

The AI Coworker

You Never Knew You
Needed

Refined with Chat GPT.

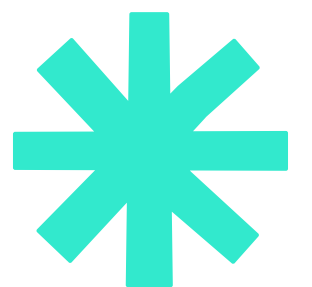
Learning Objectives

Understand the Basics of Generative AI in Public Health

By the end of this session, participants will gain foundational knowledge about ChatGPT and other generative AI tools, including ethical considerations for their use in professional public health settings.

Apply Generative AI Tools to Public Health Scenarios

Participants will practice using ChatGPT to address realistic programmatic and administrative case studies, exploring practical applications and best practices for enhancing productivity and decision-making in public health roles





Agenda

Intros

- About You
- About Us

Foundation

- Why AI?
- Fundamentals
- Cautions

Chat-A-Long

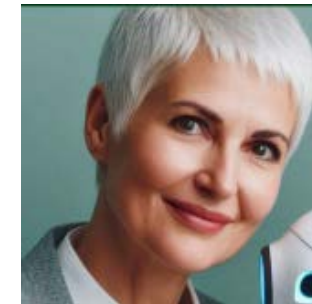
- Life changing prompts
- Chat-A-Long
- Prompts to Go!

About YOU

About Us

01

Who has used AI before - personally or professionally?

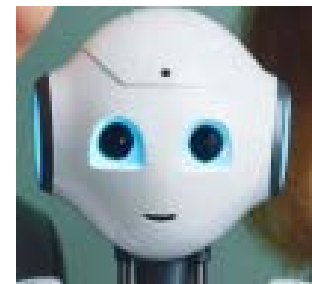


Nina Lindsey,
Background in Administrative functions such as grant administration, budgeting, supervision, etc.

02

Have you used it for:

- Writing emails / scopes / announcements?
- Project Management & Data Analysis?
- Generating fun photos?



Our AI Friends!

03

Did you know that you could use it for those things?



Carmen Batista,
Background in public health, Ryan White administration, Quality Improvement, Plain Language enthusiast

Why AI?

- Becoming an essential skill for not being left behind
 - 75% of knowledge workers use AI at work
 - Of those, 78% bring their own AI
 - 52% are using AI and reluctant to admit it

Source: 2024 Work Trend Index on the state of AI at Work



Fundamentals of Generative AI

Definition

Subset of Artificial Intelligence that can create new content like text, images, music, videos, and more, based on patterns learned from existing data, rather than simply analyzing or classifying it

Components

- Trained on large data sets (Machine Learning)
- Natural Language Processing
- Uses “Neural Networks” to identify patterns and structures in data

Types

- Text
- Images
- Audio
- Software code
- Articles
- Music

Open Versus Closed Systems

Applications

- Information Synthesis
- Problem Solving
- Creative Support
- Content Generation

Not Predictions

- Uses machine learning to analyze historical data and identify patterns to forecast trends/outcomes
- Outside the scope of this presentation. :)



CAUTIONS

- First, don't take camping advice from AI.
- Ethical Concerns:
 - Bias - particularly toward historically marginalized groups
 - Privacy concerns - how is the information you add or view being used?
 - Eroding trust
- Lack of transparency / accuracy - it's okay to ask for cited sources
- Information **MUST** be edited to fit your situation
- Environmental Concerns
- Use AI for the right things - we still need your human brain!

Do's

Don'ts

01	Fact check and review all content generated by AI. Consider existing biases.	01	Delegate decisions to AI
02	Disclose using AI to generate content	02	Include private or confidential information in an open system
03	Plan to use multiple prompts to refine and reiterate requests	03	Forget the impact of receiving AI generated information

If you like it,
then you
shoulda put
a prompt on
it.

~ Not Beyonce



Nina and Carmen's Life Changing Prompts

...and
cite
your
sources

Write
[this] in
Carmen/
County
Brand/
RFP
"style."

What
formula
could I
use to
determine
XYZ?

