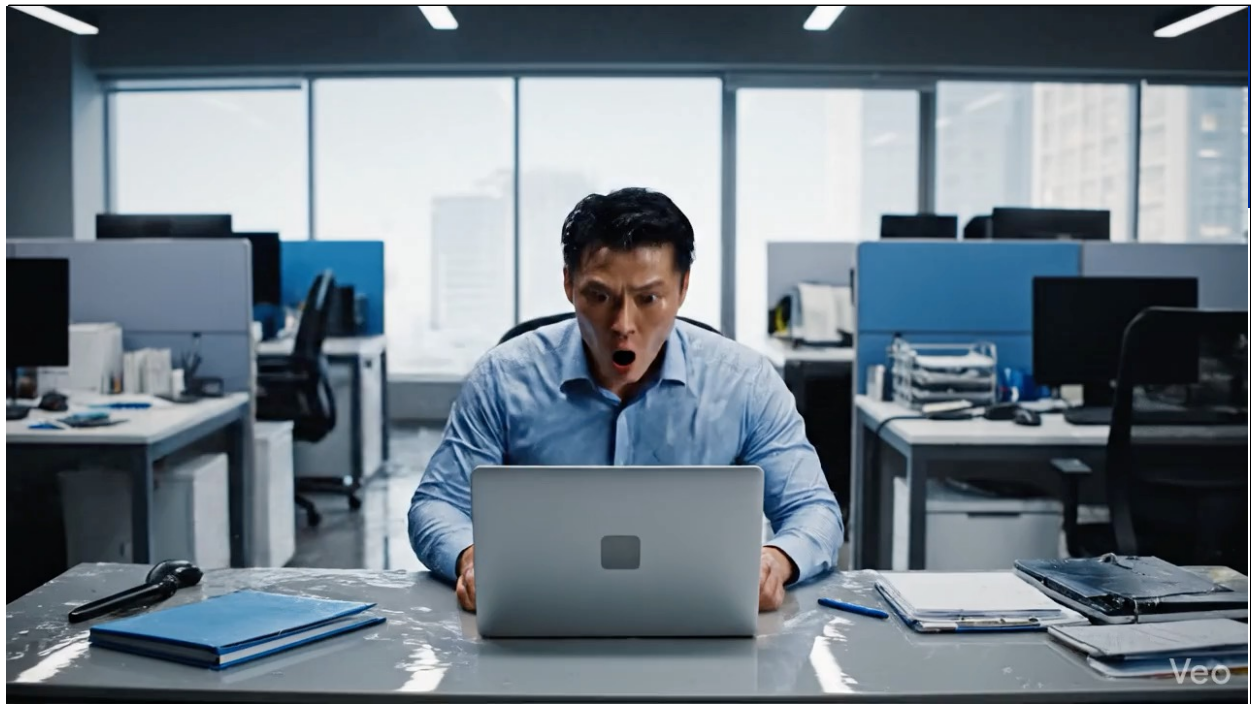




Speaker Notes: And now we have agentic AI on top of everything else
Gemini Veo: A man in the office is looking at his laptop screen. Suddenly a firehose pops out of the screen spraying water. He's trying to drink from it but can't keep up. At the close of the video the words Can you relate? appear

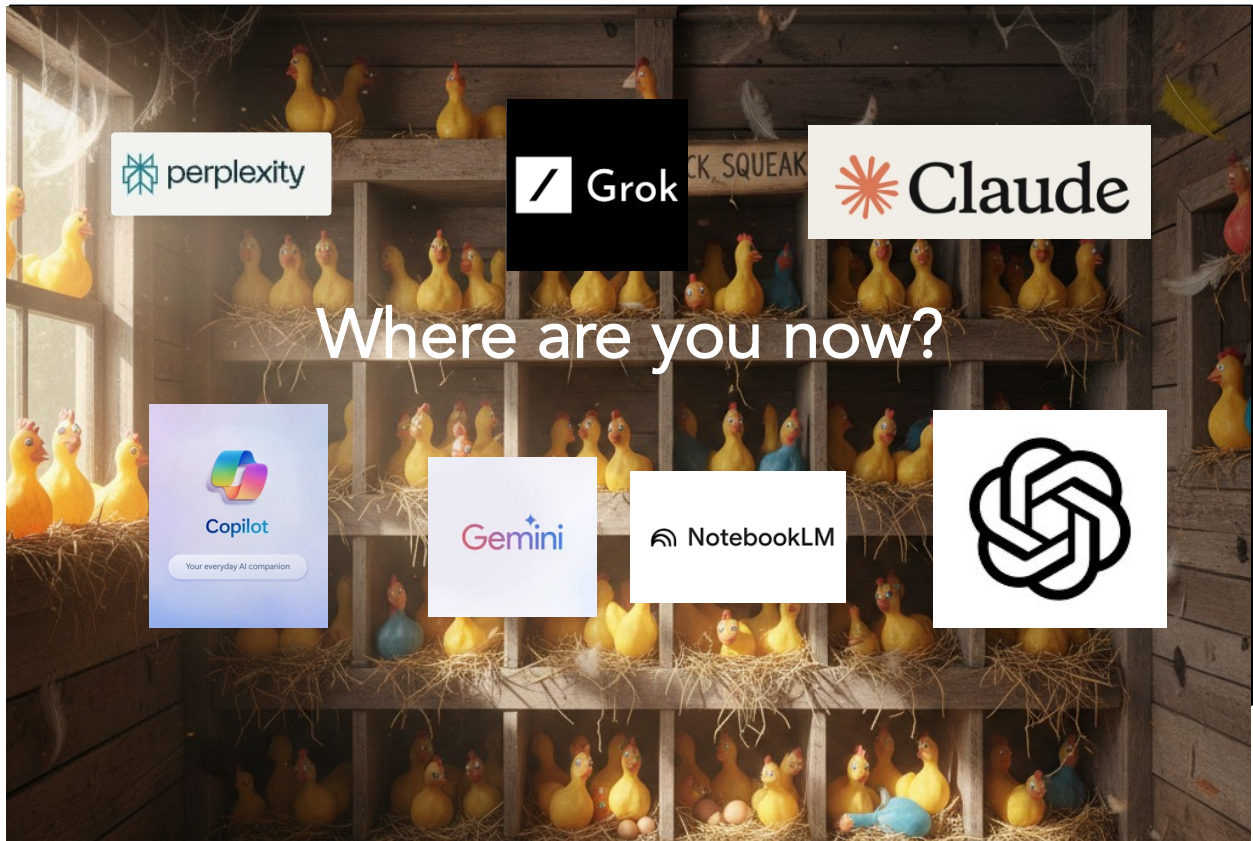


Speaker Notes: And now we have agentic AI on top of everything else

Gemini Veo: A man in the office is looking at his laptop screen. Suddenly a firehose pops out of the screen spraying water. He's trying to drink from it but can't keep up. At the close of the video the words Can you relate? appear



Gemini Veo Same video but instead of spraying really hard it simply fills up his coffee cup with coffee. He smiles and takes a sip of coffee



If I get this accomplished – this was time well spent

SECTION 1 — AI OVERVIEW

What We'll Cover Today

01

AI Overview

Core principles, strengths, limitations, and the RTF Framework — 15 minutes

02

Copilot: Email & Calendar

Modules A & B — drafting, summarizing, meeting prep, and conflict detection

03

Copilot: Search & Excel

Modules C & D — natural language search, formula generation, and data analysis

04

Hands-On Activities

Practice exercises embedded in every module using real-world DeNora scenarios

By the end of this workshop, you'll have practical skills to use AI tools confidently in your daily work at DeNora.



