

IOWA

Tippie College of Business

Communicating and Working with AI

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AI Use at Work



AI is your unpaid intern



Not a static program

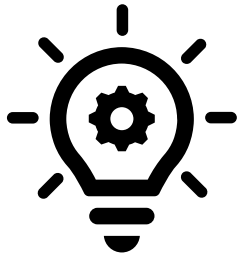
Slightly unpredictable
person

Not entirely trustworthy

AI as a business partner



Perform tasks



Offer ideas



You determine uses

LLM task strengths



CONTENT
CREATION



OPTIMIZING
HUMAN WRITING



SUMMARY &
CITATIONS*

LLM task weaknesses



ACCURATE OR REAL-TIME INFORMATION



NAVIGATING UNIQUE SITUATIONS



INTERACTIVE/VISUAL TASKS

Plan A for idea generation



Providing perspectives on existing ideas



Proposing in or out-of-the-box ideas



Creating an action plan

You are responsible

AI-created
language

Pitfalls: bias
& security

Implications of AI at work



**Context-dependent
use**



Tool not crutch



**Communication skills
still essential**

Prompting Strategies



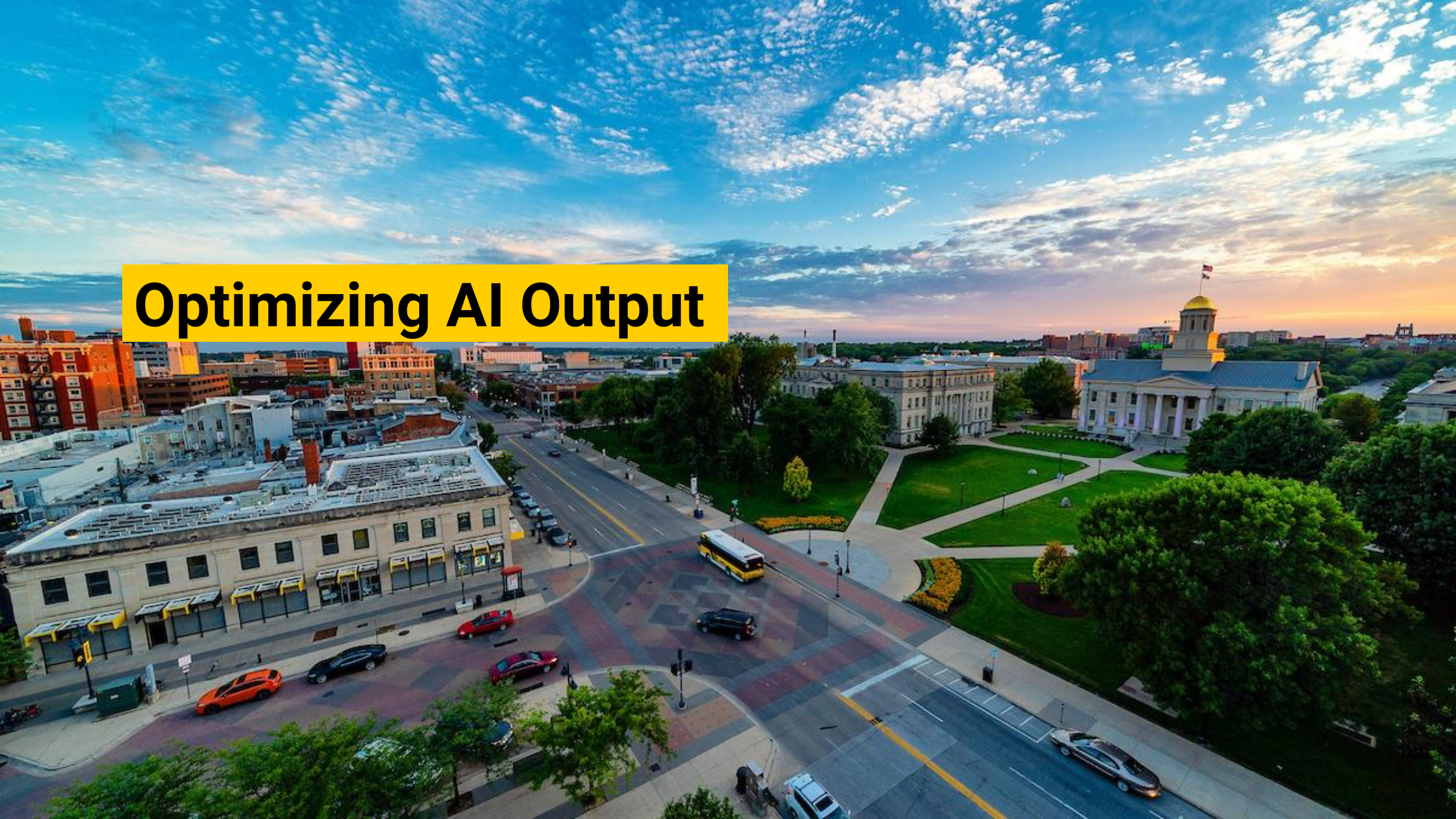
Mega Prompt Element	Example
Role	<i>Act as a manager</i>
Task	<i>Write a memo</i>
Requirements	<i>Include advising data</i>
Context/Constraints	<i>Write to advising staff</i>
Goal	<i>Increase student satisfaction</i>
Format	<i>500 words or less</i>



