

AI LITERACY – TIER 1

AWARENESS

TIERS – THE CAR METAPHOR

Tier 1 – Awareness – Basics

“I can comfortably get into the seat of the car because I understand what it is.”

Tier 2 – Comprehension – Introduction into main AI concepts

“I can name and tell you what all the parts of the car are that I would use on a daily basis.”

Tier 3 – Application – How to effectively use AI on an everyday basis

“I can drive the car in normal situations.”

Tier 4 – Integration – How to effectively use AI in existing workflows; AI and data risk management basics

“I want to learn how to use a car to make my life easier, make my job easier, and understand the rules around using the car safely.”

Tier 5 – Fluency – AI Ethical Frameworks and Governance; Basics of Neural Networks, LLMs, and Machine Learning

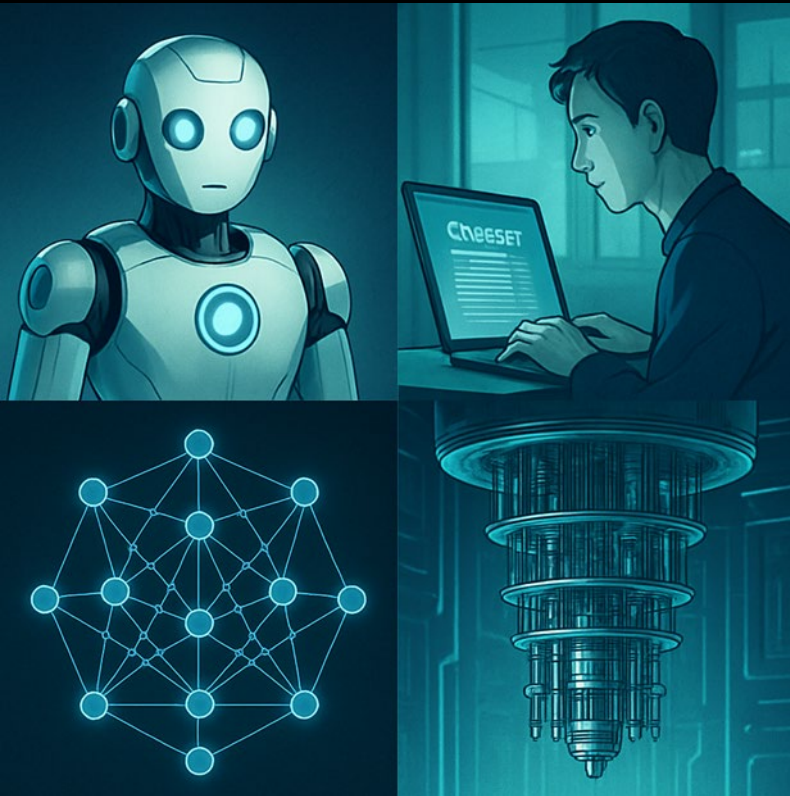
“I can name different parts of the car that makes it go; I can understand the regulations behind the rules enacted to make it safe for everyone to drive together.”



AI LITERACY

- WHAT IT IS
- WHAT IT IS NOT
- HOW IT CAN HELP
TODAY AND
TOMORROW
- RISKS AND
SAFEGUARDS

WHAT COMES TO
MIND WHEN YOU
HEAR “AI”?



WHAT IS AI – SIMPLE DEFINITION

- Software that learns patterns from data
- Assists humans with text, numbers, and images
- Think: "super-smart math connecting to other math acting like an assistant"

DIVISIONS OF AI – PLAIN LANGUAGE

- **Automation: Rules & repeatable tasks**
- **Machine Learning: Learns from examples**
- **Neural Networks: Recognize speech/images**
- **LLMs/Chatbots: Text-based assistants (ex. ChatGPT)**



CHATGPT (OPENAI)

- Writing, theoretical brainstorming, summaries
- Did you know?
 - Can turn technical notes into plain-English drafts
 - Can create scientific-grade research papers
 - Different models are tuned for different uses
 - Example: Codex for automated coding tasks



CLAUDE (ANTHROPIC)

- Long document paraphrasing, agentic workflows, automated coding
- Did you know?
 - Can read 100 pages and summarize in 1 page
 - Highly trained for coding and storytelling
 - Claude was uploaded and played Pokemon Red during a live streaming feed?



GEMINI (GOOGLE)

- Arguably the best at image generation; created for speedy searches of general information
- Integrates easily with Google Tools
- Did you know?
 - Can analyze charts and diagrams
 - Gemini has been developing an offshoot named Astra that will make phone calls for you? (Astra currently in Beta testing.)



GROK (XAI)

- Integrates with social media platform X; built for speed and future-facing tasks
- Did you know?
 - Can take pictures and make them into movies
 - Great at finding really obscure pieces of information
 - Currently offers personalized news feeds directly in a new window



AI IN DAILY LIFE - TODAY

- Alexa, Siri, Spotify (DJ X)
- Smart appliances
- Home security systems
- Email spam filters
- Chatbots
- Most applications on your cell phone are all run on AI/ML frameworks





WHAT IS NEXT?

AI IN DAILY LIFE - TOMORROW

- Upgraded energy and tech sectors
- AI in global frameworks
- AI in scientific discoveries
- AI agents
- Home Robotics and AI Companions



AI LIMITATIONS AND RISKS

- Can 'make things up' confidently (hallucinations)
- Training data bias and discrimination (e.g., Reddit = skewed results)
- Sometimes tells you what you want to hear, not the truth (glazing)
- Difficulty with adaptability and nuance (literalism and brittleness)
- Data Privacy and Security
- Ethics and Human/Social Alignment





AI GOVERNANCE AND RISK MANAGEMENT

- Different frameworks currently in existence to address AI Limitations and Risks, such as the EU AI Act, NIST RMF, and ISO/IEC 42001.
- Be careful with sensitive company data and personal information
- AI scams/phishing are harder to spot and becoming faster
- Hallucinations can lead to spreading misinformation if data isn't verified
- Audit AI use regularly, like any other process
- Always double the work, especially when materials are client-facing

3 GOLDEN RULES FOR AI USE



Use for drafts, ideas, research, and brainstorming – not for final products.



Protect personal and company data.



Human-in-the-loop: Always double check results!

“SO...HOW DO I START USING AI?”

Practical First Steps

- Choose a platform
- Ask these questions:
 1. How can AI help me in daily life?
 2. Work: “I am a _____. How could I use AI to be better at work?”
 3. Future: “I want to _____. How could I use AI to accomplish this goal?”



Q & A

THANK YOU

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01.18.2026	Created PPT/PDF for generalized Tier 1 use.

AI Disclosure Statement:

This document was generated through human-AI collaboration with the use of ChatGPT/Claude/Grok. All content has been reviewed for alignment with NIST RMF and ISO 42001 standards in compliance with current AI data governance as of 01/18/2026.