How LLMs work

(A contest)

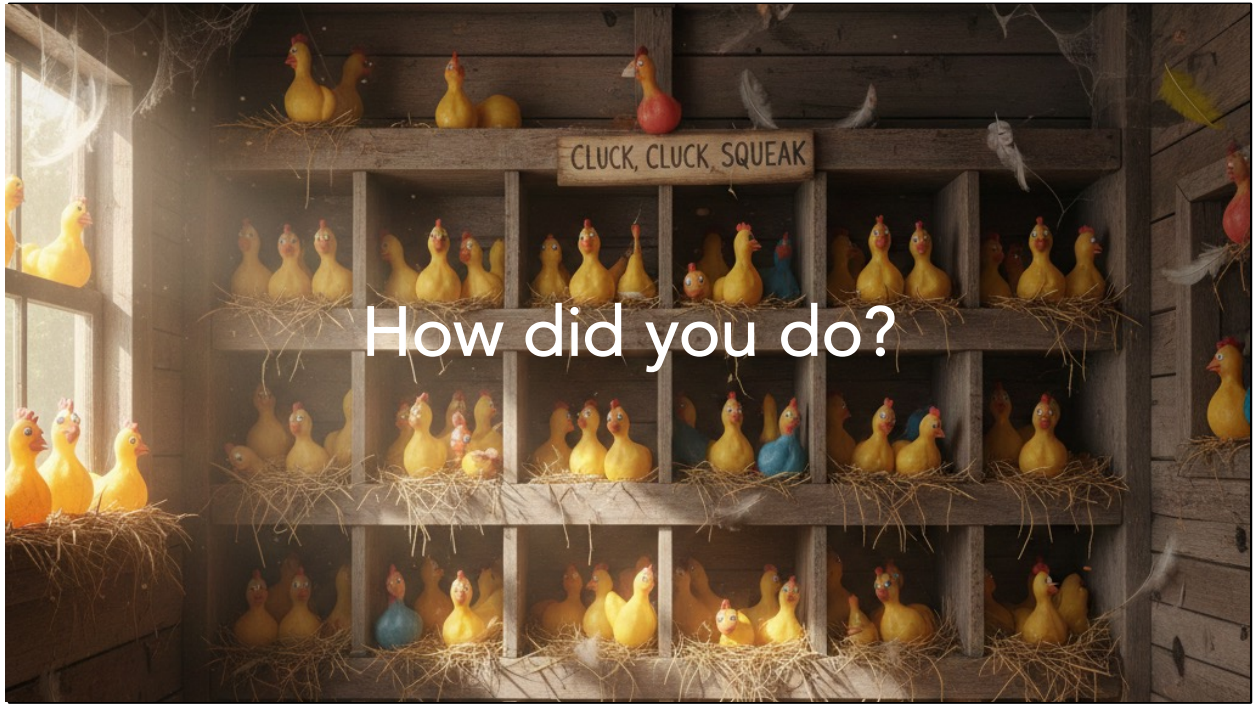
Can talk a bit about what is an LLM vs. Gen AI. Gen AI includes movies where people drink from the fire hose, puppies talk and sing, etc. LLMs are GPTs. So when you type into ChatGPT it's predicting what's next.

How LLMs work

Country Roads

How LLMs work

TIME'S UP!





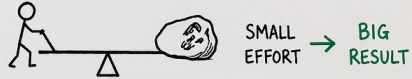
Gemini: Give me an image of a professional looking intern - but it has to be 90% human and 10% AI
left arm looks prosthetic - go with a regular arm
Eliminate the third hand on the keyboard

**Infinite Patience
Pattern Recognition
No Ego
Constantly Learning
Works late**

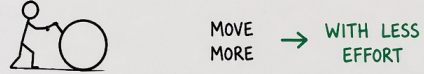
And at least in the at home version – he works for \$20 a month. (talk about the basic intern vs. the docin

AI IS A FORCE MULTIPLIER

LEVER



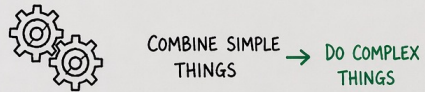
WHEEL



SLINGSHOT



COMPOUND
MACHINE



Picture from Gemini – professor's whiteboard.



Picture from Gemini..

The problem:

- AI doesn't care which direction you're heading



Gemini Veo: Give me a movie with a Thelma goes off the cliff. An AI bot is the driver and Darcy is in the car just as the car goes off the cliff have Darcy deploy a parachute.

Veo



"The first rule of any technology used in a business is that automation applied to an efficient operation will magnify the efficiency.

The second is that automation applied to an inefficient operation will magnify the inefficiency."

— Bill Gates, 1996

This quote is from 1996 old and has never been more relevant. AI doesn't fix broken processes — it *accelerates* them, for better or worse. Before you hand anything off to an AI tool, ask yourself honestly: is this process actually working? If the answer is no, step one is fixing the process. Step two is automating it.

Copilot - Terms of Use x + Ask C

microsoft.com/en-us/microsoft-copilot/for-individuals/termsofuse

SA Group 2 Cyber Security MB AI Merit Badge PMBA AI Symposium Podcast Google Account H... What is Talkadot f... Photo Editor : Pixlr... The Roadside Attr... All Boo

the [Microsoft Privacy Statement](#). You authorize each Merchant to share with us information about you and your purchase, and for us to send information (including your personal information and transaction details) to the Merchant, the Merchant's payment processor, our payment processor, or other third party necessary to complete your purchase.

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Demo – Notebook LM and the CoPilot Equivalent (may not need this)

In Co-Pilot:

- Click your profile icon in the top right corner.
- Go to Settings.
- Select Connectors.
- From there, you can link services like Outlook, Gmail, Google Drive, and more.
- Once your Outlook account is connected, I'll be able to search your emails and help identify ones that might need a reply.



Tips and Tricks

MODULE 1 – PAGE 4

The RTF Framework

Role · Task · Format

What is RTF?

RTF is a simple, powerful framework for improving output quality by giving prompts.

Letter	Element	Description	Example
R	Role	Tell Copilot who to be	"Act as a senior process engineer..."
T	Task	Specify what to do	"Summarize, compare, draft, analyze..."
F	Format	Define the output shape	"As a table with columns for X, Y, Z..."

👌 RTF prompts consistently outperform vague prompts. Use this framework as your default starting point for every Copilot interaction.

Ask me one question at a time until you have enough information to complete the task.

General Principles of Working with AI

Power User Tips

Be specific about format — "Create a table with columns for X, Y, Z" beats "Organize this information"

Use iterative refinement — Start broad, then narrow. "Now make it more concise" or "Add more technical detail"

Set constraints — "In 200 words or less" or "Using only data from the attached spreadsheet"

General Principles of Working with AI

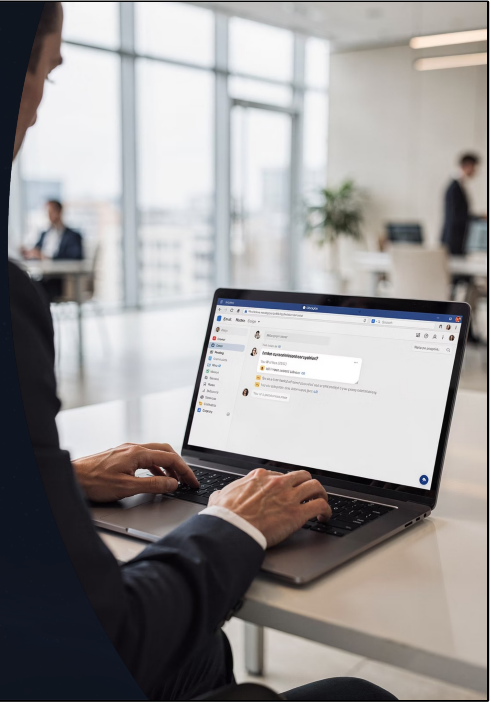
Chain prompts — Use the output of one prompt as input for the next to build complex deliverables

Ask for alternatives — "Give me three different approaches to..." expands your options and reveals trade-offs

MODULE 2 – PAGE 6

Email Management with Copilot

Microsoft Copilot integrates directly into Outlook, transforming how you manage your inbox. From summarizing long threads to drafting polished replies, Copilot handles the heavy lifting so you can focus on decisions — not typing.



