

A Practical Framework for Using AI Right

AI At Work

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FOR TODAY

1. Where AI creates **real value**

2. How to **avoid** common pitfalls

3. How to build **healthy AI habits**



The Moment We're In

AI is already embedded in your daily tools – **whether your team knows it or not.**

- **Email** – Smart Replies & Autocomplete
- **Teams** – Summaries, Drafts, and Search
- **Documents** – Grammar, rewrites, and formatting

Cookie Recipe

Chat GPT

1 cup (2 sticks)
Butter

3/4 cup white
sugar

3/4 cup brown
sugar

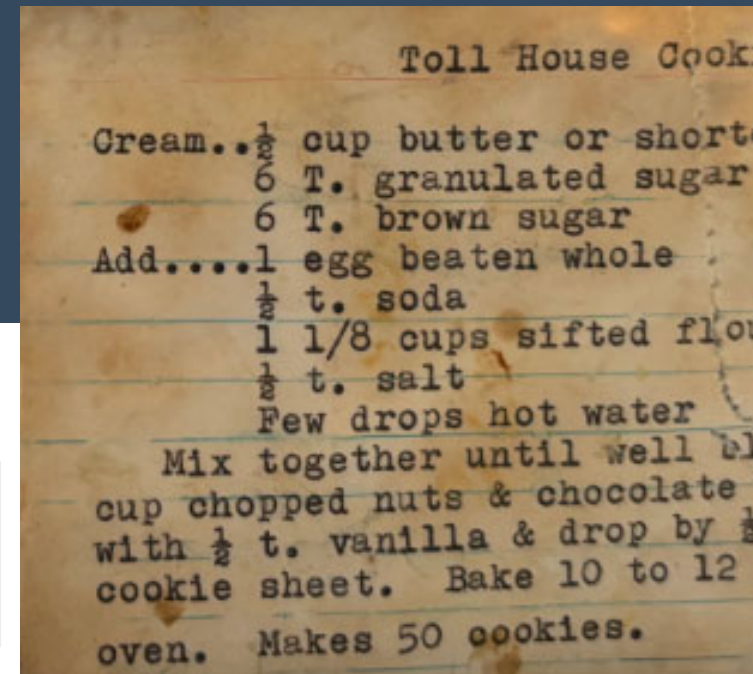


Le Chat/Mistral

2 1/4 cups flour

1 tsp baking soda

1/2 tsp salt



What AI Actually Is

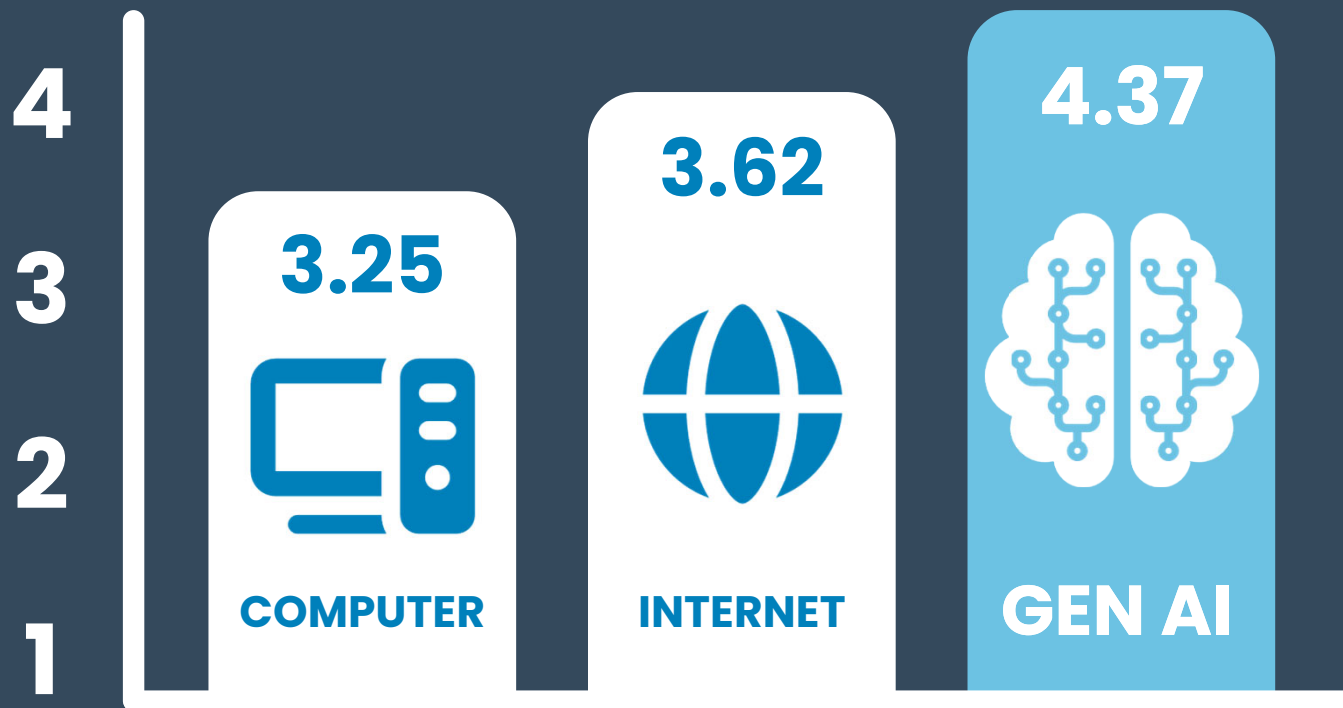
- A **pattern-matcher** that synthesizes text, data, and context.
- A powerful **accelerator** for drafting, summarizing, and analyzing.
- A **decision-support tool** that enhances human judgment.

