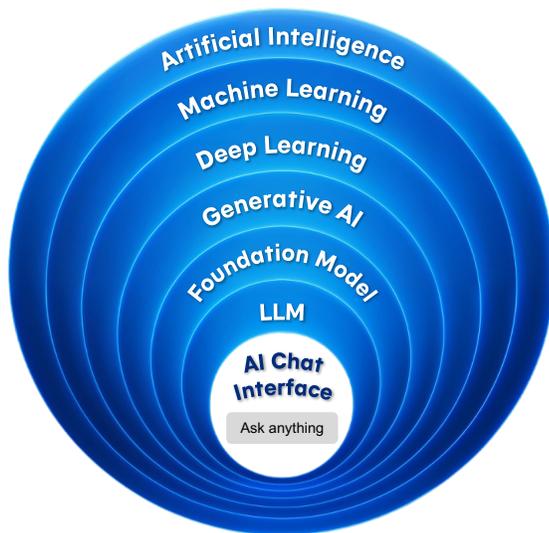


1. Human-AI Partnership

Generative AI is your **co-pilot**. It is not an autopilot or replacement. It accelerates routine work, freeing you to focus on clients, relationships, and strategic decisions. You stay in control. AI simply makes you faster, smarter, and more consistent.

2. Building Blocks



- **AI** – Computers performing tasks that normally require human intelligence
- **ML** – AI that learns patterns from data
- **DL** – Neural networks that process complex data
- **GenAI** – AI that creates new content (text, images, video, audio) from natural language
- **FM** – large versatile models trained on broad datasets and adapted for many tasks
- **LLMs** – Foundation Models specialized in text understanding and generation
- **Chat Interface** – The user-friendly way you interact with AI using natural language

3. Foundation Models for Work



4. What You Can Do With AI

RGI is the first principles framework for human-AI collaboration.

Retrieve: Ask | Find | Search

Generate: Write | Ideate | Create

Interact: Instruct | Query | Collaborate

Every meaningful **use case** can be understood through this lens.

5. How to Communicate With AI

If RGI defines what the AI can do then **Prompting** is the core communication skill that makes it work.

Prompting Formula:

Goal + Context + Format + Reference → **Refine**
 💡 Use pro techniques to improve output quality

CoT

Examples

Roles

Step-by-Step

Constraints

6. Benefits and Risks

Benefits of Using AI	Risks of Using AI
⬆️ Faster Workflows	⚠️ Compliance / Privacy
⬆️ Faster Learning	⚠️ Hallucinations (false)
⬆️ More Knowledge	⚠️ Over-reliance on AI
⬆️ Strong Relationships	⚠️ Cognitive Overload

7. The Do's & Don'ts

Do

- ✅ Mask personal or sensitive data
- ✅ Validate all AI outputs before use
- ✅ Use separate accounts for work

Don't

- ❌ Upload borrower files, names, SINs or personal information to public tools
- ❌ Don't trust AI outputs without review
- ❌ Don't mix personal and work accounts