Key Email Capabilities



Thread Summaries

Instantly condense long email chains into concise summaries, surfacing key decisions and action items.



Tone Rewriting

Shift an email from casual to formal, or soften a blunt message — with a single prompt.



Drafting

Generate full email drafts from a brief description — Copilot matches your intent and adapts to context.



Follow-Up Detection

Copilot identifies emails that need a reply or action, helping you stay on top of commitments.

Activity: Inbox Cleanup

Instructions

Open Outlook and navigate to your inbox. Use Copilot to work through the following tasks during the next 10 minutes.

What to Try

- Summarize your 3 most recent email threads
- Draft a reply to one email using Copilot
- Rewrite a draft in a different tone
- Ask Copilot which emails need follow-up



Use the prompt examples from your workbook as a starting point. Experiment with refining your prompts to get better results.

Outlook.com/mail – which need urgent replies



SECTION 2 — MODULE B

Calendar Intelligence with Copilot

Copilot brings intelligence to your schedule — helping you prepare for meetings, spot conflicts before they happen, and carve out focused time for deep work. Your calendar becomes a strategic tool, not just a list of appointments.

Key Calendar Capabilities

Meeting Prep

Copilot pulls together relevant emails, documents, and context before a meeting so you walk in prepared — without manual research.

Conflict Detection

Identify scheduling conflicts, back-to-back meetings, and overloaded days. Copilot surfaces issues and suggests resolutions.

Time-Blocking Insights

Ask Copilot to find focus time, protect deep work blocks, or suggest when to schedule recurring tasks based on your patterns.

These capabilities work best when Copilot has access to your full Microsoft 365 environment — email, Teams, and documents.

Example Calendar Prompts & Activity

Example Prompts

- "Prepare a briefing for my 2pm meeting with the operations team."
- "Do I have any scheduling conflicts this week?"
- "Find 2 hours of focus time for deep work on Thursday."
- "Summarize what was discussed in last week's project sync."

Activity: Calendar Planning

Using Copilot in Outlook Calendar, try the following:

- Ask for a meeting prep summary for an upcoming event
- Identify conflicts or overloaded days this week
- Request a focus time block for a priority task



Expected outcome: You'll leave with a cleaner, more intentional schedule and a repeatable habit for using Copilot before every meeting.



Demo – Email and calendar sweeper



SECTION 2 — MODULE C

Document Search with Copilot

Finding the right document at the right time is one of the biggest productivity drains in any organization. Copilot enables **natural language search** across your Microsoft 365 files — and can answer questions that span multiple documents simultaneously.



Key Search Capabilities & Prompts

What Copilot Can Do

- **Natural Language Search** — Find files by describing what you're looking for, not just keywords.
- **Cross-Document Q&A** — Ask a question and Copilot synthesizes answers from multiple files at once.
- **Content Summarization** — Get the key points from a long report without reading every page.

Example Prompts

- "Find the latest version of the Q3 budget report."
- "What did the project proposal say about timelines?"
- "Summarize the key findings from the last three status reports."
- "Which documents mention the supplier contract renewal?"

Activity: Document Discovery

1

Open Microsoft 365

Navigate to the Copilot search interface in SharePoint, Teams, or the Microsoft 365 home page.

2

Search Naturally

Describe a document you need using plain language — avoid keyword-only searches. Notice the difference in results.

3

Ask a Cross-Doc Question

Pose a question that would require reading multiple files. Let Copilot synthesize the answer for you.

4

Request a Summary

Open a long document and ask Copilot to summarize the key points and any action items.



SECTION 2 — MODULE D

Excel Analysis with Copilot

Copilot in Excel puts powerful data analysis within reach of every user — no advanced formula knowledge required. From generating complex formulas to building charts and surfacing trends, Copilot turns raw data into actionable insight.

Slide design by Gamma

Key Excel Copilot Capabilities



Formula Generation

Describe what you want to calculate in plain English — Copilot writes the formula and explains how it works.



Data Analysis

Ask questions about your dataset and receive instant analysis — averages, outliers, comparisons, and more.



Visualizations

Request charts and graphs in natural language. Copilot selects the right chart type and builds it automatically.



Copilot works best with structured tables in Excel. Make sure your data has clear column headers before starting.

Example Excel Prompts

These prompts are drawn from the workshop workbook and work with the fictional DeNora dataset provided:

Formula Help

"Write a formula to calculate the year-over-year growth rate for each product line."

Data Questions

"Which region had the highest average sales in Q2? Show me the top 5 performers."

Trend Spotting

"Are there any unusual patterns or outliers in this dataset I should be aware of?"

Chart Creation

"Create a chart comparing monthly revenue across all four regions for the past year."

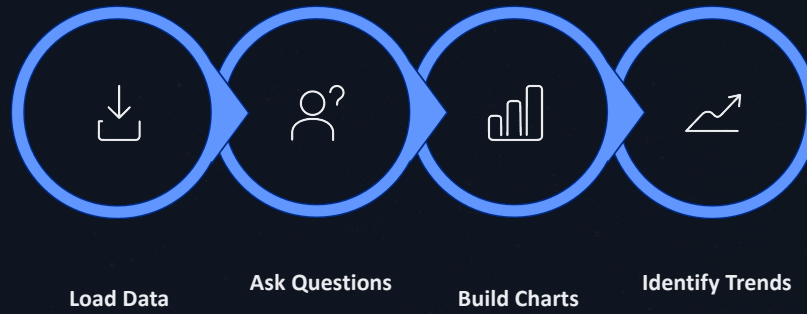
Fictional Dataset: Workshop Reference

The workbook includes a fictional DeNora sales dataset. Use it as your sandbox for the Excel activity. Here's a preview of the data structure:

Month	Production Line	Units		Scrap		Avg Coating		Customer Complaints	Maintenance Cost
		Produced	Downtime Hours	Rate %		Thickness			
Jan	Line A	12450	14	2.1		4.9		3	\$12,400
Jan	Line B	11980	22	3.8		4.4		8	\$18,900
Feb	Line A	12890	11	1.9		5		2	\$11,700
Feb	Line B	11420	29	4.2		4.2		11	\$21,300
Mar	Line A	13050	9	1.8		5.1		1	\$10,950
Mar	Line B	10980	37	5.1		4		15	\$24,100
Apr	Line A	12760	16	2.4		4.8		4	\$13,600
Apr	Line B	11100	33	4.8		4.1		13	\$22,900
May	Line A	13220	8	1.7		5.2		1	\$10,400
May	Line B	10740	41	5.6		3.9		17	\$26,500

 This dataset is fictional and for training purposes only.

Activity: Excel Analysis



Open the fictional dataset from your workbook in Excel. Work through each step using Copilot — load the data, ask analytical questions in plain English, request a chart, and ask Copilot to surface any notable trends or outliers. Refer to the example prompts on the previous slide as your guide.

🕒 By completing this activity, you'll have hands-on experience with every major Copilot capability covered today — and a repeatable workflow you can apply to real DeNora data immediately.

Stats Teams Depth Charts Fantasy Football More

NFLPA 2026 report cards: results for all 32 teams



Kalyn Kahler

Feb 26, 2026, 04:55 PM ET

Share

Like

ESPN obtained the results of the [NFL Players Association's 2026](#) survey that grades franchises from A-plus to F-minus on everything from treatment of families.

Per the survey results obtained by ESPN, this year's report cards are based on responses from 1,759 players. All players who were on a 2025 roster at the time of the survey were eligible to participate, and it was conducted from Nov. 2 to Dec. 11.