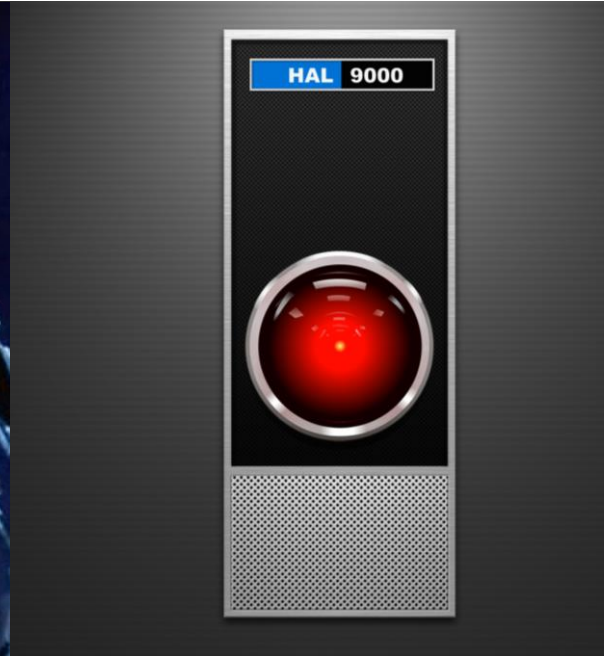
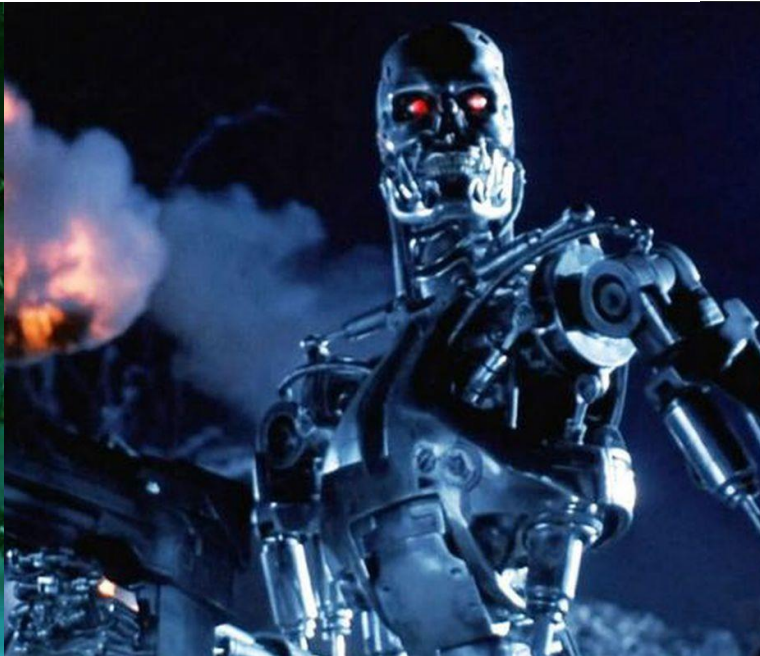