How
could [this
plan] go
wrong and
how can I
address
that?

4 Power User Tips

Start with what you do

Think about daily tasks - writing emails, summarizing reports, creating checklists. Try using ChatGPT for one of those. Start small, stay practical.

Give Context, Get Quality

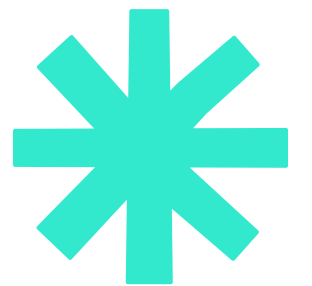
AI performs best when it knows who you are and what you need. Try: "I'm a County Public Health Supervisor. Help me explain this policy to frontline staff."

Save Time, Not Judgement

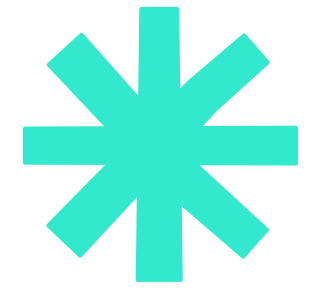
Let ChatGPT do the boring first draft—then you add the nuance. You're not replacing your judgment, just skipping the blank page.

Iterate - Iterate - Iterate

You won't break or offend it! Try rephrasing: "Summarize this," "Make it more concise," "Write it for a general audience." Iteration is part of the magic. When using an account, it starts to learn what you like.



Next level tips.



Use It to Think, Not Just Write

Ask reflective prompts like: “What could go wrong with this plan?” or “What might this look like from a community member’s view?” It’s a great thinking partner.

Experiment with Ethics in Mind

Explore how AI might reinforce bias, miss nuance, or confuse tone. Prompt it to help too: “How could this language offer better connection to [describe] community? Be more inviting?”

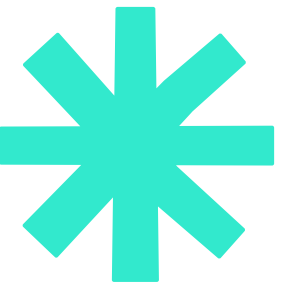
Ask for formats

Try: “Give me a table, outline, or checklist for this.” It’s great for organizing messy info and creating starting points for policies, trainings, or work plans.

Build Your Prompt Playground

Keep a running list of your favorite prompts (for writing, planning, reviewing). The more you collect, the easier it is to reuse and grow your AI skills over time.

How to Create a Writing Style



1

Help me create a writing style profile. I want my tone to be [friendly, concise, and plain-language], and I often write [staff emails, policy summaries, or outreach materials].

2

Based on this example I wrote, describe my writing style in 3-4 bullet points.

3

Use the writing style we created earlier to rewrite this document summary so it matches my voice.

4

Call this my [NAME] Style. Save the tone, format, and voice. I'll ask for it by name later.



 **Public Health
Supervision**

 **RFP Review**

 **Reporting to
Action**

 **Strategic
Planning &
Decision
Support**

Public Health Supervision Chat-A-Long

Goal Setting: Help me draft quarterly performance goals for a [Health Educator] focused on outreach and collaboration. Define successful and exceptional.

Performance Review: Review the attached organization core competencies scoring guide. Create a template for needs improvement, successful, exceptional for health educators. A copy of the general health educator job description is attached.

Support High Performers: Review the attached performance review for this high performer. Generate a list of future performance goals that would build on their success and support them in making a deeper impact on our community.

Not Rehiring: One of our staff left and we're not rehiring. Suggest a plan to divide responsibilities fairly and sustainably. But first - what clarifying questions do you have for me?

Communicate the Shift: Draft a team email explaining changes in roles and expectations after a staff or funding change.



RFP Review Chat-A-Long

Strengthen Scoring Criteria: Based on the attached RFP draft a scoring rubric that aligns to the evaluation criteria and includes clear, measurable language and minimizes bias. I would like three score options defined for each criteria. The decisions need to be defensible.

Identify gaps and ambiguities: What's missing or unclear in this RFP draft that could confuse applicants?