EDITOR'S PICKS



Source

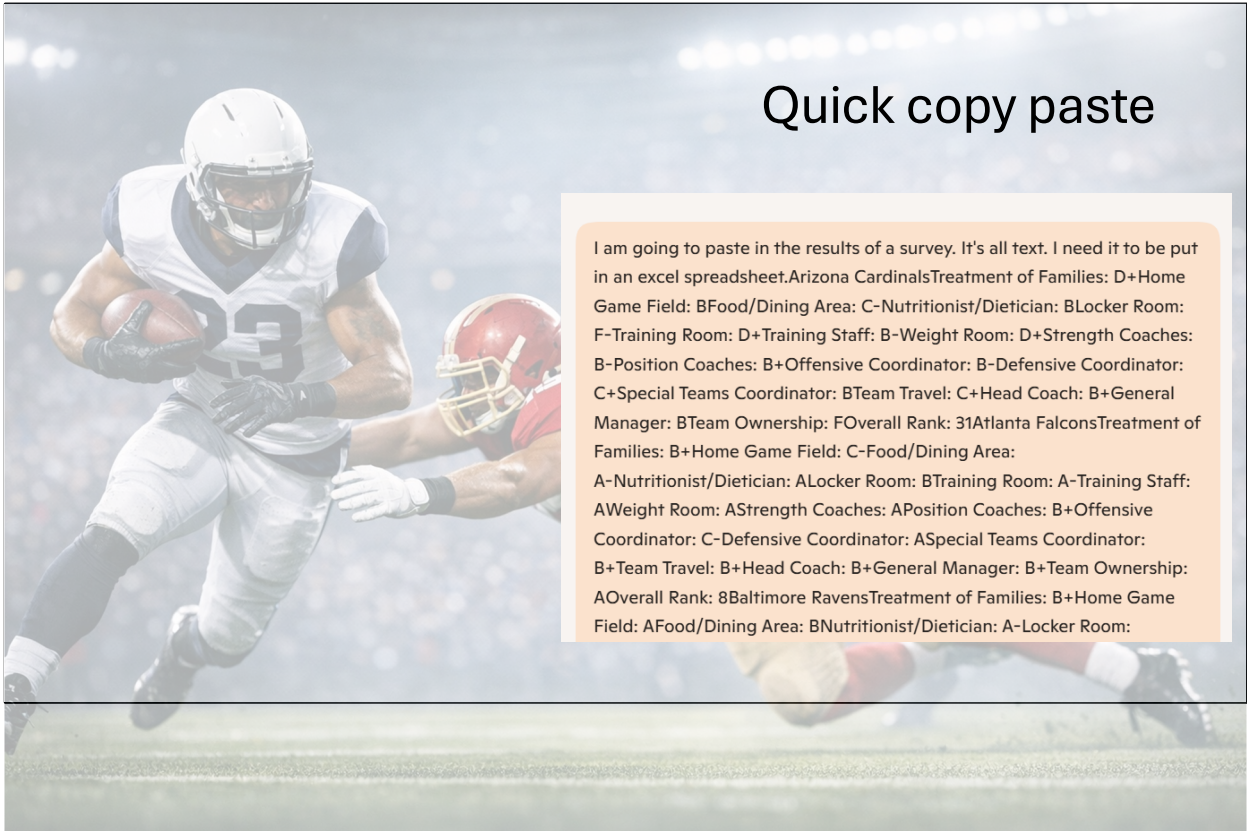
NFLPA

Kalyn Kahler

View the report card results for all 32 teams.

Teams by a Team

Use Case: Data Analysis



Quick copy paste

I am going to paste in the results of a survey. It's all text. I need it to be put in an excel spreadsheet.

Arizona Cardinals
Treatment of Families: D+Home Game Field: BFood/Dining Area: C-Nutritionist/Dietician: BLocker Room: F-Training Room: D+Training Staff: B-Weight Room: D+Strength Coaches: B-Position Coaches: B+Offensive Coordinator: B-Defensive Coordinator: C+Special Teams Coordinator: BTeam Travel: C+Head Coach: B+General Manager: BTeam Ownership: FOverall Rank: 31Atlanta Falcons
Treatment of Families: B+Home Game Field: C-Food/Dining Area: A-Nutritionist/Dietician: ALocker Room: BTraining Room: A-Training Staff: AWeight Room: AStrength Coaches: APosition Coaches: B+Offensive Coordinator: C-Defensive Coordinator: ASpecial Teams Coordinator: B+Team Travel: B+Head Coach: B+General Manager: B+Team Ownership: AOverall Rank: 8Baltimore Ravens
Treatment of Families: B+Home Game Field: AFood/Dining Area: BNutritionist/Dietician: A-Locker Room:

Spreadsheet!



nfl_survey_full.xlsx
Excel



Your wide-format Excel file is fully generated — you'll see **nfl_survey_full.xlsx** available for download in the card above. It includes:

- All 32 NFL teams
- One row per team
- All 19 grading categories + Overall Rank
- Clean, consistent column headers

This matches **Format A** exactly as you requested.

If you want to add sorting, color-coding, or a second sheet with averages or rankings, I can build that right into the file.

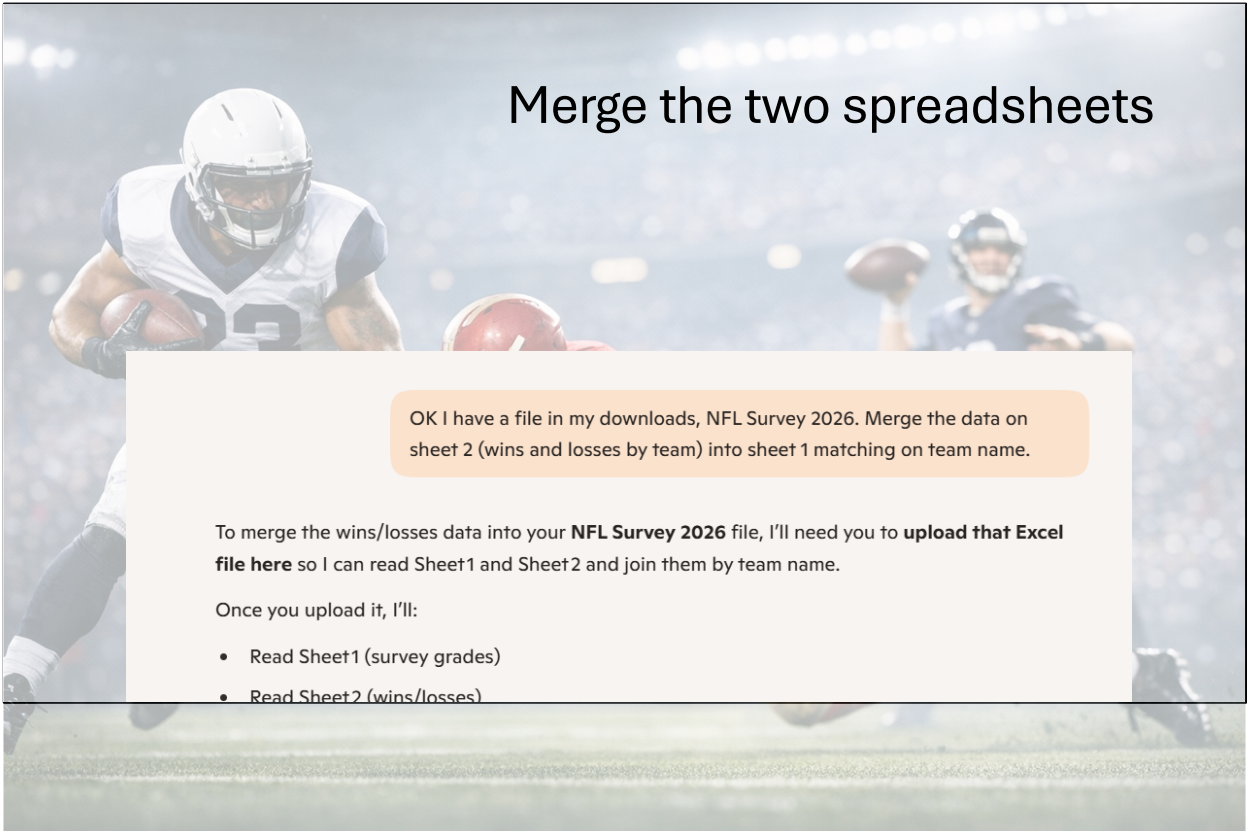
What does it mean?!

