Where Does Your AI Data Go?

- Public AI tools may store and review your conversations to improve their models

- Data collection happens unless you adjust privacy settings

- It's important to understand where your information might end up when you use tools like ChatGPT
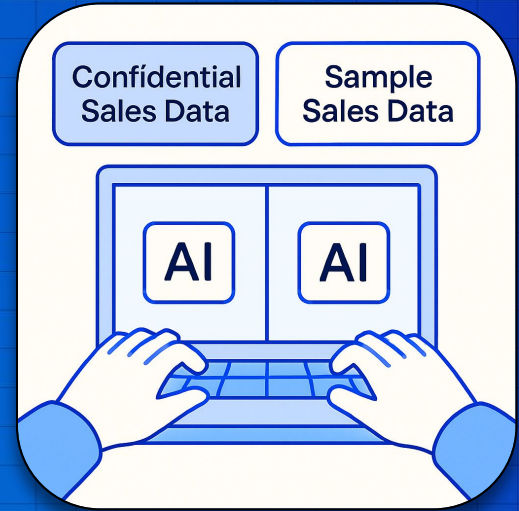

Data Controls

Using AI at Work Safely

- Treat public AI tools like giant billboard, therefore you should never share confidential information

- Enterprise AI tools are better suited for private, sensitive work tasks

- Think twice before uploading any names, client information, or internal documents into public platforms

Safer Prompt Example #1

- Unsafe: *"Analyze confidential Q2 sales figures for Company X."*

- Safe: *"Analyze a sample set of quarterly sales data and suggest improvements."*

- Always anonymize sensitive details to stay compliant and protect your company's interests

Safer Prompt Example #2

- Unsafe: *"Summarize the 2025 financial report for XYZ Corporation."*

- Safe: *"Summarize a sample quarterly financial report focusing on revenue trends and opportunities."*

- Keep client and company names out of your AI prompts unless using secured enterprise tools

Sample Company

Safer Prompt Example #3

- Unsafe: **"Draft an apology email to our investor Jane Doe about product delays."**

- Safe: **"Draft a professional email informing a stakeholder about a timeline adjustment."**

- Always remove identifying personal names and real-world project details
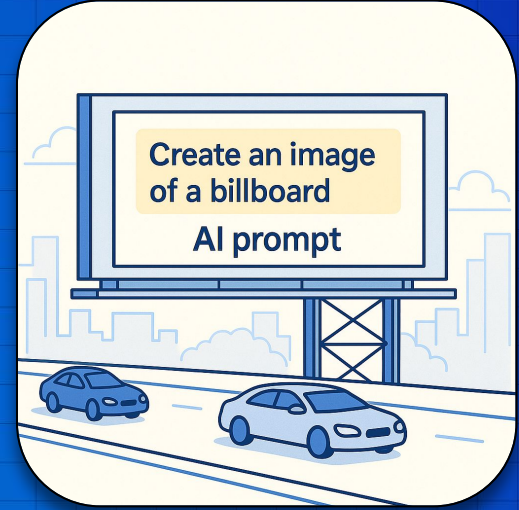
MEETING WITH

To: ▓▓▓▓▓▓

Key Stakeholder

Meeting with
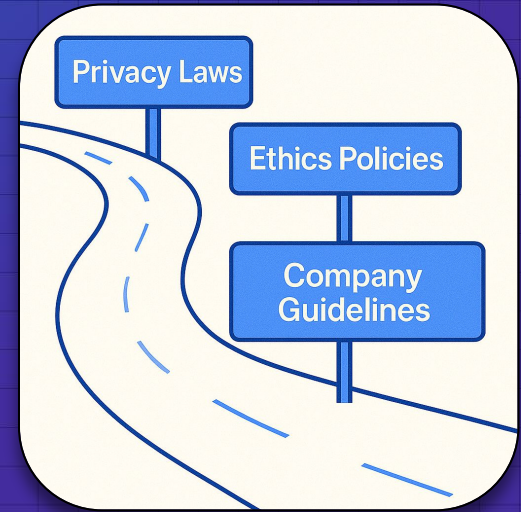Key Stakeholder
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Your Quick Safety Check

- Before submitting a prompt, ask: **"*Would I post this publicly?*"**

- If not, rephrase to protect sensitive info

- Thinking this way keeps you safe, ethical, and professional

Create an image of a billboard

AI prompt

Navigating AI Regulations

- AI regulations are quickly evolving and they impact how you can legally and ethically use AI tools

- Always check your company's AI policies to stay compliant

- Staying proactive about AI policies positions you as a forward-thinking leader

AI SAFETY

"Assurances":

Emphasizes precision and reliability in AI performance.

"Security":

Focuses on defending AI from bad actors or failure.

"Ethics":

Considers consequences on people and society.

"Alignment":

Highlights staying true to human values when AI makes decisions.

Future-Proof Your Career

- Strengthen skills AI can't replicate: creativity, empathy, critical thinking, leadership

- AI can offer ideas, but humans provide meaning, judgment, and emotional intelligence

- Your adaptability and innovation are your greatest career assets in an AI-driven future

PERSONAL GROWTH BEYOND AI

Partner With AI, Don't Compete

- Embrace AI tools as collaborators, not competitors

- Stay curious, continuously learn, and adapt your skills as AI evolves

- Building strong human-AI partnerships will define success in the coming decade

Collaborative Innovation