Clarify Narrative Prompts: Rewrite this narrative prompt so it's easier for applicants to understand and respond with specific examples.

Embed risk mitigation language: What language can I add to this Scope of Work to address potential risks or implementation challenges?

Neutralize Language: Revise this section to be more clear, inclusive/customer service oriented and politically neutral. [TERM] is politically charged in our community. Please update X writing style with a note that we do not use this phrase. And revise the section with other recommended language.

next slide

Before/After of Transformed Language

● Before:

Describe how your program will promote equity by focusing on underserved areas.

✓ After (Refined & Neutral):

Describe how your program will support service delivery in regions of Maricopa County that have been identified through planning data or program reports as having fewer existing resources related to [topic area].



Reporting to Action Chat-A-Long

Prompts to help move us from reporting to meaningful change.

Inspire with Values-Based Framing: Reframe this section to emphasize shared values like safety, fairness, or opportunity. Keep it hopeful and action-focused.

Add a Call to Action: This report is intended for community members/providers/elected officials. Brainstorm a list of short call to actions for each partner group. The selected call(s) to action will be included at the end of this report to encourage community or partner engagement.

Create a Community Summary: Summarize this report in 250 words or less for community partners. Highlight why it matters and what happens next. I think [this topic] is important to include.

Strategic Social Media: Based on this report summary, suggest a simple 3-part framework for turning key findings into social media posts that are clear, engaging, and action-oriented. Then draft 3–5 sample posts following that framework.

Plain Language: Rewrite this section of the report in plain language for a general audience. Aim for clarity and accessibility. Use short sentences and limit acronyms.



Strategic Planning Support Chat-A-Long

Create a logic model for a [program type] including short-term, intermediate, and long-term outcomes.

Summarize themes from community feedback related to [topic], using plain language.

Suggest 3 potential strategies to expand the reach or impact of this [program/service], given our current capacity [describe the capacity].

Turn this brainstorm list into a structured action plan with categories like objective, owner, timeline, and outcome.

What are 3 common pitfalls health departments face when doing [strategic planning, partner engagement, community advisory groups, performance tracking], and how can we avoid them?

Suggest a one-pager outline to brief leadership on this proposed idea, including purpose, impact, and resource needs.




Questions from the Session


We had some great questions during the session! Below are a few follow-ups with added examples and context. These were refined with ChatGPT.

 Question: We focused on ChatGPT. Does this apply to Claude, Copilot, etc.?

Yes. While we spotlighted ChatGPT, most generative AI tools work similarly. Each has its own strengths—some are better with images, others are great at live web browsing or Microsoft Office integration.

 Try asking ChatGPT: “What is the difference between ChatGPT and other generative AI platforms?” You’ll get a quick breakdown of how each one compares.

 Have you noticed that ChatGPT isn’t great at math?

Yes! That’s a common observation. ChatGPT is built for language, not calculations—so it predicts what an answer might be instead of computing it precisely.  Example: It might say “ $8 \times 7 = 56$ ” (which is correct), but for complex problems, it can confidently generate wrong answers—like a creative writer guessing a math problem based on what sounds right. It’s best to use dedicated tools (like spreadsheets or AI-powered data platforms) when accuracy really matters.

Questions continued

🚫 When should we avoid using ChatGPT?

A few key situations to steer clear:

- Math-heavy tasks (unless using AI tools designed for data)
- Crisis communication or sensitive messaging where tone and accuracy matter most
- When working with personal, private, or protected information

✍️ *Example:* In a public health emergency, you'd want real people reviewing every word of a message to ensure accuracy, empathy, and trust. AI can support but shouldn't lead.

😬 Sometimes I feel guilty—like using ChatGPT is cheating.

That's such a common feeling. I invite you to reframe using Chat from cheating to collaborating with a tool. You're still bringing:

- Asking the right questions
- Using critical thinking skills to choose what to use or change
- Adding insight that only you can bring.

🚗 Think of it like using a GPS. You're still driving—the tool just helps you get there faster.

Let's Chat!

We'd love to hear your thoughts and answer any questions you may have about the information provided.

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Email: NinaMLindsey@gmail.com