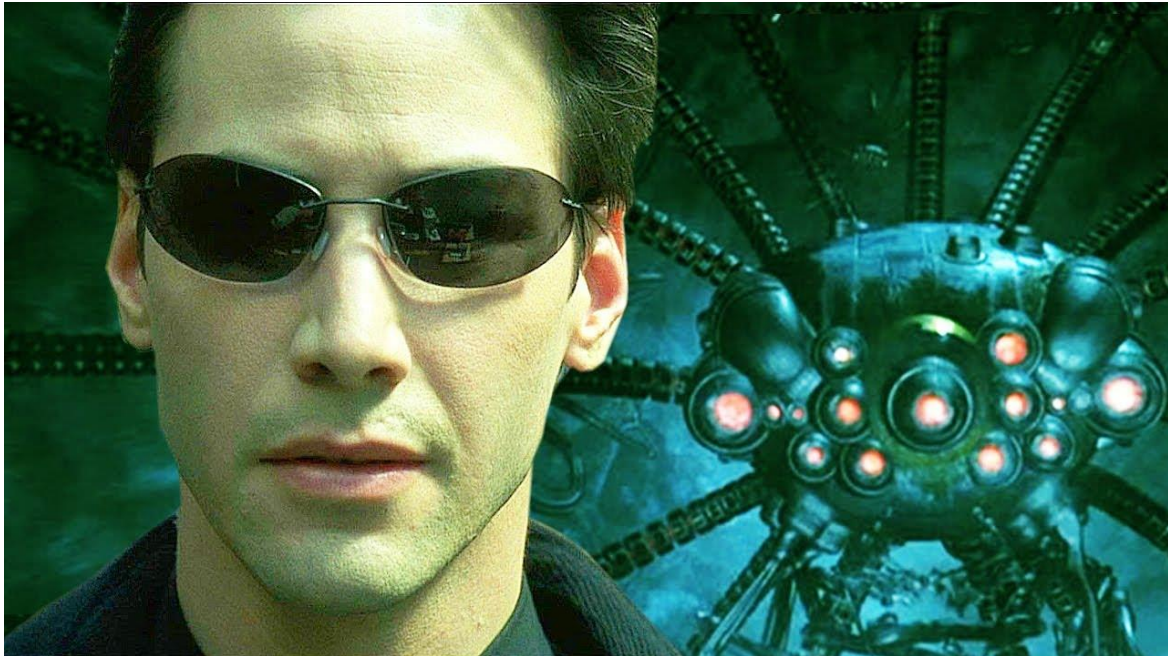
Mega prompts
can overwhelm
AI

