

Clear Skies.

AI 101:
Getting Started Without the Noise





Getting to Know You

POLL: How many people are using AI at work without telling their boss?

The "Shadow AI" trend is growing. Is it for efficiency or lack of clear policy?
Do you think you know who is and isn't using it?

1. According to recent research, what percentage of employees are using AI tools at work — without their employer's knowledge or approval? (Single choice)

10/10 (100%) answered · 0 skipped



The Correct Answer is **65% of Workers are using AI in the workplace without management knowledge.**

What Level of AI User Are You?



Level 1 *The Curious Clicker*

Basic conversations chatting with AI, reviewing documents, drafting one-off emails.



Level 2 *The AI Partner*

Persistent context teaching AI your voice and workflows, so it gets smarter every time.



Level 3 *The Power User*

Connecting AI directly to your email, files, and core systems for seamless integration.



Level 4 *The Architect*

Automations handling recurring workflows without you having to trigger them manually.

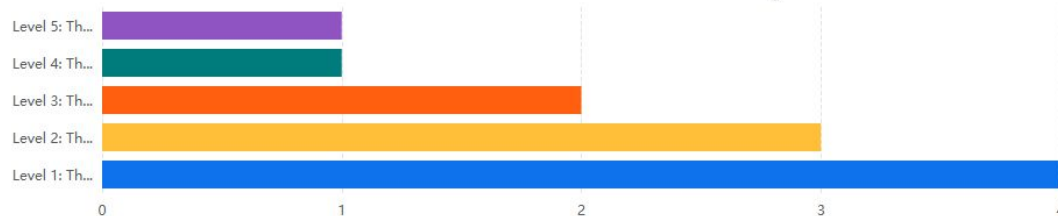


Level 5 *The AI Builder*

AI assisted development building entirely custom tools and applications from scratch.

1. What Level of AI User Are You? (Single choice)

11/11 (100%) answered · 0 skipped



Fun AI Facts While We Wait



The term has been around for a while!

The term "Artificial Intelligence" was coined in 1956.

NASA wasn't founded until 1958.



You're using it even when you don't know it!

Things like spam filters, GPS navigation, Netflix recommendations, fraud detection, and autocorrect all rely heavily on AI.



AI can "Forget"

AI suffers from something called "*Catastrophic Forgetting*."

When it learns something brand new, it sometimes completely wipes out old information.

AI 101

"Give AI a Role to Play"



How to Get Better Results from AI. It really starts in prompting.

Role → Context → Task → Tone → Output

(Who → Situation → Task → Style → Format)

- Who is it? (What hat should be worn?)
- What's going on? (What's the background?)
- What do you want? (What are we doing?)
- How should it sound? (Is there a specific format or general tone?)
- What does a good answer look like?
(Examples or defined audience help here)

AI 101

“Give AI a Role to Play”



- Subpar:
 - “Write an email”
- Better:
 - “Act as a project manager writing to a construction client explaining a one-week delay in a calm, professional tone in 5–6 sentences”
- Best:
 - Attached is the email history for a construction client. Can you help me as a Project Manager with an email draft explaining a one-week delay in a calm, professional tone in 5–6 sentences. The vendor has reported that they now have the parts and we are scheduling crews for next week to finish installations. Feel free to ask 3-5 clarifying questions.

AI 101

“Give AI a Role to Play”



EXAMPLE PERSONA / AVATAR PROMPT:

Act as “Bradley Pinkston,” a practical and slightly skeptical hiring manager at an IT services company. Your job is to evaluate candidates based on real-world ownership, clear communication, and evidence of problem-solving.

You are not impressed by buzzwords or long lists of tools without context.

Review the attached resume and give direct, practical feedback on:

- What stands out as strong
- What feels vague or overstated
- What questions you would ask in an interview

Keep your tone honest, professional, and constructive, but don't be afraid to be matter-of-fact.

AI 101

“Treat AI like an Intern”



Your security follows the same guide rails.

Security wise: Be careful what you share. You probably wouldn't share the following with your intern, especially on their first day:

- Your Personal Tax Return
- Company Secrets
- Private Information: Passwords, Security Keys, etc

Why?

Your chat history could be exposed and you can't “take it back”.

AI 101

“Treat AI like an Intern”



Interns can help you process information, but need **direction, context, and review**. This is really the basis of “prompting” or “prompt engineering”.

Tips:

- Always ask for follow up questions to sharpen the context
 - “What are 3 to 5 questions that would help you have a better idea of what I’m asking for?”
- Scrutinize early responses. **It’s important the conversation has the right direction early.**
 - As your conversation progresses, the future context of your conversation is based on the earlier parts of the conversation.

AI 101

“Take your Memories With You”



Context can get long winded. Chats can get slow, big, and expensive.

Tips:

- Conversations can drift!
 - Don't be afraid to call this out
- Make your conversations “portable” or store them for future use
 - Ask to “Export” your context into a “Lossless” markdown or chat prompt
 - You can use that prompt later again
 - You can go back to a point where you aren't changing the context
 - In ChatGPT, there's a similar feature built in called “Branching”

Cloud 9 Computing Group



This is the photo from Cloud 9's website
Our team thought AI could help "Make it Bolder"



Cloud 9 Computing Group



It's "Bolder", alright! However, Context and direction matter.



Thank You for Joining Us

AI is evolving fast — thank you for learning with us.

If you have any questions or comments, please email us at
Communications@c9cg.com