

“Getting Started with Artificial Intelligence” facilitation guide

In today's rapidly evolving digital landscape, Artificial Intelligence (AI) is increasingly becoming part of the fabric of our daily online interactions. But how can you effectively introduce and explain AI to those who are in the early stages of their digital journey?

The 'Getting Started with Artificial Intelligence' slide deck is a ready-made presentation, with speaker notes, designed to demystify AI and increase confidence for beginner digital users.

Intended audience

Individuals with:

- Level 1 and above English language skills
- Beginner digital skills but with confidence in navigating the online environment.
- Competency in essential online activities such as using email, conducting web searches, streaming media, and using social media platforms.

Training goals

- Explain how AI is integrated into and influences everyday online activities.
- Illustrate that AI is a broad term encompassing various technologies with distinct functions.
- Provide practical demonstrations of AI tools:
 - Google Translate for language translation.
 - Text generators (e.g. Gemini, ChatGPT, Copilot) to support letter writing.
- Address key risks and considerations related to AI:
 - The potential for AI to generate discriminatory content due to inherent biases.

- Plagiarism and copyright issues arising from AI's content creation process.
- The importance of quality control and the need for human oversight to correct inaccuracies.

Delivery format

- Adaptable for both face-to-face and online training sessions.
- Requires a stable internet connection to facilitate demonstrations.
- Can be delivered by one person.

Facilitation notes

- Please use the short survey at the beginning and end of the training to allow us to track usage, impact and learning. A QR code and direct link are included in the slide deck.
- Have browser tabs open, with websites loaded and ready for the demonstration elements. The session uses GOV.UK as an example but you can use any website, eg one more relevant to the audience.
- For the Google Translate activity, choose a language relevant to the audience or, ideally, ask learners to suggest a language.
- Encourage group discussion and feedback on the quality of the Google translation, focusing on whether it is understandable and accurate.
- Emphasise that AI tools can make mistakes and that human oversight is still crucial.

Customisation

- Do not change the content or branding of the presentation in any way.
- Feel free to use your own examples in addition to those in the speaker notes and scenarios.