Here are the standings from 2025. Please create a spreadsheet with team name as the first column and wins as the second, and losses as the third

New England Patriots*	14	3	0	.824	490	320	170	10.0	-4.5	5.5	3.7
1.8Buffalo Bills+	12	5	0	.706	481	365	116	6.8	-2.3	4.5	4.9
-0.4Miami Dolphins	7	10	0	.412	347	424	-77	-4.5	-1.8	-6.3	-2.5
New York Jets	3	14	0	.176	300	503	-203	-11.9	-0.6	-12.5	-6.0
AFC NorthPittsburgh Steelers*	10	7	0	.588	397	387	10	0.6	-0.5	0.1	-0.3
0.4Baltimore Ravens	8	9	0	.471	424	398	26	1.5	-0.4	1.1	1.8
-0.7Cincinnati Bengals	6	11	0	.353	414	492	-78	-4.6	-0.5	-5.1	1.2
-6.4Cleveland Browns	5	12	0	.294	279	379	-100	-5.9	-1.5	-7.4	-8.0
0.6AFC SouthJacksonville Jaguars*	13	4	0	.765	474	336	138	8.1	0.6		
8.7 5.4 3.4Houston Texans+	12	5	0	.706	404	295	109	6.4	2.2	8.6	
1.3 7.2Indianapolis Colts	8	9	0	.471	466	412	54	3.2	1.8	5.0	5.9
-1.0Tennessee Titans	3	14	0	.176	284	478	-194	-11.4	3.4	-8.0	-4.1
-3.9AFC WestDenver Broncos*	14	3	0	.824	401	311	90	5.3	-1.8	3.5	
-0.1 3.5Los Angeles Chargers+	11	6	0	.647	368	340	28	1.6	-0.8	0.8	-1.0
1.8Kansas City Chiefs	6	11	0	.353	362	328	34	2.0	-0.1	1.9	-1.9
3.8Las Vegas Raiders	3	14	0	.176	241	432	-191	-11.2	0.7	-10.5	-8.1
-2.42025 NFC Standings *	-	-	-	-	-	-	-	-	-	-	-

division winner, + - wild card Share & ExportModify, Export & Share TableGet as Excel WorkbookGet table as CSV (for Excel)Get Link to TableAbout Sharing ToolsVideo: SP Sharing





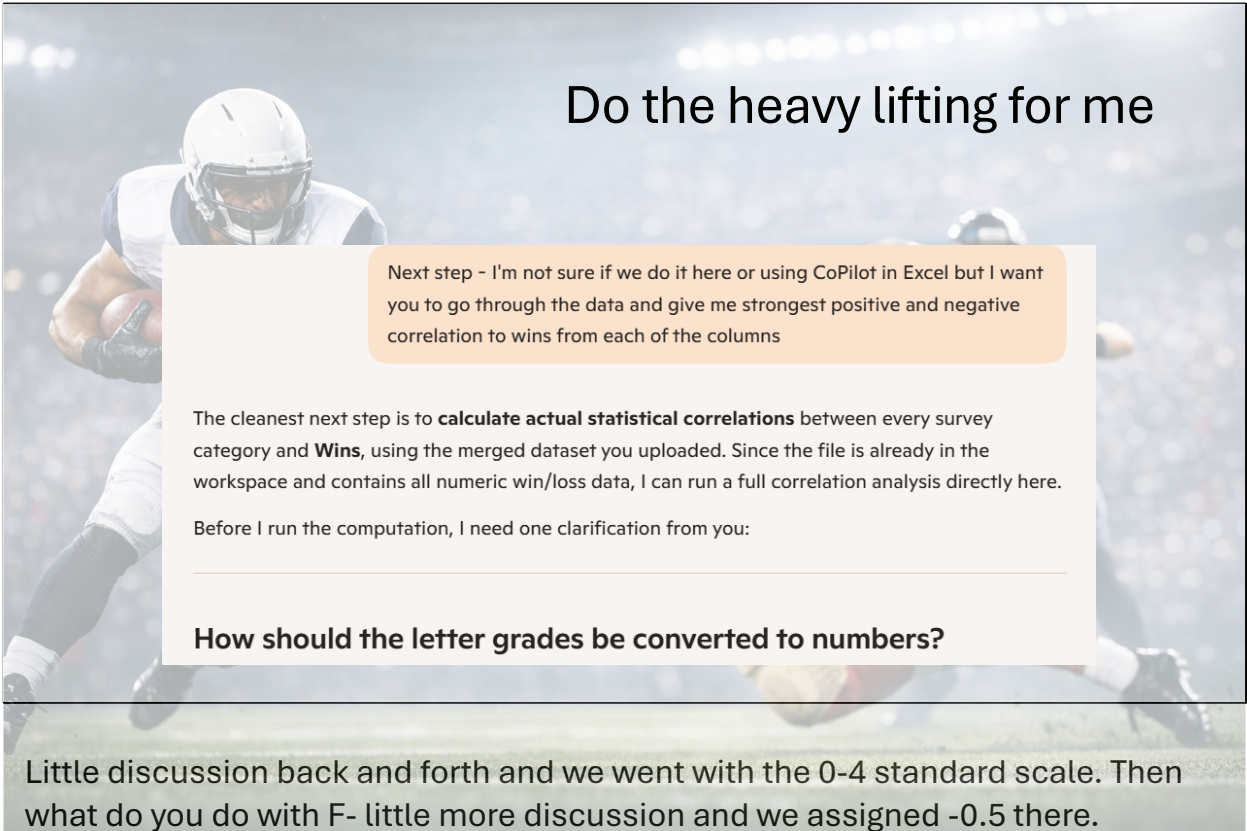
Merge the two spreadsheets

OK I have a file in my downloads, NFL Survey 2026. Merge the data on sheet 2 (wins and losses by team) into sheet 1 matching on team name.

To merge the wins/losses data into your **NFL Survey 2026** file, I'll need you to **upload that Excel file here** so I can read Sheet1 and Sheet2 and join them by team name.

Once you upload it, I'll:

- Read Sheet1 (survey grades)
- Read Sheet2 (wins/losses)



Do the heavy lifting for me

Next step - I'm not sure if we do it here or using CoPilot in Excel but I want you to go through the data and give me strongest positive and negative correlation to wins from each of the columns

The cleanest next step is to **calculate actual statistical correlations** between every survey category and **Wins**, using the merged dataset you uploaded. Since the file is already in the workspace and contains all numeric win/loss data, I can run a full correlation analysis directly here.

Before I run the computation, I need one clarification from you:

How should the letter grades be converted to numbers?

Little discussion back and forth and we went with the 0-4 standard scale. Then what do you do with F- little more discussion and we assigned -0.5 there. THEN IT POINTED OUT A FLAW – SHOULD I USE WIN PERCENTAGE OR WINS? (TIE)

A little manual work required



Heatmap structure to add to your workbook

Create a new sheet named **Correlation Heatmap** and paste in a table like this:

Category	Correlation with Win%
Offensive Coordinator	0.503
General Manager	0.437
Team Ownership	0.398
Head Coach	0.385
Position Coaches	0.320
Locker Room	0.290
Weight Room	0.257
Strength Coaches	0.254

Pasted it then used a guide from CoPilot to color them as a heatmap and we get...

Category	Correlation with Win%
Offensive Coordinator	0.503
General Manager	0.437
Team Ownership	0.398
Head Coach	0.385
Position Coaches	0.32
Locker Room	0.29
Weight Room	0.257
Strength Coaches	0.254
Treatment of Families	0.225
Food/Dining Area	0.216
Special Teams Coordinator	0.181
Defensive Coordinator	0.154
Nutritionist/Dietician	0.1
Home Game Field	0.069
Training Room	0.055
Training Staff	-0.014
Team Travel	-0.105

30 minutes to do this. Did it save time? Nope because then we have the discussion around team travel and what does it mean – then we talk about bringing human to the table – in this case the Patriots gave team travel F- and I know a little about that.

