

Getting Started Using AI: Top Tips

As you have completed this course, you may find some of the resources below of interest. Enjoy.

Learn to use AI effectively and safely

- Get training or ask for help
- [Charity Excellence Learning](#) - free online AI training courses for everyone, no expertise needed

Don't use 'shadow AI' – AI bots or apps your organisation hasn't approved for use

- AI systems work and share data in different ways
- Only use those your charity has approved to ensure you stay safe

Write clear instructions (e.g., "Summarise this report in 5 bullet points")

- Start simple, to ensure it's clear on what you want
- Build on that with follow-on prompts

AI can make mistakes, make things up and, sometimes, use inappropriate language

- Review any content carefully
- Check facts, tone and spelling before sharing with others

Use AI as a helper, not a replacement

- AI lacks insight, understanding of nuance and context
- Bring your understanding of this and use AI intentionally and creatively

Don't use it for sensitive, complex or professional content without checks

- Do not use it for important or complex work, unless
- You have the relevant expertise to check it

Protect Privacy

1. Don't put personal or confidential data into AI tools
2. Stick to public or non-sensitive information

Think About Ethics

- Ask: Is this fair, accurate, and respectful?
- Avoid outputs that could mislead or harm

Check outputs for bias or discrimination

- AI can reflect societal biases
- And can be 'tone deaf' because it doesn't understand context



We hope you find this useful. Feel free to share it with your network and recommend our training which is open to everybody; thanks.