Only as reliable as the inputs, prompts, and review **you give it.**

What AI Actually Is NOT

- A thinking machine — it has **no understanding or judgment**.
- A reliable source of facts without human verification.
- A replacement for expertise, empathy, or accountability.
- Correct just because it sounds polished and confident.

Changes in Occupational Mix Over Periods of Tech Change (As of Month 30)



Organizational change is **only around 1 percentage point higher** than the adoption of the internet.

By the numbers

The Impact

40%

Less time drafting
communication

5x

Faster document
review

60%

Of knowledge
workers use AI to
draft documents

2 hrs

Saved per person
per day with AI

Where AI Belongs

The Moment We're In

Fully Human

Human Judgment

- Empathy & relationships
- Ethical decisions
- Accountability
- Sensitive conversations

Human + AI

Human + AI Power

- First drafts → human review
- Research synthesis
- Meeting prep & follow-up
- Data analysis with context

Full Automation

Full Automation

- Scheduled reports
- Simple notifications
- Routine data transfers
- (Low-stakes tasks only)

High Value Impact

Repetitive Tasks

- Formatting & reformatting
- Templated communications
- Data entry & categorization

Writing & Drafting

- First drafts of emails & docs
- Summarizing long content
- Rewriting for clarity or tone

Research & Analysis

- Synthesizing sources quickly
- Spotting patterns in data
- Generating options & ideas

Meeting Workflows

- Pre-meeting prep briefs
- Notes
- Action items & follow-up

AI TACOS

Tone

Does this sound like you — and suit the audience?

Accuracy

Is every fact, name, date, and figure correct?

Completeness

Did AI miss anything or misread the context?

Ownership

Would you confidently put your name on this as-is?

Safety

Are there sensitive details that shouldn't be shared?

Common Pitfalls

Pitfall #1:

Over-Reliance

- "AI said it, so it must be right"
- Sharing output without reading it first
- Skipping fact-checks on statistics or data
- No human review before delivery

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When employees stop thinking critically and accept AI output at face value, **errors multiply and trust erodes.**

Pitfall #2:

Misuse in Human-Centric Moments

- Performance Conversations
- Personal Crises
- Sensitive Topics
- Coaching

If it matters emotionally, **show up as a human.**

Pitfall #3:

No Organizational Guardrails

Data Leaks

Employees paste confidential data into public AI tools without realizing the risk.

Inconsistent Use

Some teams gain efficiency others create liability — with no common standards in place.

Reputational Risk

AI-generated content published without review leads to factual errors or off-brand messaging.

Loss of Accountability

When no one owns AI output, mistakes have no clear owner — and no one to fix them.

Building Health Habits

Role Task Format Prompt

Role: *Act as environmental compliance specialist with Indiana Department of Environmental Management.*

Task: *Turn messy field notes into an inspection report, identify issues and risks. Recommend practical corrective actions.*

Format : List issues and risks in in a table with severity from Low – High.

Ask For a Prompt

Please write a high-quality prompt I can use in chatGPT to help me review stormwater inspection notes for an Indiana MS4 program. The prompt should:

- *Act as an environmental compliance specialist with Indiana Department of Environmental Management guidelines*
- *Turn messy field notes into a structured inspection report*
- *Identify potential compliance issues and risks*
- *Recommend practical corrective actions*

Keys to Success

1

AI is a tool, not a teammate.

Use it to amplify your work — not to replace your judgment, voice, or accountability.

2

The biggest risk isn't using AI.

It's using AI without thinking. Speed without oversight creates new, invisible problems.

3

Efficiency and ethics aren't opposites.

The best AI use is both. Organizations that get this right will outpace those that don't — and those that hand over judgment entirely.

Building an AI-Healthy Culture

1

Start with Norms, Not Just Tools

Agree as a team on what AI is for before everyone starts using it differently. Shared expectations prevent inconsistency.

2

Make Transparency Safe

Encourage people to say, 'I used AI for this.' Openness builds accountability and stops cultures of hidden AI use.

3

Encourage Experimentation Within Guardrails

Give teams permission to try AI for new tasks — as long as they follow review principles and use approved tools.

4

Leadership Must Model the Behavior

When leaders use AI responsibly and talk about it openly, they set the standard for the entire organization.

AI Guardrails

- | | | |
|----|-------------------------------|--|
| 01 | Data Boundaries: | Define what data may enter AI tools. Client info, personal data, and trade secrets are off-limits for public AI. |
| 02 | Required Human Review: | Specify which outputs need a review step before use. Client-facing content always does. |
| 03 | Approved Tools Only: | Maintain a short list of vetted, secure AI tools. Unknown tools mean unknown data-handling risk. |
| 04 | Transparency Norm: | Set the expectation: employees disclose when AI assisted with significant work products. |
| 05 | Error Accountability: | Clarify who owns AI output mistakes — the person who reviewed and approved it, not 'the AI'. |

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Three Takeaways

- Use AI on repetitive tasks but review the output
- Model AI usage and don't hide it
- Keep your data secure

Next Steps

Review, Evaluate, Maximize

Review Microsoft Licenses

Evaluate AI Policy

Maximize your Technology Budget

Thank you!



KB1

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Slide 26

KB1 [@Pierce McCammon] can I get a QR code that doesn't go to Ashley's LinkedIn
Kurt Beard, 2025-10-06T19:13:47.277