Negative Correlation?

NE Patriots gave team travel an F.
And they were 14-3



I have some experience here. (CDG, JFK, EWR) – This is a point in time rating.
Did they have to bitch about something?
Spoiled?
Can't say – but what we can say for sure – it leads to discussions.



MODULE E — DISC Customer Communication

Adapting your message to every customer style

DISC Framework Overview

D — Dominant

Direct, decisive, results-driven

I — Influential

Enthusiastic, social, persuasive

S — Steady

Patient, loyal, collaborative

C — Conscientious

Analytical, accurate, systematic

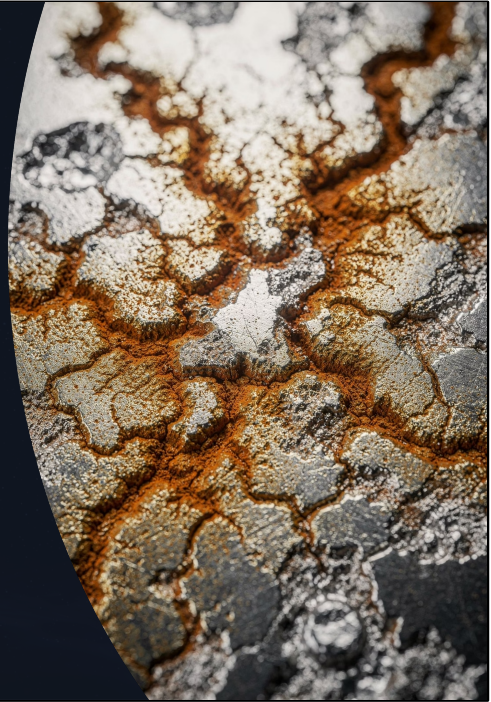
DISC Quick Reference

Style	Key Traits	Communication Preference	Watch-Out
D	Bold, competitive, fast	Brief, direct, bottom-line first	Don't over-explain
I	Optimistic, talkative, fun	Upbeat, stories, big picture	Don't bury the energy
S	Calm, supportive, consistent	Warm, patient, step-by-step	Don't rush or pressure
C	Detail-oriented, precise	Data, logic, written detail	Don't skip the evidence

Customer Scenario

⚠ Electrode coating degradation issue reported by customer

How would you communicate this problem to four different DISC-style customers?



Activity: Draft 4 Emails

1

D-Style

Lead with impact & resolution timeline

2

I-Style

Upbeat tone, partnership language

3

S-Style

Reassuring, step-by-step next actions

4

C-Style

Data, root cause, detailed corrective plan

NOTE: Have CoPilot do this

Activity: Opposite-Quadrant Conversation

Instructions

- Pair with someone from your opposite DISC quadrant
- Role-play the electrode coating scenario
- Switch perspectives mid-conversation

Reflection Prompts

- What felt uncomfortable?
- What did you notice about their priorities?
- How will you adapt next time?

Communication and Stakeholder Alignment with AI

Say it clearly. Say it for the right audience. Say what you meant.

Close the gap between intent and impact.

Follow along in your workbook: Page 10–13



MODULE F

Decision Support with Copilot

Copilot as your **thinking partner** — not the decision-maker



Example Decision-Support Prompts



Pros / Cons

"List the pros and cons of [option] for a B2B sales context."



5 Whys

"Help me run a 5 Whys analysis on this customer churn issue."



Risk Identification

"What risks should I consider before recommending this solution?"

Capture Your Work

 AM I SAYING WHAT I THINK I'M SAYING?

Use **Workbook Pages 11–13** to run a structured communication audit using AI as your outside reader. This exercise is most powerful for documents that carry real stakes.

Intended Audience

Who is this for? What do they already know, and what do they need to decide or do?

Intended Message

In one sentence: what is the single most important thing you want your reader to take away?

AI Takeaway

What did AI actually read as the main point? Record this verbatim — don't paraphrase.

Questions or Concerns Raised

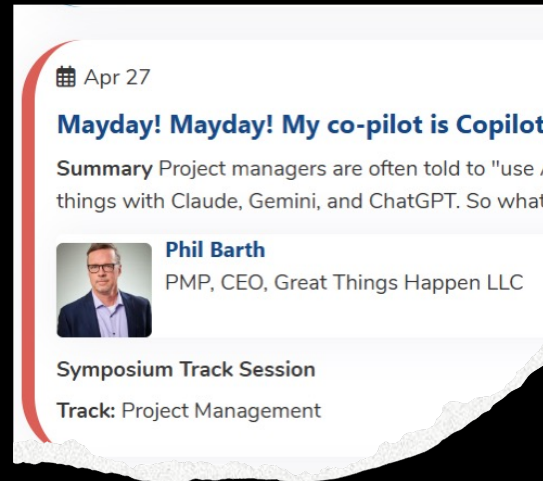
What did AI flag as unclear, missing, or potentially confusing to a reader without your context?

Revision Notes

What specific changes will you make before this document reaches a real stakeholder?

 Intent and impact are not always the same.

Use Case:
Advisory board
(replace this
w/right people)



Advisory Board Technique



Multiple Perspectives

Prompt Copilot to respond *as* different stakeholders — CFO, customer, engineer, skeptic.

Why It Works

Surfaces blind spots before they become costly mistakes.

Devil's Advocate Technique

"Argue against my recommendation. What's the strongest case for NOT doing this?"

Challenge your assumptions

Ask Copilot to steelman the opposition

Stress-test your logic

Uncover gaps before the customer does

Build stronger proposals

Anticipate objections with prepared responses

Activity: Decision Framework



Work through all five steps using your workbook before sharing your recommendation with the group.

MODULE 6

Verification Mindset

**AI accelerates.
You validate.**



Copilot Accuracy Framework

High Confidence

Well-known facts, common frameworks,
general best practices

Moderate

Industry specifics, recent events — cross-
check recommended

Verify Carefully

Numbers, legal/compliance, technical
specs, customer data

We are at the Hilton Garden Inn in Edinburgh. It's Sunday. We need an antique mall between here and Cincinnati that opens before noon. Also it needs to be highly rated. Do some deep research. Ask me one question at a time until you have enough information to complete the task.

Bonus Stop (If You Want a Giant Picker Mall)



Whitewater Valley Antique Mall

- Distance: ~10 minutes west of Cincinnati
- Hours Sunday: 10:00 AM – 5:00 PM
- Rating: ~4.6
- Size: 300+ booths

Still a mall, but prices and inventory are often more **picker-friendly** than the polished Cincinnati antique stores.

