Transform the way you work with generative AI

Duration: 0,5 day
Audience: Pour tous

Who is this training for?

Any employee likely to use generative AI in their work context

Training objectives

- Demystifying generative AI: understanding how it works, its capabilities and its limitations.
- Identify the concrete benefits that generative AI can bring to everyday tasks.
- Be aware of the risks and ethical issues associated with its use.
- Learn about the most common generative AI tools and their applications.

Summary

Generative artificial intelligence (generative AI) is redefining the world of work, offering unprecedented opportunities to optimize processes, drive creativity, and increase productivity. This 3.5-hour training is aimed at professionals from all sectors - whether in communication, administration, technology or management - who want to better understand how generative AI can improve their daily lives and strengthen organizational performance in a responsible and optimal way. Whether you are curious or already ready to explore the world of generative AI, this training will provide you with clear benchmarks to confidently adopt this technology and maximize its benefits within your organization.

Course outline

Contextualization of Generative AI in the World of Work

- Impact of Generative AI on Jobs and Work Organization

Understanding Generative AI

- Definition and Basic Principles
- Concrete Examples to Illustrate Its Potential

Most Popular Use Cases

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- Automating Common Tasks
- Supporting Creativity and Productivity

The Most Used Generative AI Tools

- Presentation of the Tools of Popular Tools and Their Scope of Application Writing

Writing effective prompts

- The elements of a clear and precise prompt
- Techniques to improve the quality of responses

Risks and limitations to consider

- Bias, data security when using benchmarks and verification of results

Best practices for responsible and effective use

- Strategies to validate and refine generative AI responses
- Integration of AI tools into one's work routine and continuous improvement : Encourage experimentation, analysis of results and gradual adjustment of practices to maximize long-term benefits.

Conclusion

- Summary and resources to go further

Approach and methodology

Accessible, concrete and application-oriented approach in the work context. The training combines simplified theoretical contributions and practical examples to enable participants to quickly understand the possibilities of generative AI and to benefit from it in their daily professional lives. Participants are encouraged to explore concrete use cases related to their reality, aimed at optimizing their processes, stimulating their creativity and improving their productivity. The approach promotes a progressive understanding, even for non-technical profiles, to enable secure, responsible, and effective adoption of generative AI in organizations. Led by an expert trainer, the training focuses

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on popularization, exchanges and the rapid appropriation of concepts, with the aim of developing participants' autonomy in the use of AI at work.

Recommendations

- Be curious or interested in the use of AI in your work Use digital tools on a daily basis (office or collaborative environment)
- Be open to experimenting with new working methods

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