Giving info in
steps can
produce better
results

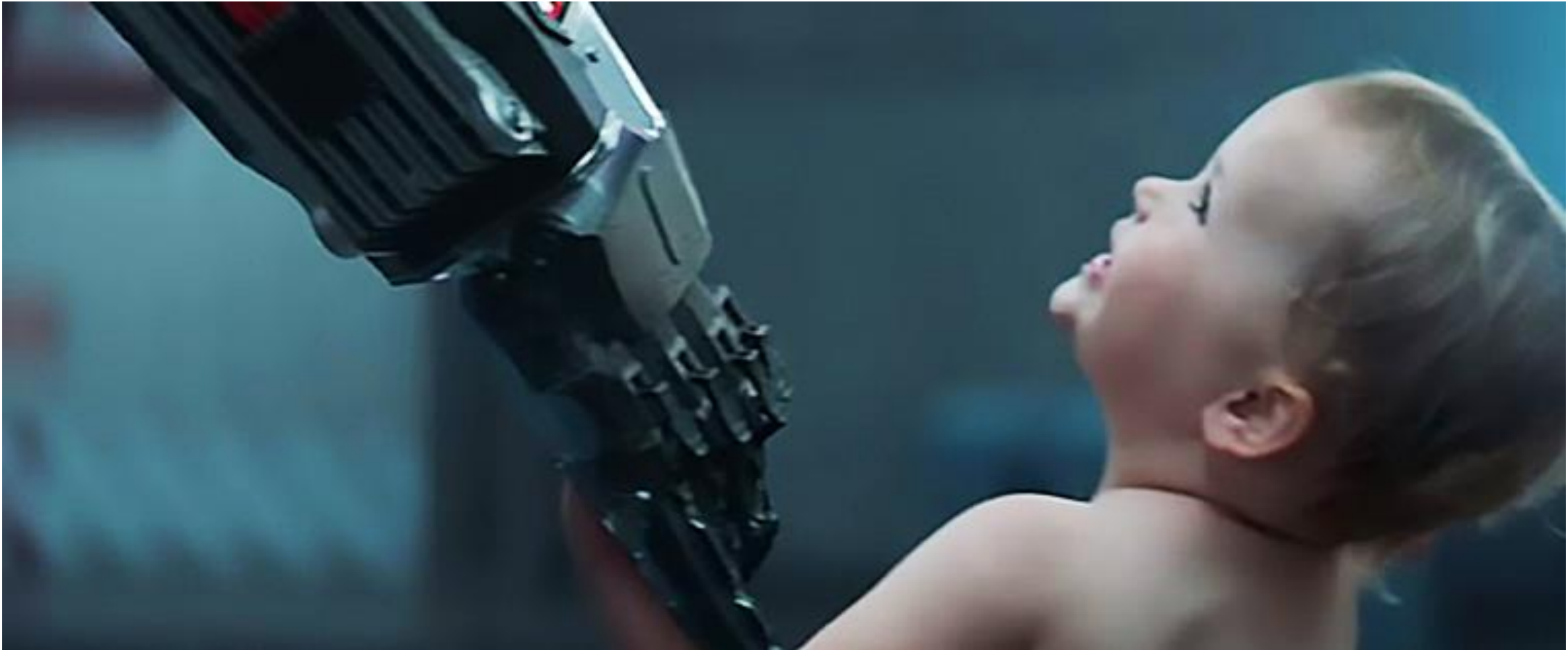
Optimizing AI Output



Humans vs Machines



Harmony between humans and machines through optimization





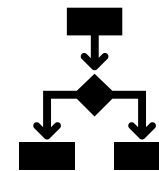
From scratch or refining



Written or visual content



Idea or efficiency generation



Question everything



Accuracy of information



Amount of information



Suitability for context

No matter the task, **CHANGE** the output

Context

Height/width/depth

Audience/tone

Necessary details

Goal

Endgame

Getting started



How can I start?

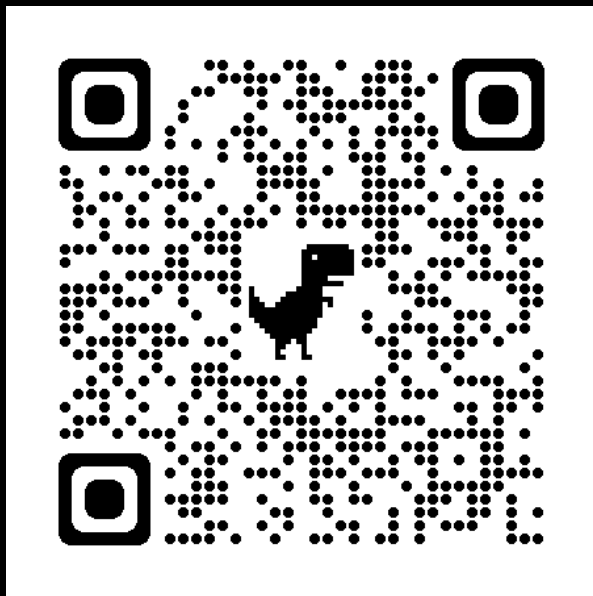
[UI's Guide to Using Microsoft Copilot](#)

[AI in the Classroom \(UI Provost\)](#)

Other AI tools and resources

- [Open AI \(ChatGPT\)](#)
- [Claude](#)
- [Perplexity](#)
- [Poe](#)

Meet Impy!



In closing



Exercise judgement about when/how to use AI at work



Treat AI as a slightly unpredictable, eager intern



Be prepared to change prompts and output

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Questions?

→ uiowa.edu

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