



AI SKILLS IN THE WORKPLACE

Examples of Three Levels

Workplace AI skills range from using tools to complete daily work to improving work tasks and results to changing the flow of work.

1. Fundamental Skills

These skills help you use simple AI tools in daily work. You do not need technical knowledge for these.

- **AI Literacy:** Understanding basic AI concepts, terms, and capabilities.
- **Prompt Engineering:** Writing clear text instructions to get good results from AI tools.
- **Data Privacy Awareness:** Keeping employer and client data safe when using AI.
- **Basic Tool Navigation:** Using standard workplace software powered by AI.
- **Output Verification:** Checking AI responses for errors and fake facts.
- **Digital Ethics:** Knowing right from wrong when using automated tools.
- **Workflow Integration:** Adding AI steps to your daily tasks to save time.

2. Intermediate Skills

These skills involve working directly with AI to improve daily tasks and output.

- **Data Preparation:** Cleaning up and organizing raw data so AI models can use it well.
- **Advanced Prompt Design:** Using system roles, chains, and context to guide AI behavior.
- **No-Code Automation:** Connecting apps to automate repetitive tasks without coding using workflow automation tools and AI.
- **Content Curation:** Editing and polishing AI-generated text or images for work.
- **Data Visualization:** Reading and using charts or reports made by AI tools.
- **Basic Statistical Analysis:** Understanding numbers and trends shown by AI reports.
- **AI Governance Compliance:** Following your organization's rules for safe and fair AI use.

3. Advanced Skills

These skills involve changing workflows and setting up systems for a team or organization.

- **Predictive Analytics:** Using historical data to forecast business results.
- **Natural Language Processing:** Setting up systems that read and sort human speech or text.
- **Computer Vision Setup:** Using tools that let computers analyze images or video.
- **Fine-Tuning Models:** Adjusting an existing AI model with custom organizational data.
- **API Integration:** Linking custom AI software to other business systems.
- **Prompt Security Testing:** Checking AI systems for weak spots and bad inputs.