Tips for Getting Started with AI

As we lead discussions about AI, the question of how to get started comes up over and over again. Getting grounded in the fundamentals and understanding the language of AI can accelerate your understanding of what is or is not possible with the technology. This leads to better ideas for how you might apply AI capabilities in your company. With so much information available from so many channels, it can be overwhelming to know where to start. With this in mind, we have compiled a simple starting point and a curated list of tools that you can use to get started.

(1) Set Aside Time to Learn AI Basics → **(2) Consider Guidelines for Usage** → **(3) Explore & Experiment**

Step 1 Set aside some Time to Learn AI Basics

Before you begin trying to identify AI use cases or experimenting with AI, it's helpful to understand how it works so you can separate the hype from real value. Learn the language of AI technology so that you are not tripped up on the weird techno-jargon. You can quickly familiarize yourself with basic AI concepts by viewing the following video series:

How AI Works video series from CODE.ORG (a free resource with a wide variety of great technology education content)
Learn about Artificial Intelligence (AI) | Code.org

How AI Works < 30 minutes
How AI Works: Chatbots and Large Language Models (7:21 minutes)
How AI Works: Machine Learning (2:52 minutes)
How AI Works: Neural Networks (5:04 minutes)
How AI Works: Computer Vision (6:24 minutes)
How AI Works: Training Data & Bias (2:40 minutes)
How AI Works: Creativity and Imagination (5:17 minutes)

Ethics & AI < 7 minutes
ETHICS and AI: Equal Access & Algorithmic Bias (3:23 Minutes)
ETHICS and AI: Privacy & The Future of Work (3:26 Minutes)

Step 2 Consider Guidelines for Usage

A few things to consider:

- Privacy and security
- How you will use the outputs, for instance, we never consider AI output as the final product, it is always base draft for humans to build upon.
- You are responsible for your outputs.

Jasper.ai, a generative ai content generation platform, recently released a helpful template for organizations to use as a starting point in creating AI usage policy.

You can download the template as a tool to begin developing your AI usage policy in partnership with your legal and technical experts.
Get the AI Policy Template for Businesses - Jasper.

Step 3 Explore and Experiment

A simple way to get started is to carve out time to get hands on and experiment. You can try out free tools or tools you may already have access to in your work environment like:

- Microsoft Bing (https://Bing.com) where you can chat, compose content, and get summary answers to complex questions and spark your creativity.

- Try Chat GPT (https://chat.openai.com/) and learn about prompting generative ai through experimentation to create content.

- Try out AI powered tools that you may already have access to in your work environment (for instance, many commonly used Microsoft Productivity tools now have AI powered features embedded in the application for grammar correction, PowerPoint slide designs, and more).

Think Big, start small, learn forward fast!

Let's make awesome happen!