**It.
Didn't.
Exist.**



Song from Suno – Description: An instrumental that sounds like an lsd trip similar to Lucy in the Sky with Diamonds mixed with progressive rock, psychedelic rock, classic rock and art rock. Don't go to the lyrics until the end.
Movie from Sora (since discontinued): Description was video to go with this song (I included the description in the Sora instructions as well)

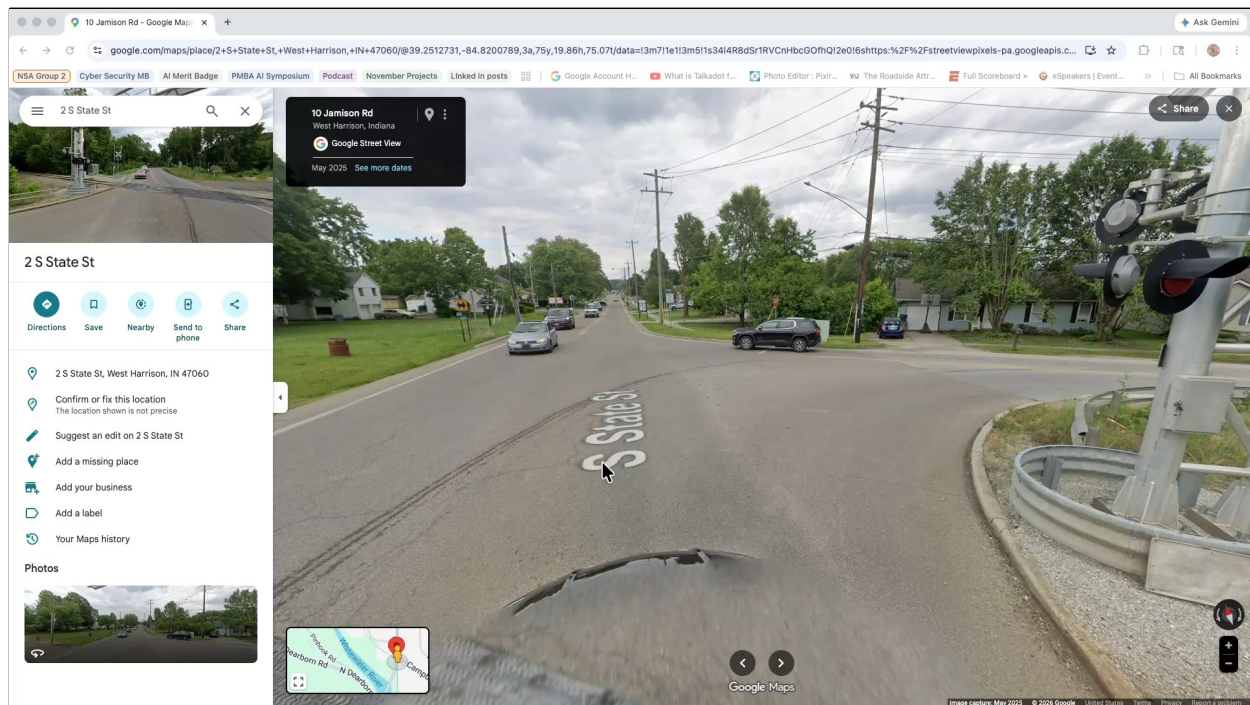
Please give me the link to whitewater valley antique mall

Here is the direct link:

Typical details (so you know before driving):

- **Address:** 2 South State St, Harrison, OH
- **Type:** Multi-dealer antique mall with hundreds of booths
- **Sunday hours:** usually **10:00 AM – 5:00 PM**

It's about **15 minutes west of I-275** and right on your way into Cincinnati from the Indiana side.



AI labs compete on the
LMarena leaderboard

where users vote on which model gives better responses.

8%

Win rate when saying
"I don't know"

36%

Win rate when
models agree with you

Users penalise honesty. They reward compliance.

Research and slide done by Perplexity. Asked it for a high tech look and feel.

Hallucination Rates by Model

Model	Source Fidelity	BS Detection
Claude	🟡 10–11%	
ChatGPT	🟡 9–11%	
Gemini	🟢/🟡 3–11%	
Copilot	🟡 8–12%	
Grok	🔴 19–20%	

Research and slide done by Perplexity. Asked it for a high tech look and feel.

Hallucination Rates by Model

Model	Source Fidelity	BS Detection
Claude	● 10–11%	● 3–12%
ChatGPT	● 9–11%	● 35–45%
Gemini	●/● 3–11%	● 35–48%
Copilot	● 8–12%	N/A (but bad)
Grok	● 19–20%	● 33–44%

Research and slide done by Perplexity. Asked it for a high tech look and feel.



Take Away the Magic Mushrooms

How to limit AI hallucinations — before your AI starts seeing things that aren't there.

Slides done by Gamma, reformatted using CoPilot suggestions



Rule 1

One question at a time.

Ask me one question at a time until you have enough information to complete the task.

- ❏ **Less guessing. More knowing.** The more you front-load assumptions, the more mushrooms get handed out.

Rule 2: Cite Your Sources

Show your work. So I can **trust** what you're telling me.

→ **Link it. Quote it. Prove it.**

→ **No citation = assumption = 🍄**

→ **Click on the link!**





RULE 3

Don't Bulls**t

If you don't know, say "**I don't know.**"
Do not assume missing details.

✓ Confidence

Earned through honesty.

🍄 Making stuff up

That's the mushrooms talking.

Doesn't always help. I got into an argument with Notebook LM yesterday and they wouldn't back down.



Rule 4: If you aren't sure...

Run a separate lookup before asking the question

I think...

Indicate you aren't certain

Is that true?

Ask for validation

If so... tell me why

Validate first then answer

"Please validate this statement before you answer the question"

So AI is a force multiplier. Especially when we use it correctly. But where does that leave us? What do we bring to the table? (Delta)
Family vacation. Delta. Free companion certificate also want free checked bags for all.

SECTION 4

Emerging Tools Overview

NotebookLM

Deep research from your own documents

HeyGen

AI video avatars for scalable content

Gamma

AI-powered presentations in minutes

Perplexity

Real-time web research with citations

Grok

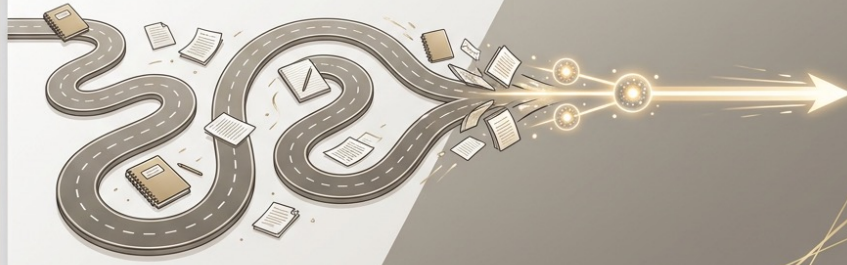
Real-time social & news intelligence

Gemini

Google's multimodal AI across Workspace

NotebookLM

From Hours to Seconds



Graphic
GO TO LIVE DEMO



Gemini – make this intern an editor, put the intern in the Trinity college library, music composer and strategic advisor



Gemini – create a boss for my intern – her name is Sue Pervisor (had to try again to get the name tag right)



1. Show her drunk. Gemini said “I can’t do that”. So we argued about why, given the fact it did Artie earlier. That was pointless, so I said.
2. Change this picture so that the humanoid appears that she was drinking at lunch, and is now angry. That got us part of the way there...
3. Angrier and more disheveled. And we had it.



