

AI Fitness: Get Ready for the AI-Native Workplace

World of Work

Kickoff: Ask and answer the questions as a group.

1. Do you use AI at work or in your studies? Which tools? What for?
2. What is the most useful thing AI has done for you? Has it ever let you down?
3. Does your company or school have rules about AI? Do you tell your boss when you use it?
4. How do you think your job, or the job you want, will change in the next five years?
5. Look at the pictures. How could AI help each of these workers? What could go wrong?



AI Models: Match the types of AI with what they do.

- | | | |
|----------------------------|---|---|
| Chatbots and assistants | • | • do multi-step tasks on their own, like booking |
| Image and video generators | • | • you can download and run yourself (Llama, Mistral) |
| Voice and music AI | • | • answer questions, write and chat (ChatGPT, Gemini) |
| AI agents | • | • write and fix code (GitHub Copilot, Claude Code) |
| Coding assistants | • | • talk, copy a voice or write a song (ElevenLabs, Suno) |
| Open-weight models | • | • make pictures or video from text (Midjourney, Veo) |

Acronym Test: Complete what the acronyms stand for. Then, complete the sentences with the acronyms.

Use: general, generation, intelligence, interface, language, machine, processing, transformer

AI = artificial _____	ML = _____ learning	LLM = large _____ model	GPT = generative pre- trained _____
GPU = graphics _____ unit	AGI = artificial _____ intelligence	API = application programming _____	RAG = retrieval- augmented _____

1. Chatbots like ChatGPT and Claude run on an _____ trained on huge amounts of text.
2. Our booking app talks to the chatbot through an _____, so it can check prices.
3. Nobody agrees when _____ (AI as clever as people at almost everything) will arrive.
4. Our help desk bot uses _____: it checks our own documents before it answers.
5. Spam filters use _____: they learn from millions of emails, not from fixed rules.
6. Training a big AI model takes thousands of _____, the chips Nvidia is famous for.

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AI-Native Checklist: **Tick the boxes that are true for you and count them.**
Then, compare with a partner.

Companies now want "AI-native" staff: people who use AI as naturally as email, and know when not to.

Is this you?	✓	Is this you?	✓
I use AI every week.		I know my company's AI rules.	
I pick the right AI tool for each job.		I've saved time on a boring, repeated task.	
I give AI context and examples.		I know when AI is the wrong tool.	
I check names, numbers and sources.		I've made a prompt or template others use.	
I know what never to paste into AI.		I have skills AI can't replace.	

Your AI fitness score: 8-10: AI-native already. 4-7: getting fit. 0-3: time to start training!

Advantages and Risks: **Write A (advantage) or R (risk) for AI at work.**

faster first drafts of emails	client data in a public chatbot	lower costs for simple tasks
invented facts in a report	help for customers 24/7	"shadow AI" (unapproved tools)
more time for creative work	over-reliance and lost skills	bias when AI sorts CVs
faster training for new staff	fewer entry-level jobs	copyright problems with images

- Which advantages have you already seen? Which risk worries you most?
- Is "shadow AI" a problem where you work or study? Why do people do it?

Get AI Fit: **Read the six tips. Then, discuss with a partner.**

1. Warm up every day

Use AI for small, real tasks: an email, a summary, a plan. Ten minutes a day beats one long course.

2. Learn the moves

Give context, a format and an example. Treat the first answer as a draft and ask for changes.

3. Train your eye

Check names, numbers and sources. Your name is on the work, so the mistakes are yours.

4. Know the rules

Never paste client data, passwords or plans into a tool your company hasn't approved.

5. Build a routine

Turn a weekly task into a saved prompt, a template or an automation, and share it.

6. Stay human

Grow what AI can't do: judgement, people skills, deep knowledge of your field.

- Which tips do you already follow? Which one would help you most at work?
- Make a four-week plan and tell your partner: *In week 1, I'm going to...*

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Find the Problem: **Read the box. Then, find the real problem in each case.**

Problem first, solution second

Don't build "a solution looking for a problem": before you say "Let's use AI!", find the problem.

Ask: What exactly happens? How often? Who does it affect? What does it cost us? Then ask "Why?" about five times to reach the **root cause**.

Say it: The real problem is that... / The root cause is... / It costs us two hours a day.

First conditional for a real risk: If we **don't reply** faster, we'll **lose** clients. **Second conditional** for an imagined fix: If we **trained** new staff better, they'd **make** fewer mistakes.

1. "Customers keep phoning. Let's build an AI chatbot!" **Fact:** the order email has no delivery date.
2. "Meetings take forever. Let's get an AI note-taker." **Fact:** there's no agenda, and ten people come.
3. "Nobody reads our report. Let AI write it faster." **Fact:** it's 30 pages, and managers want one.
4. "Sales are down. Let's use AI to post online every day." **Fact:** the website crashes at checkout.

Problem-Finding Chat: **Talk about your company or business* in pairs.**
 Find the problems first, then imagine solutions.

1. **Describe it:** What does your company or team do? Who are its customers?
2. **Find three problems:** What is slow, boring, expensive or annoying? Use the box questions.
3. **Dig deeper:** Choose one and ask "Why?" to find the root cause. What does it cost?
4. **Imagine solutions:** one with AI, one without. Report back: *If we..., we would...*

*** If anything about your work is confidential, don't share it and don't break any rules.** Use an imagined business instead: a family bakery, a dental clinic, a language school, a bike delivery company or a small hotel.

Fun Quiz: **Do the quiz in teams. Most right answers wins!**

1. ELIZA, the first famous chatbot, was made in...
a. 1966 b. 1986 c. 1996 d. 2006
2. A 2024 Nobel Prize went to the team behind AlphaFold, an AI that predicts the shape of...
a. clouds b. proteins c. stock prices d. earthquakes
3. Collins Dictionary's Word of the Year 2025, "vibe coding", means making software by...
a. working at night b. describing it to an AI c. copying other apps d. listening to music
4. In a 2024 survey, how many bosses said they wouldn't hire someone without AI skills?
a. about 1 in 10 b. about a third c. about two thirds d. all of them
5. Which of these is NOT an AI chatbot?
a. Gemini b. Claude c. Grok d. Bluetooth

Debate: **Do you agree or disagree? Give reasons and examples.**

1. Using AI to write your CV or cover letter is cheating.
2. If AI does half your job, you should work half the week for the same pay.
3. New staff should learn to do the job without AI first.
4. In ten years, knowing your field will matter more than knowing AI tools.