

# **FITE Seminar Series - Empowering University Staff with GenAI for Teaching Excellence and Administrative Mastery**

Total Duration: 6 hours, split into two 3-hour sessions over two days.

## **Day 1: Introduction and Exploration of Generative AI**

### **I. Introduction (5 minutes)**

Welcome and brief overview of the workshop goals.

### **II. Understanding of Generative AI (20 minutes)**

Explore what Generative AI is, including its capabilities, strengths, and limitations.

### **III. Overview of GPT-based Services (40 minutes)**

Demonstrations of various GPT-based services available in Hong Kong: overview of Poe, Microsoft Copilot, Perplexity, and their specific use cases.

### **IV. Generative AI for Text Processing, Content Creation, and Administrative Tools (60 minutes)**

Overcoming limitations of ChatGPT with various techniques, including prompt engineering.

Practical demonstration of creating high-quality content with AI.

Detailed guide on using AI for transcribing meeting recordings and how to effectively use these transcriptions.

Break (5 minutes)

### **V. Introduction to Image and Media Creation with Generative Tools (40 minutes)**

Tools for image and media generation:

- Image: Dall.E 3, Adobe Firefly, Stable Diffusion 3
- Video: RunwayML, Pika Labs
- Songs: Suno.ai, Udio

### **VI. Q&A for Day 1 (10 minutes)**

Open discussion and Q&A to clarify any concepts covered.

## **Day 2: Deepening Practical Knowledge and Application**

### **I. Principles of Responsible AI (15 minutes)**

Discuss ethical considerations and best practices for using Generative AI, particularly in academic settings.

## **II. Understanding and Enhancing Large Language Models with Advanced Prompt Engineering (45 minutes)**

Introduction to Large Language Models (LLMs), their role in academia, and methods for benchmarking their performance and accuracy.

Explore advanced techniques in prompt engineering to enhance the functionality and output quality of generative AI models.

## **III. Introduction to Customized Chatbot Programming for Basic Workflow Automation (30 minutes)**

Develop customized chatbots using generative AI to automate basic academic and administrative workflows.

## **IV. AI Tools for Academic Integrity and Writing (15 minutes)**

Brief discussion on AI Detection tools for detecting GenAI generated writings.

Explore Humanizing Writing tools, specifically focusing on their role in making AI-generated content less detectable by AI detection systems.

## **V. AI PowerPoint Generation Tools (30 minutes)**

Demonstration of AI tools that can generate engaging PowerPoint presentations automatically.

## **VI. Setting Up Your Own Private GPT (15 minutes)**

Step-by-step guide to installing and using private instances of Large Language Models like Llama 3.

## **VII. Recommendations for Safe and User-Friendly AI and VPN Tools (15 minutes)**

Guide to selecting AI and VPN tools that are safe, easy to use, and free.

## **VIII. Q&A for Day 2 (15 minutes)**

Final open discussion and Q&A session to address any remaining questions and help participants plan application strategies.