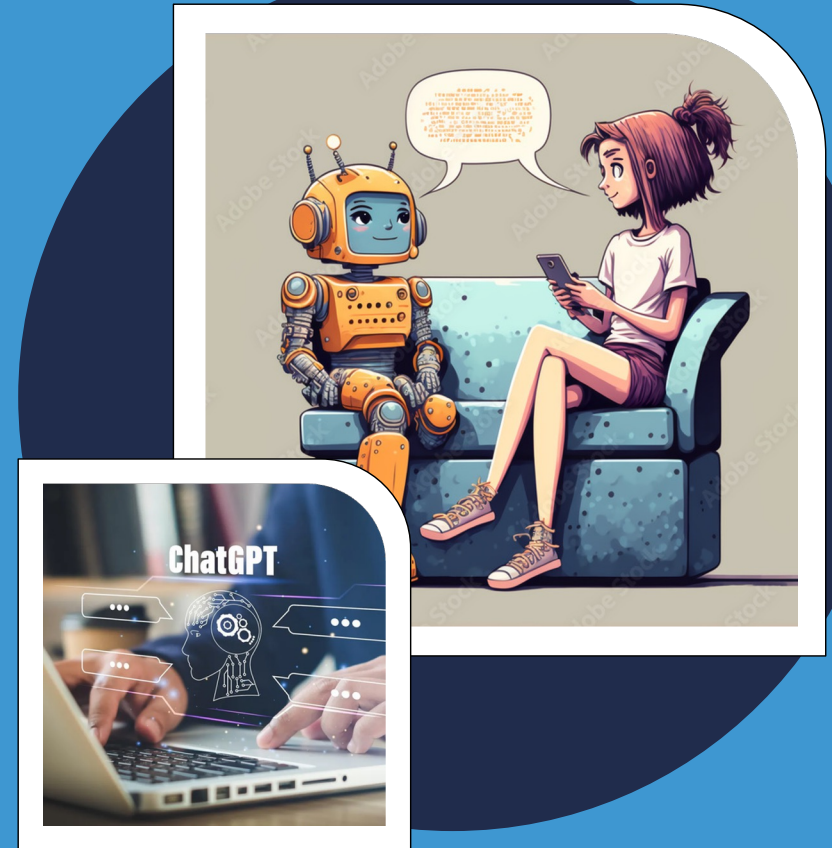
AI HAS RISKS AND LIMITATIONS

Legal Concerns

- Transparency
- Security Risks
- Privacy
- Bias, Discrimination

Ethical Concerns

- Outdated Data
- Employee Surveillance
- Skill Degradation
- Job Displacement

Bottom Line...

✅ **Tech And AI is Here To Stay**

✅ **Get On Board or Fall Behind**

NEXT SLIDE ›

YOUR NEXT STEPS?

1 Use ChatGPT To Become More Efficient and Productive.

2 Get Workplace Experts Involved

3 Keep An Ear On Legal Challenges Regarding AI Overall

4 Start Checking Off Your To-Do List ASAP!

5 Sign up for ChatGPT Today & Start Checking Off Your To-Do List ASAP!

TIPS & RESOURCES

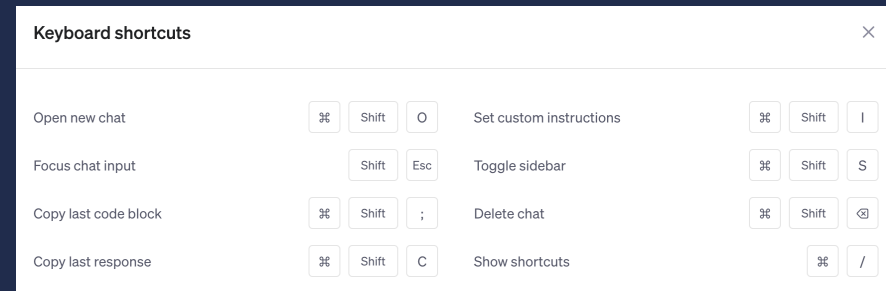European employers need to understand GDPR (General Data Protection Regulation).

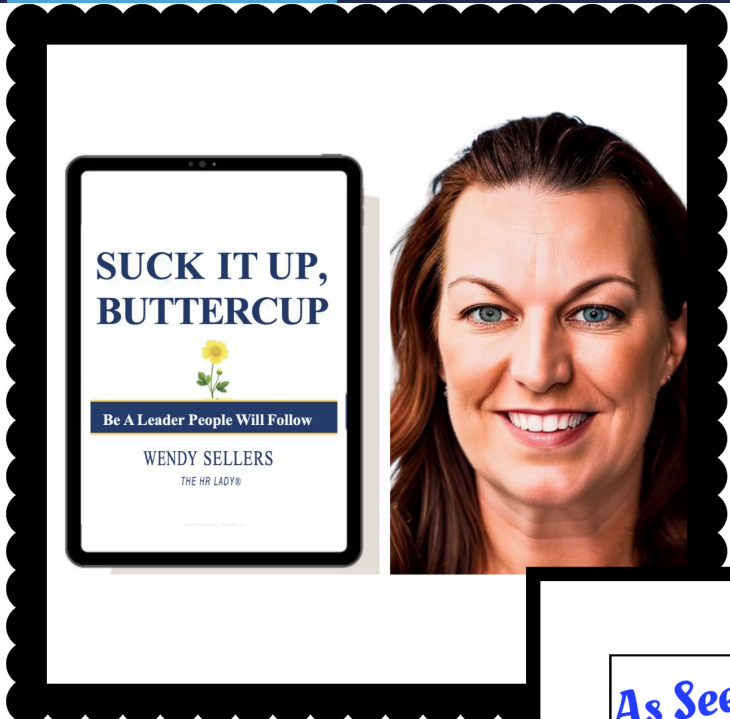Never upload or use personal data with ChatGPT or any technology system without proper guidance.

https://chat.openai.com/

https://help.openai.com/en/collections/3742473-chatgpt

https://help.openai.com/en/articles/6825453-chatgpt-release-notes

https://openai.com/policies

Keyboard shortcuts							✕
Open new chat	⌘	Shift	O	Set custom instructions	⌘	Shift	I
Focus chat input		Shift	Esc	Toggle sidebar	⌘	Shift	S
Copy last code block	⌘	Shift	;	Delete chat	⌘	Shift	⌫
Copy last response	⌘	Shift	C	Show shortcuts		⌘	/

ANY QUESTIONS?

SUCK IT UP, BUTTERCUP

Be A Leader People Will Follow

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