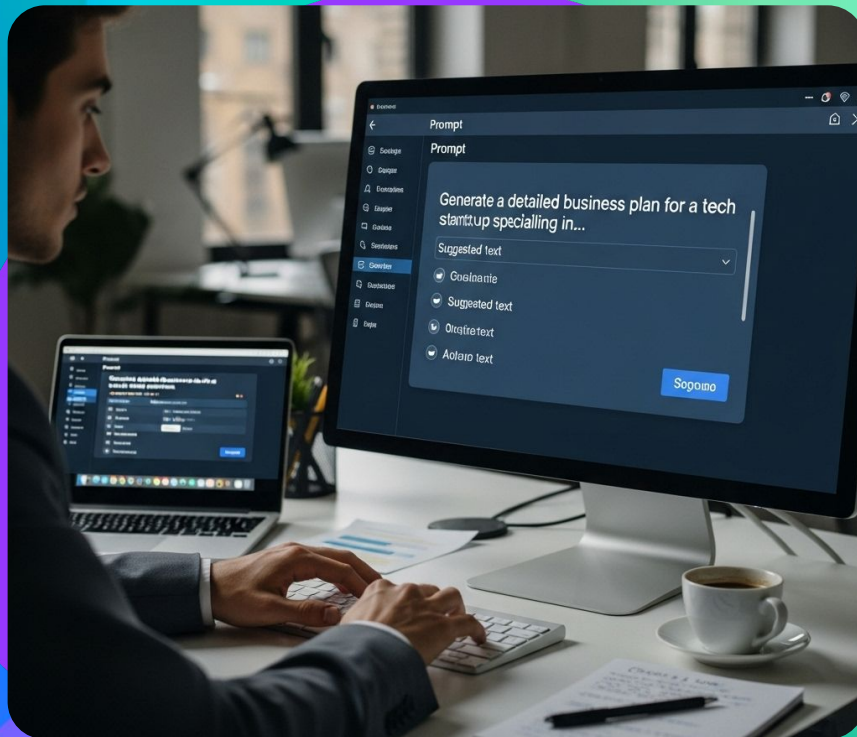




AI at Work

How to Protect Your Business While Staying Ahead

easylama.com



What to Expect

What You'll Walk Away With

- How to identify and mitigate the most common risks associated with AI tools
- Best practices for educating your teams so they can leverage AI to increase efficiency and innovation
- How to ensure your employees are using AI responsibly, and safeguard sensitive data and company assets



Who You'll Hear From



Mark Kilens
VP of Marketing at EasyLlama



Merry Chin
Senior Product Manager



Douglas Johnston
General Counsel



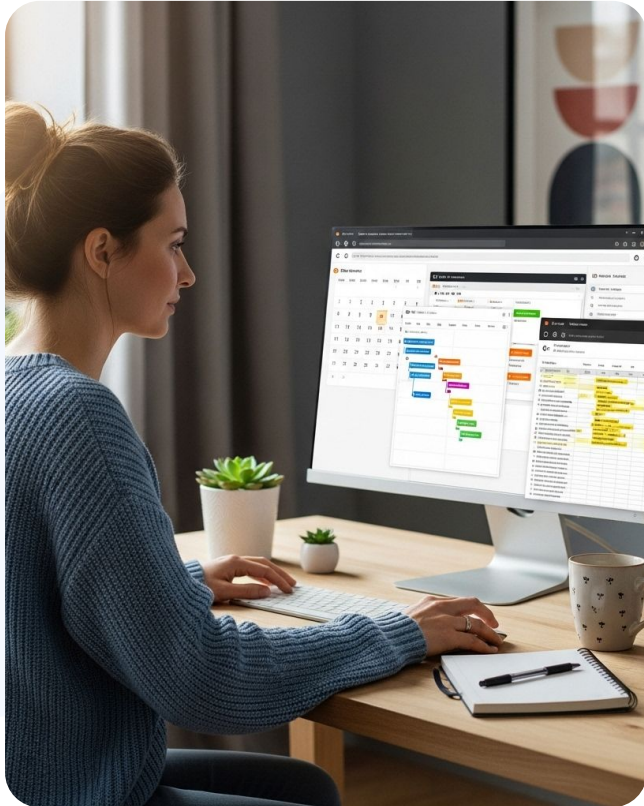
Keith Myers
AI and Technology Consultant

The Generative AI Industry

A New revolutionary technology:

- ChatGPT launched November 2022
 - 5 days 1 million users!
 - 800 million users per week
 - 2.5 billion daily prompts
- 2 Major Privacy Issues to date
 - 300,000 Grok chats
 - Shared ChatGPT chats
- Anthropic (Claude) 30 days to five years retention





Practical AI Use Cases

Most popular ways people are using Gen AI:

- Drafting emails
- Summarizing long documents or PDFs
- Help with spreadsheet formulas
- Research on new ideas or projects
- Coding assistance

**In 2024, three quarters of
knowledge workers used
AI at work.**

[See Microsoft Workplace Index Report, 2024](#)

BYOAI Usage

78%

of AI users are bringing their own AI tools to work (BYOAI)—it's even more common at small and medium-sized companies **(80%)**.

52%

of people who use AI at work are reluctant to admit to using it for their most important tasks.

53%

of people who use AI at work worry that using it on important work tasks makes them look replaceable.






And it's not just Gen Z—BYOAI cuts across all generations.

BYOAI Risks - Reading the fineprint

When you lack a strategy on using AI in the workplace and don't provide corporate tools and training to employees on proper AI use, you introduce big risks into the business.

