

# Your AI starter kit

Work smarter, not harder

## What's inside:

- AI overview
- Important skills in the age of AI
- The essential AI toolkit
- Quick start exercise
- AI Prompt Library- 25 plug and play prompts (See separate document)

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# What is AI?

AI is technology that can recognise patterns, learn from data, and perform tasks that usually require human intelligence—like understanding language, generating text, analysing information, or making predictions.

## In practice, most people mean:

- **Generative AI:** tools that create content (text, images, summaries, code, presentations)
- **Assistive AI:** tools that help you decide faster (analysis, recommendations, automation)

## What AI is good at

- Drafting, summarising, brainstorming, explaining, translating
- Turning messy notes into structure (plans, tables, emails)
- Searching through lots of info quickly (when connected to approved sources)

## What AI is not

- A truth machine (it can be wrong/confident)
- A replacement for your judgement, context, or accountability
- Something you should feed sensitive info to without checks

# AI Won't Replace You, But a Human Using AI Might

AI isn't coming for *your job title* — it's coming for **parts of your workflow**. The advantage goes to the person who learns to use it to do better work, faster.

## What's actually happening

- **Tasks get automated, not whole roles (at first)**. The “bundle” of tasks in your role will change.
- People who adopt AI early often become the “go-to” for:
  - faster drafts and better clarity
  - quicker analysis and decisions
  - stronger stakeholder comms
  - smoother delivery / execution

## The “human using AI” advantage

- **Start with outcomes, not tools** (“What am I trying to achieve?”)
- **Use AI for the first 70%** (drafting, structuring, options), then apply human judgement for the final 30%
- **Iterate quickly** (3 drafts, 3 angles, 3 tones)
- **Check and refine** (accuracy, tone, compliance, risk)
- **Build a reusable prompt toolkit** so quality is consistent

## How you stay ahead (skills that become more valuable)

### Your moat is human, not mechanical:

- **Problem framing**: asking the right question and defining success
- **Context + domain expertise**: knowing what matters and what doesn't
- **Critical thinking**: spotting gaps, errors, weak logic
- **Taste + clarity**: making output usable, not just “written”
- **Trust + ethics**: handling sensitive info properly and making accountable decisions
- **Influence**: aligning people, navigating ambiguity, driving adoption

## A simple formula people remember

**Impact = (Your expertise + AI) × Good judgement**

If you add AI without judgement, you just produce *more...* including more mistakes.

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# The Essential AI Toolbox

Beyond Search: Choosing the Right Tool for the Job, below are a few recommendations to try:

- **ChatGPT (The Brainstormer):** Ideal for creative ideation, role-playing difficult conversations, and summarizing messy notes.
- **Claude.ai (The Intellectual):** Exceptional at maintaining a human-like tone, handling massive documents, and complex reasoning without the "robotic" feel.
- **Perplexity.ai (The Researcher):** Think of this as "Google on Steroids." It provides direct answers with real-time citations to ensure accuracy.
- **Canva Magic Studio (The Designer):** For the non-designer who needs professional decks and visuals in seconds.

# The AI Model Comparison Guide (2026 Edition)

Feature	ChatGPT (The All-Rounder)	Claude (The Intellectual)	Perplexity (The Researcher)
Best for	Brainstorming, creative drafting, and general daily tasks.	Long-document analysis, coding, and nuanced writing.	Real-time facts, market research, and cited sources.
Personality	Enthusiastic, fast, and highly versatile.	Calm, precise, and less “robotic” in tone.	Focused, objective, and data-driven.
Superpower	<b>Canvas:</b> Best interface for editing documents side-by-side with AI.	<b>Context:</b> Can read a 500-page PDF and find one specific detail.	<b>Live Web:</b> Browses the internet better than any other tool.
When to use	“I need 10 ideas for a social media campaign.”	“Analyse this 40-page contract for hidden risks.”	“What are the latest 2026 trends in the UK retail market?”

# Quick start- Your first AI win in 10 mins

(using Chat GPT)

**Choose 1 “first win” (pick what you actually do this week)**

**A) Draft a polished message in your tone**

- Ask AI to: rewrite for (friendly / confident / exec-ready)

**B) Convert notes into a 1-page plan**

- Ask AI to: Paste in your hand written notes, structure into goals, scope, timeline, risks, next steps

**C) Meeting prep in minutes**

- Ask AI to: create agenda + key questions + decision points

**D) Brainstorm options fast**

- Ask AI to: generate 3 options with pros/cons and a recommendation

## The 60-second prompt formula

**Role + Goal + Context + Constraints + Output format**

**Template:**

“Act as my [role]. My goal is [outcome]. Context: [background + audience]. Constraints: [tone/length/time/format]. Output: [bullets/table/email]. Ask me 2 questions if anything essential is missing.”

**Add your quality bar (makes results instantly better)**

- “Be specific and practical, not generic.”
- “Use UK English.”
- “Keep it under 150 words.”

**Your safety rule (non-negotiable)**

**Don't paste sensitive data**

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# How to stay safe

**1) Protect confidentiality (always):** Don't paste sensitive info (people, patients, contracts, financials, unpublished plans)

**2) Treat outputs as a draft, not a fact**

- AI can be confidently wrong
- If it matters, **verify**: names, dates, numbers, citations, policy statements
- Ask for: "List assumptions + what to check"

**3) Be transparent when it matters**

- For high-stakes work (comms, external-facing, legal/regulatory, HR):
- disclose internally that AI assisted (where your org expects it)
- keep a human owner accountable for the final version

**4) Avoid bias + tone risk**

- Check for: overconfidence, stereotypes, exclusionary wording
- Ask AI to "rewrite for inclusive, professional tone" and review yourself

**5) Respect IP and content boundaries**

- Don't upload copyrighted/proprietary documents unless permitted
- Don't ask AI to recreate restricted content
- Use AI to **summarise your own notes**, not reproduce paid sources

**6) Keep an audit trail for important work**

- Save the prompt + final output (or a short note of how it was produced)

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