



SAN DIEGO
Community College District

Classified Professional Speaker Series:

Insights on Using AI Tools
as Your Personal Assistant at Work

SDCCE North City Campus
07/28/2026

Institutional Innovation and Effectiveness

LET'S CONNECT!



MOHAMMED AL ANI
INNOVATION AND EMERGING
TECH FACULTY SPECIALIST

BUSINESS FACULTY WITH
SAN DIEGO CITY COLLEGE



INGRID GREENBERG
INNOVATION AND EMERGING
TECH FACULTY SPECIALIST

FACULTY TECHNOLOGY DISTANCE
EDUCATION COORDINATOR

OUR LEARNING FRAMEWORK



Level 1: Understand

Build foundational literacy and learn core concepts with no prior AI experience required.



Level 2: Apply

Engage in hands-on practice using AI tools within real-world workflows and coursework.



Level 3: Create

Design original AI-driven resources and activities guided by ethical, human-centered judgment.

CREATED WITH AI BY GOOGLE NOTEBOOK LM

YOUR TAKE ON AI

Website: Menti.com

Code: 5898 2972



**In one word/phrase, what is
your biggest hope and/or fear
with AI?**



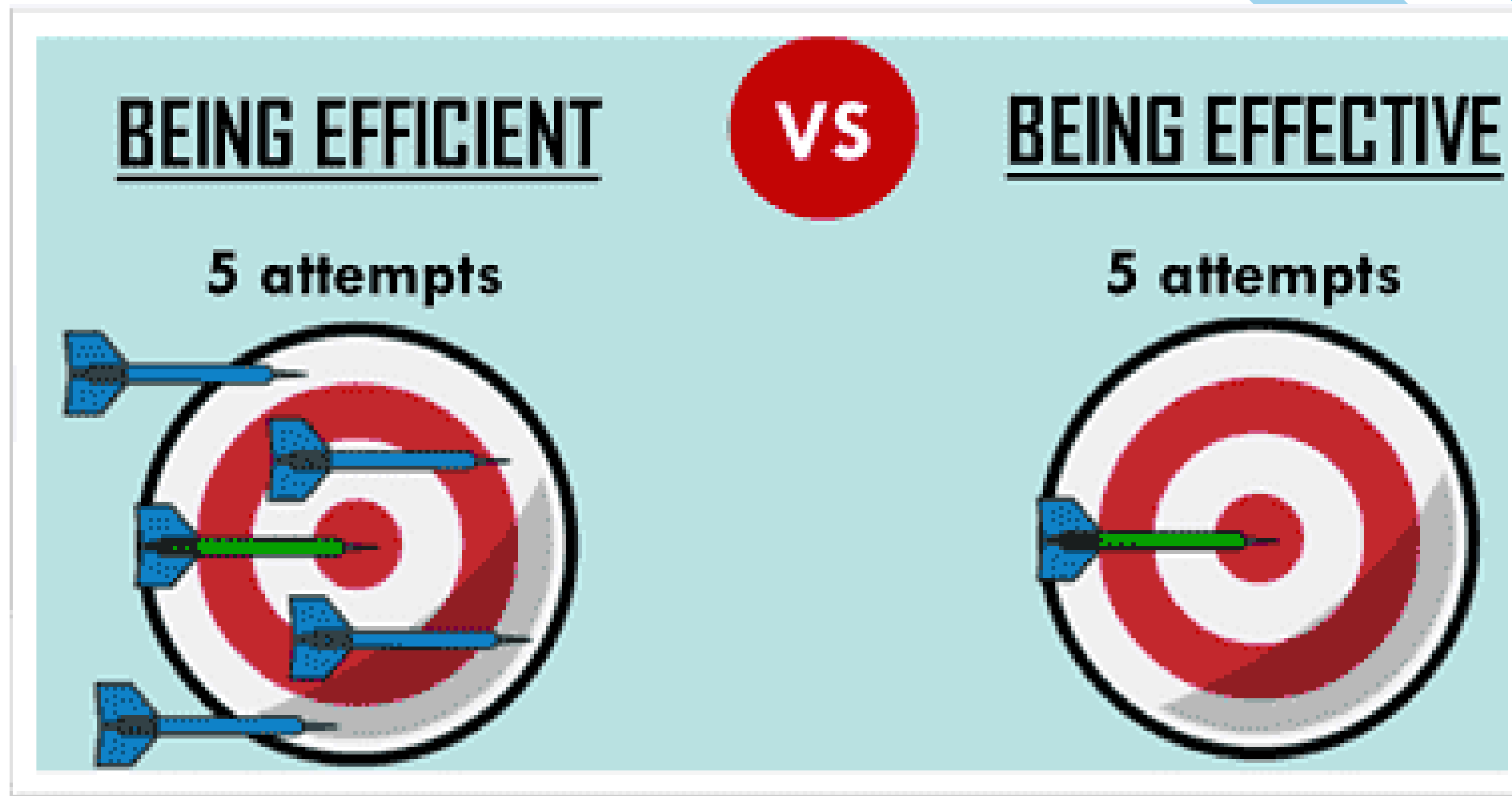
What is your biggest hope and/or fear about AI at work?



