

# HUMANHAI

# Quick Start Guide for L&D





Before you get started, think about...



## Why use Al?

What problem are you trying to solve?

- Here are five key areas to consider:
- Content creation
- Efficiency and
- automation Learning experience
- Analytics
- Skills
- 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

# 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

# How to start?

get started? Review and evaluate

How can you

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...

## guidelines and policies Does your organization

Safe Al use

have **policies** and guidelines in place for the safe and secure use of AI? GP's Guiding Principles

for AI Use.

# Does your organization

tools

**Approved** 

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

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?

Does your organization



Create, evaluate, and refine your prompt

## Create

### Create your prompt A "prompt" is a set of instructions or information given to an Al system

three parts in your prompt structure for better outputs. Suggested Structure: Prompt Example:

to guide it in creating something new. Make sure to include these



Act as a Training Manager.

The announcement should be short,

engaging, using professional

language and be well-structured.

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

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## • Is it free of bias, hate speech, violence etc.? • Is it supported by authoritative sources?

Evaluate your prompt output

· Is it a general objective consensus on a certain topic?

• Is it sensible, specific, and interesting?

Instructions

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

you get the desired output

· Clarify or enhance the role, output, or instructions.

- Refine your prompt repeatedly until

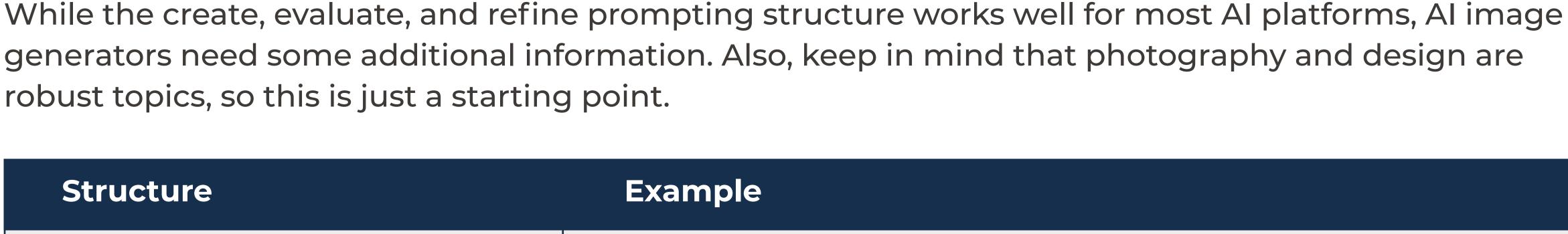
Refine

**Evaluate** 

### • Give feedback regarding parts to maintain or remove. Modify the prompt to resolve issues identified while evaluating the output.

Alter the wording or format of the prompt; add more context or detail.

Prompt structure for Al image generation



Format

Subject

Context

Style

Instructions

Example

Create a landscape image with a 3:2 aspect ratio showing the Human+Al future office where humans are

working alongside Al-driven tools and equipment. Please

include humans from different cultures wearing futuristic

clothes and interacting with different equipment like

VR glasses and hologram screens, in a futuristic office

environment. Make the image look realistic and vibrant.

"Generate a summary of the attached document in a clear,

concise, and easy-to-understand way. Present output in a

me specific questions before generating a response."

"Keep the response two to three lines long," rather than

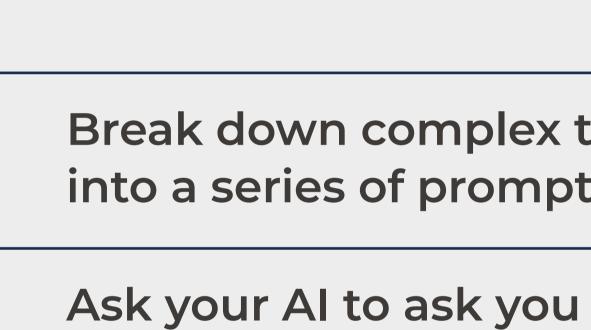
"I'm not sure how to phrase this request. Can you suggest

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"Keep the response no more than three lines long."

a better way to ask for a summary of this report?"

Some Al image generators only create square images. When prompting for image generation, remember to: Be as descriptive as possible, including Specify the artistic style, such as realistic, sizes, colors, styles of subjects. cartoon, or oil painting. Provide examples by linking or uploading Describe actions such as what your subjects other visuals with a similar style. are doing.



format.

**Prompting best practices** 

Be clear and specific, avoid

ambiguous language.

questions about the

a better prompt.

information it needs to write

describe your desired output

Tell your AI what to "do."

Avoid negative language,

When you get stuck, ask

your chatbot for help.

such as "don't."

### Break down complex tasks "First, list the main points of the article. Next, provide a brief into a series of prompts. summary of each point." "If you need more details to complete this task, please ask

Follow best practices

Limit the scope. "Write a 200-word introduction to the topic of renewable energy." Include instructions to "Present the output in a table format," or "Present results in a bulleted list."

**Examples** 

short paragraph."



Always keep the HUMAN in the loop