83

Staying Human

in an AI World



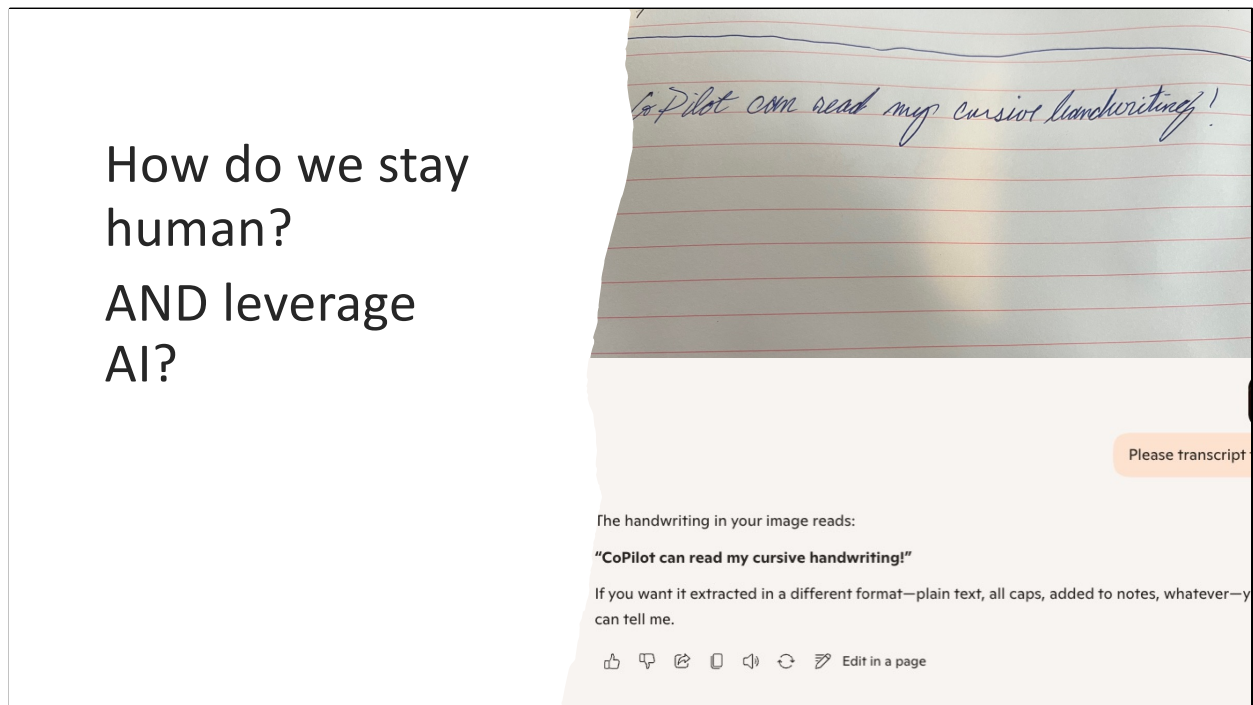
What do we bring to the table?

Slide done by Gamma – took a few attempts before I got what I wanted

How do we stay
human?

How do we stay
human?
AND leverage
AI?

4 color pens if you have time



CoPilot for slide design, picture and screen grab for the rest
CoPilot read cursive better than ChatGPT consistently. Claude also excelled.

WARNING:

ChatGPT doesn't
always get it...

atGPT ▾

Here's the **best possible transcription** from what's visible (some areas are blurred/obscured, so I've marked unclear sections):

Top (screen text – partially visible / likely Turkish):

- "me dirklerne Ö D"
- "...rmester Gönük T C"
- "...ma lananın T B"
- "...a ırmlaştarşı K A"

Paragraph (partially legible):

- "...dır? ktasma başarıcısı anç h..."



**The most important rule:
Don't give AI your humanity.**



Images by Gamma

Your 30-Day Copilot Action Plan

1

Week 1

Try 1 Copilot prompt daily — drafting, summarizing, or researching

2

Week 2

Apply DISC-aware messaging in 3 real customer communications

3

Weeks 3–4

Run a full decision-support session using the Advisory Board technique



Thank you! Questions? Reach out for next steps and resources.



Use Case: Multi-File
Information Summarization

CoPilot washed
my patio and
sidewalk





Today

PDF Westinghouse_PWS...
PDF

PDF Westinghouse Powe...
PDF

These are the product manuals for my power washer and 15" surface cleaner attachment. I have several questions about the product in this thread.

First question - explain to me in easy to understand language what I need to do to get started with the powerwasher. I have already assembled it so you can skip that

Here's the simple, **plain-English, no-nonsense version** of what you need to do to get your Westinghouse WPX3400 pressure washer ready to run — **starting from the moment it's fully assembled.**

Everything below is directly supported by the manuals you provided, and I'll quote short lines where helpful.



✓ 1. Add Engine Oil (if you haven't already)

Your unit ships **with NO oil**. The manual states:

"THIS UNIT HAS BEEN SHIPPED WITHOUT OIL."

- Remove the dipstick.
- Pour in **10W-30** oil slowly.
- Don't overfill — add a bit at a time.
- Reinsert dipstick.

Once the oil is in, the engine is safe to start.

✓ 2. Add Fresh Gasoline

Use **regular unleaded, 87–93 octane**, up to 10% ethanol.

"CLEAN, FRESH, unleaded gasoline, 87–93 octane... DO NOT use E15 or E85."

- Let the engine cool 2 minutes before fueling.
- Fill only to the bottom of the filler neck.
- Tighten the cap until it clicks.



✓ 3. Connect Your Garden Hose (Cold Water Only)

The pump must never run dry.

“Never connect your pressure washer to a hot water supply.”

Steps:

1. Run water through the hose for 30 seconds to flush debris.
2. Check the inlet screen on the pump — clean if needed.
3. Attach the garden hose to the pump inlet.
4. Turn the water **ON** fully.

✓ 4. Connect the High-Pressure Hose & Spray Gun

- One end of the high-pressure hose goes to the pump outlet.
- The other end goes to the spray gun.
- Attach the lance to the spray gun.
- Pick a nozzle and click it into the quick-connect tip.

Make sure everything is hand-tight — not cranked down.



✅ 4. Connect the High-Pressure Hose & Spray Gun

- One end of the high-pressure hose goes to the pump outlet.
- The other end goes to the spray gun.
- Attach the lance to the spray gun.
- Pick a nozzle and click it into the quick-connect tip.

Make sure everything is hand-tight — not cranked down.

✅ 5. Purge Air From the System

Before starting the engine:

1. With water turned on, **squeeze the trigger.**
2. Let water flow until it becomes a **steady, solid stream.**

The manual says:

“Do not start the engine until a steady stream of water is flowing from the nozzle.”

This protects the pump.

Note the direct referral to the manual



✓ 6. Start the Engine

Now you're ready.

1. Move the **fuel switch ON**.
2. Move the **engine switch ON**.
3. Set **choke to CHOKE** (only when cold).
4. Pull the recoil starter until it fires.
5. Move choke to **RUN** after it warms up.

✓ 7. Begin Washing

- Hold the gun with two hands.
- Keep the nozzle a safe distance from surfaces.
- Never spray people, pets, or electrical outlets.

OK the warning was a little much



Tell me how to use the surface cleaner please

Absolutely — here's the **clear, simple, step-by-step guide** to using your 15" Westinghouse surface cleaner with your WPX3400. This is the version that actually makes sense in real-world use, backed by the manual quotes where helpful.

✅ How to Use the Surface Cleaner (Easy Mode)

1. Make sure it's attached correctly

Your surface cleaner connects to the end of your spray lance using the quick-connect plug.

The manual says:

"Pull back the quick-connect collar and insert the inlet adapter... Be sure the surface cleaner is securely locked into the lance before use."

Give it a tug to confirm it's locked in.



2. Place the surface cleaner flat on the ground

This tool **must** stay on the surface while running.

“Only use the surface cleaner on flat, horizontal surfaces... never lift the surface cleaner from the cleaning surface while operating.”

So: set it down on the driveway, patio, sidewalk, etc.

3. Start your pressure washer normally

- Water ON
- Purge air
- Start engine
- Move choke to RUN

Once the engine is running smoothly, you're ready.



Pro Tips (From Real-World Use)

These aren't in the manual but make a huge difference:

- **Pre-wet the concrete** before starting — prevents flash-dry streaks
- **Rinse the area afterward** with your 40° nozzle for a clean finish
- **Keep the hose behind you** so you don't drag it across your clean path
- **Use ear protection** — the surface cleaner amplifies engine noise

By the way – if you're getting a Westinghouse power washer and you're doing decks or driveways – spring for the surface washer. GAME CHANGER





Attached four pictures one of each dog into Gemini and asked it to combine them as a barbershop quartet, complete with outfits. Took a few tweaks to get everything the way I wanted.

Copied the conference info from the website into a document. Uploaded it to ChatGPT and asked for lyrics to a barbershop quartet. Several iterations to shorten it and add jokes I wanted in there.

Put the lyrics into Suno and asked for a barbershop quartet. Went back and forth a few times on wording until I found the one that suited me.

Downloaded song from Suno plus picture from Gemini were combined and animated as a task in heygen.

Feedback is a gift!

Code is TALK.

Email is optional.



www.philbarth.com



In the feedback – if you have a Big Bold Brilliant Idea – you can mention it. (You can also do this when you sell books.)