→ End presentation



EFFICIENCY VS EFFECTIVENESS



Efficiency

Efficiency means doing things right.

It is focused on process.

It is the ratio of output/input and focuses on getting maximum output with minimum efforts and resources.

Efficiency is a productivity metric.

Efficiency is the ability to do something or produce something without wasting materials time or energy.

Effectiveness

Effectiveness is doing the right thing.

It is end result focused.

Effectiveness is constantly measured if the actual output meets with desired output or not?

Effectiveness is a quality metric.

Effectiveness is doing the right things in the right way at the right time.

TOOLS & RESOURCES FOR STAFF

SDCCD AAAI Microcredential (Faculty and Staff)

https://bit.ly/SDCCD_AAAI

Follow our SharePoint for upcoming events and workshops

<https://bit.ly/InnovationEmergingTech>



SDCCD_INNOVATION_COMMUNITY



IIE@SDCCD.EDU

Institutional Innovation and Effectiveness



PLEASE FILL OUT OUR SURVEY!
THANK YOU!

Insights on Using AI Tools as Your Personal Assistant

A practical guide for ethical AI
integration in higher education
workplace workflows

Has using AI become an expected baseline
skill, an advantage, or something else?



Has using AI become an expected baseline skill, an advantage, or something else?

AI Is Already Here



Prezi. 2026. AI Interaction [AI-generated image]. Prezi.

AI can assist, but
humans are responsible.



Prezi, 2026. Human Interaction [AI-generated image]. Prezi.



Responsible AI Requires
Human Judgment



Effective AI Requires Skilled
Users



Accountability Builds Trust

Ethical AI Use



Be Aware of Bias and Limitations



Protect Sensitive Information



Verify and Review AI Outputs



Use Approved and Trusted Tools



Be Transparent About AI Use

“The most effective use of AI isn't about replacing human expertise—it's about partnering with AI to achieve better outcomes.”

Better Prompts, Better Results

"The quality of AI output often depends on the quality of the guidance we provide."



