Everyday AI lesson

Using AI at work as a beginner

About 5 minutes to read | Full lesson: https://everydayai.careercalling.com.au/lessons/ai-at-work/

Many workplaces now use AI, and many workers are still beginners. If you feel behind, you are in good company. A few sensible habits will help you start with confidence.

Remember

- Many workers are beginners. You are not alone.
- Ask about your workplace's AI rules and approved tools.
- Start with routine, non-confidential tasks.
- Keep customer, staff and confidential details out.
- Check everything: if your name is on it, you are responsible.

Try this

1. Find out whether your workplace has an AI policy, and read it.
2. Pick one routine, non-confidential task.
3. Try it with an approved AI tool, then check and edit the result before you use it.

> **Safety tip.** Never paste customer, patient, staff or confidential details into an AI tool unless your workplace has approved that tool for that information.

Free help: Be Connected (beconnected.esafety.gov.au) for lessons on staying safe online. Scamwatch (scamwatch.gov.au) to check and report scams. If you have lost money, call your bank straight away.