

ChatGPT + AI Workshop for HR Cheat Sheet

First of all, if you enjoyed the Webinar today please don't forget we have a full half day workshop on Tuesday 3rd October with just a few places left.

[Streamlining HR Tasks with ChatGPT - A Comprehensive Half-Day Workshop \(legal-island.com\)](https://legal-island.com)

We hope you find the following information useful.

Adding audio to ChatGPT

There are several ways to do this. To drop in a ChatGPT microphone in Google Chrome go here :

<https://chrome.google.com/webstore/detail/chatgpt-microphone/kpnejlajlhnpfphbhgfipmlogplmidin>

For a video guide on how to implement it go here :

[ChatGPT with Voice Control and web browser integration. - YouTube](#)

Interview with Mo Gawdat London Real

MO GAWDATSCARY SMART: THE FUTURE OF ARTIFICIAL INTELLIGENCE & HOW YOU CAN SAVE OUR WORLD

• April 14, 2023

<https://londonreal.tv/mo-gawdat-scary-smart-the-future-of-artificial-intelligence-how-you-can-save-our-world/>

See also Tyler Cowan on the Risks and Impact of AI :

<https://www.econtalk.org/tyler-cowen-on-the-risks-and-impact-of-artificial-intelligence/>

Prompting

“Act as if” Prompting – for example “you are a marketing and sales guru” produce 3 emails for me to use to promote this article on drafting HR documents. Or “you are an HR expert working in Ireland. Draft a pets a work policy for my organisation which has 50 staff and is in the not for profit sector

Chain prompting – for example “give me five alternative title to the one you have provided”. “Develop the point made in the 3rd paragraph and expand it by 100 words focusing more on...”

Pitch Prompting – for example write an article onbut in the style of Iris Murdoch...or produce an explanation of critical race theory for a 16 year old school pupil

Critique prompting – for example “critique the following content which is intended for a general HR audience. List three ways it could be improved”.

“Now be brutally honest and list two more ways it could be improved”.

LearnPrompting.org <https://learnprompting.org/docs/intro> - all you need to know and more on how to prompt like a Pro!

Promptbase <https://promptbase.com/> - a market place for the best working prompts – bring your wallet!
Prompt Perfect plug-in - this plugin takes your prompts and rephrases them to be more precise and contextual, enhancing the quality of ChatGPT's response – available as a plug-in to be found at the ChatGPT premium interface

Summaries

For summaries of Youtube videos YTSummary : <https://topai.tools/t/ytsummary>

Fireflies.ai summaries of Zoom meetings - for free but pro and business from \$10 and \$19 respectively

Legal judgements – long judgments + plug-in **AIPDF** gets you working with PDF and facilitates summaries of them.

ChatGPT alternatives – go to Poe.com to compare some of them in one place, Claude is good for writing. Lama2 is coming up strong and is getting better all the time.

Turning Off the Training Function in ChatGPT for added data security. Here's our virtual assistant Jolene to help you :

<https://share.synthesia.io/21ab57a2-8de2-433e-a491-3725ff9e3c6e>

Image Creation

Dall-E2 the sibling to ChatGPT is basic and crude but slowly improving

Midjourney is much better but has a terrible interface which tests user patience.

Stable Diffusion – early tests were not encouraging

Five indispensable AI workplace tools

Tome – a slide generator for the quick, possibly internal presentations you need to do in a hurry

Prompt perfect – when it works it seems to know what you are looking for on ChatGPT better than you do. Erie!

AIPDF – allows you to work with a PDF and circumvent the current limits on word lengths for prompts

Synthesia- to create virtual characters go to Synthesia.com

<https://share.synthesia.io/21ab57a2-8de2-433e-a491-3725ff9e3c6e>

TheresanAIforthat.com -if you think there's probably an AI tool to complete a task for you prove yourself right/wrong by going to this amazing index on just about every AI tool ever created.

Resources :

To help you keep on top of this rapidly changing area try these :

Blog : Nathaniel Whittemore

Twitter : Andrew Ng, @AndrewYNg

Podcasts : AI Breakdown, This day in AI (heavy and techie)

LinkedIn : Sherin Mathew

Email : Matt from FutureTools mattw@futuretools.io and Legal-Island's email/hub service going strong since 1998!

Bibliography

Tomorrow's Lawyers (2023) Third Edition Richard Susskind

Remember if you enjoyed the Webinar and would like a colleague or friend to benefit from something similar our half day is on 3rd October. Details are here :

<https://www.legal-island.com/event/streamlining-hr-tasks-with-chatgpt---a-comprehensive-half-day-workshop-1c9de2d2/>