Step 1: Provide
Clear Context



Step 2: Refine the
Conversation



Step 3: Guide the
AI



Step 1: Provide Clear Context



Step 2: Refine the Conversation



Step 3: Guide the AI

AI for Productivity



AI For Communication



AI For Meetings



AI For Data & Insights



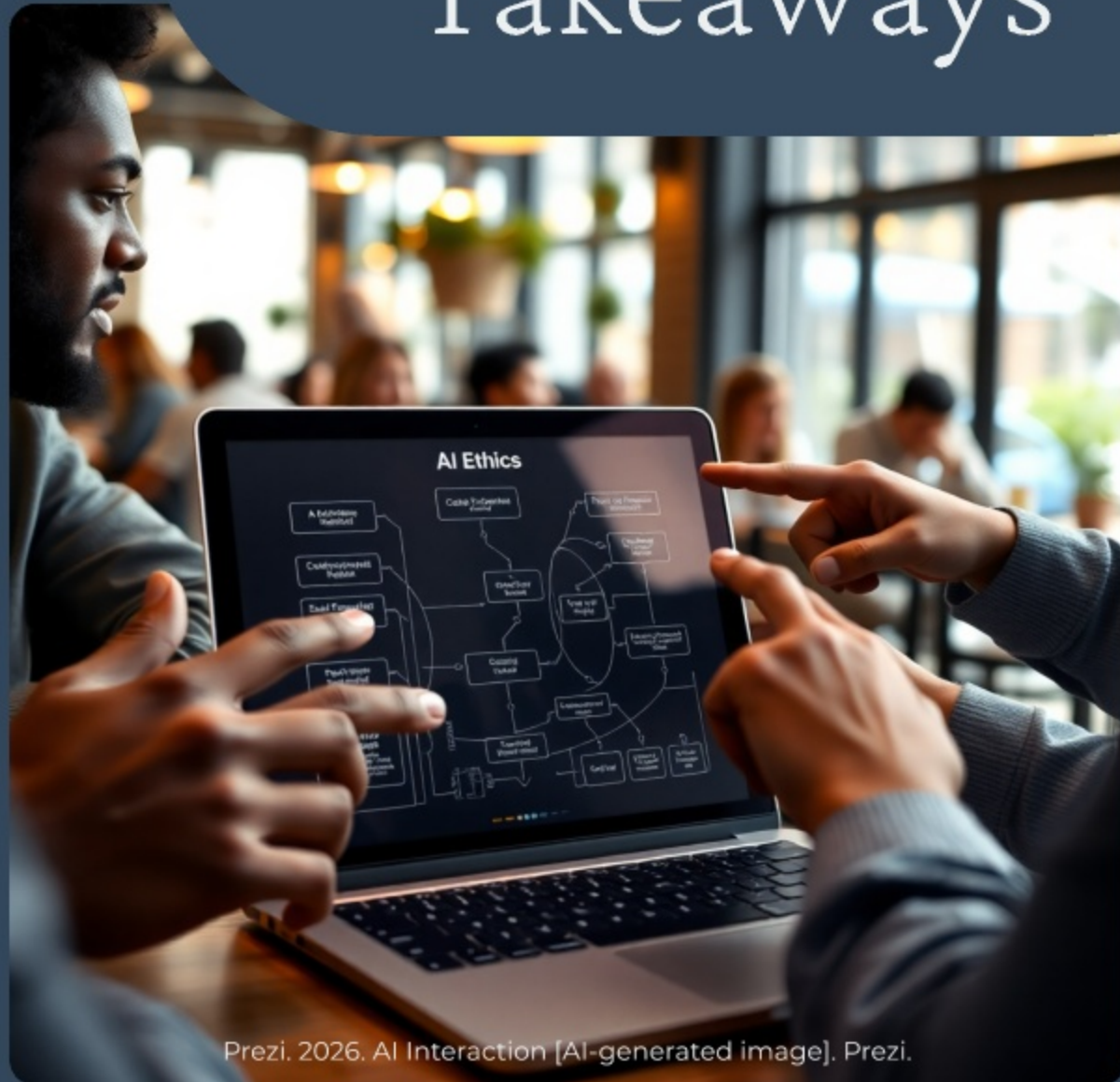
AI for Content Creation



Prompts Examples



Key Takeaways



Prezi. 2026. AI Interaction [AI-generated image]. Prezi.



AI Can Assist, but Humans Are Responsible



Protect Privacy and Use AI Ethically



Verify, Refine, and Guide AI Outputs



Partner with AI to Improve Your Work



Keep People at the Center of the Process

Questions & Discussion



Prezi. 2026. Question Presentation [AI-generated image]. Prezi.

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