

AI Impact Maine — chatgpt-safety-guide (preview)

RESOURCE 3: chatgpt-safety-guide

OVERVIEW

- **Audience:** All employees (non-technical)
- **Primary Goal:** Employee training on safe AI tool use
- **Tone:** Friendly, non-technical, relatable
- **Format:** Highly visual, scenario-based

LITE VERSION (5 pages, ~2,000 words)

Cover Page

- Eye-catching headline: “ChatGPT Safety Guide | Your Quick Reference”
- Subtitle: “5 Safety Rules for Smarter AI Use”
- Visual: Icon of person at computer with shield

Page 1: Why This Matters

- “Why should you care about ChatGPT safety?”
- Real scenario examples (relatable to your industry)
- Common mistakes employees make
- 30-second safety overview

Page 2: The 5 Critical Rules [?](#)

Rule 1: Never share customer/client information - Example of what NOT to do - Safe alternative approach

Rule 2: Never share passwords or credentials - Why this matters - What to do instead

Rule 3: Never share health or financial data - What’s included in this category - How to work safely with sensitive data

Rule 4: Review before using AI outputs - Check for accuracy - Verify facts - Disclose AI assistance

Rule 5: Follow company policy - Know your organization’s AI tools - Understand approval process - Ask if unsure

Page 3: Practical Scenarios

Three real-world examples:

Scenario 1: Drafting a Customer Email - Safe way: Generic scenario, no names/data - Unsafe way: Including customer details - Learn: How to ask AI for help without sharing PII

Scenario 2: Data Analysis Project - Safe way: Anonymous/aggregated data - Unsafe way: Customer list with details - Learn: Anonymizing before using AI

Scenario 3: Writing Content - Safe way: Using AI as writing assistant - Unsafe way: Plagiarizing AI output - Learn: Proper attribution and AI use

Page 4: Quick Reference Card

One-page visual summary (poster-style) - Traffic light colors (Red/Yellow/Green) - DO list (Green) - DON'T list (Red) - MAYBE list with "ask first" (Yellow) - Print-friendly, desk reference

Page 5: What's in Full Version

- 8+ complete training modules
- Interactive assessments
- Facilitator guide
- Video accompaniments
- Downloadable resource library

FULL VERSION (25-30 pages)

MODULE STRUCTURE (8 modules)

Module 1: What is ChatGPT & AI? - What ChatGPT does - How it works (simple explanation) - Common misconceptions - Why your org is using it

Module 2: Data Privacy & Security (Deep Dive) - What data NEVER to share - Categories: PII, Financial, Health, Customer, Credentials - Why each category is risky - Real-world breach examples - Consequences of violations

Module 3: Safe AI Use Workflows - For each common task, safe approach: - Content writing - Code assistance - Data analysis - Research - Customer communications - Step-by-step process - When to ask for help - How to review outputs

Module 4: Practical Scenarios & Case Studies - 10-15 scenarios with analysis - Interactive decision points - Common mistakes and fixes - Industry-specific examples - Group discussion prompts

Module 5: Disclosure & Transparency - When to disclose AI use - How to label AI-generated content - Customer/client communication - Ethical use guidelines - Company policy alignment

Module 6: Productivity Tips & Tricks - 20+ prompt templates for common tasks - Advanced techniques (chain of thought, etc.) - Tool combinations - Time-saving workflows - Department-specific tips

Module 7: Risk Management & Escalation - What to do if you see risky behavior - How to report concerns - Incident response process - Who to contact - No-blame reporting culture

Module 8: Advanced Topics & Q&A - Bias and fairness in AI - Limitations and accuracy issues - Emerging risks (deepfakes, etc.) - Questions and answers - Additional resources

ASSESSMENT & CERTIFICATION

- End-of-module quizzes (5 questions each)
- Final comprehensive assessment
- Digital certificate of completion
- Scoring guide for facilitators

FACILITATOR GUIDE

- How to use this with teams
- Discussion prompts
- Video links
- Timing and pacing
- Answer key