AI tools take different approaches to personal use and business use.



Aspect	Personal AI Tools	Business AI Tools
 Data Training	Default training on all data inputs	No training on company data by default; data stays private
 Privacy & Security	Prioritizes convenience; limited transparency on storage and use; weaker privacy controls	Strong safeguards: encryption, access controls, audit trails, MFA.
 Data Exposure Risks	Inputs may be reused and appear in outputs for others - unsuitable for sensitive data	Data confined to business environment; protected against exposure.
 Regulatory Compliance	Minimal compliance; consumer tools rarely meet strict standards	Supports HIPAA, GDPR, and other industry regulations.
 Liability & Ownership	Unclear ownership of AI outputs; limited legal protection	Clearer terms on ownership and liability, protecting businesses

AI tools are revolutionary

the benefits ... but there are risks even with corporate tools



Intellectual Property - Who owns the output and does it violate the IP rights of others?



Data leakage - Can you input data without violating privacy rights or breaching confidentiality?



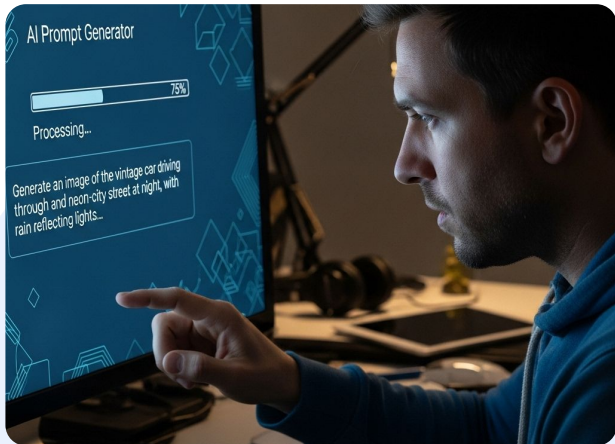
Accuracy - Is the output being reviewed prior to use?

Steps to Take To Reduce Risk and Increase Productivity

Know how your organization is using AI.

Make a plan to educate your team.





Understand the AI tools being used by your organization

Identify all AI tools currently in use across departments



- What approved tools are being used
- Where are AI tools being used individually

What are the use cases



- Understand what each tool does, its inputs, outputs, and how decisions are made.

Evaluate Risks & Compliance



- Review legal, regulatory, and ethical implications (e.g., data privacy, bias, security).
- Document potential risks and mitigation strategies.

Clear policies and training on what can and can't be used and what can be inputted

1

Define Allowed and Prohibited Uses

- Clearly specify which AI tools and purposes are permitted
- List actions or applications that are forbidden

2

Control and Protect Input Data

- Set rules for what data can be entered into AI tool
- Restrict sensitive information (PII, trade secrets)

3

Establish Oversight and Training

- Assign responsibility for monitoring AI usage and outputs
- Educate employees on proper use, risks, and policy compliance

Data privacy laws and how that can implicate your business with AI

AI Laws & Regulations Are Coming

The regulatory landscape is dynamic, with new bills being introduced and existing ones updated, requiring businesses to stay adaptable



New laws are addressing AI's use in specific sectors, such as:



Healthcare

Regulating AI in medical decision-making and protecting neural data.



Employment

Prohibiting or regulating the use of AI in wage-setting and hiring



Finance

Requiring disparate impact analyses for AI-driven lending decisions.

Amendments

Existing data privacy laws, like California's CCPA, are being updated to explicitly include AI-generated data and the outputs of AI systems as personal information.

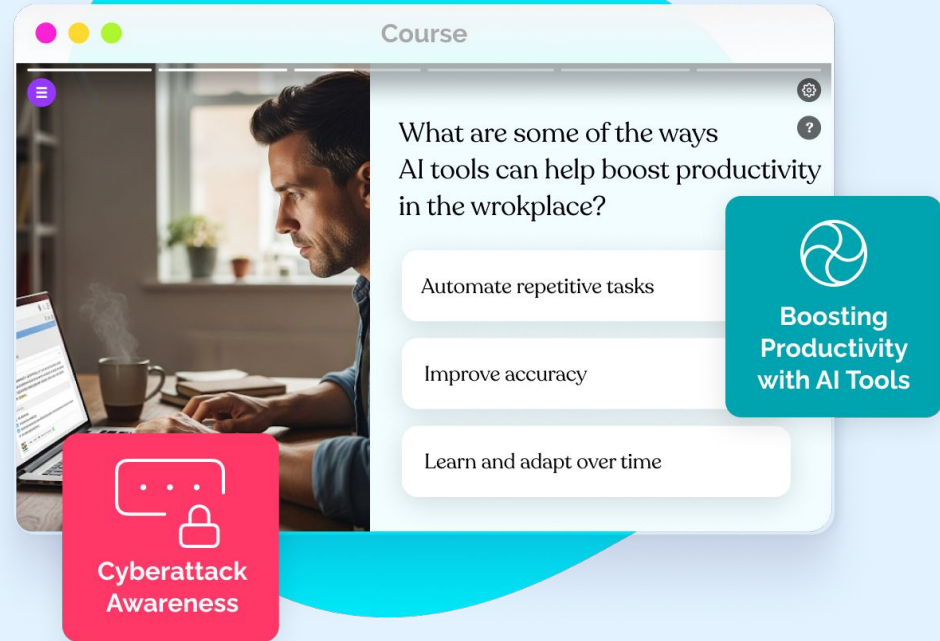


Key Takeaways:

- Know your organization's AI tools
- Know how they are being used
- Work on a policy
- Train employees to understand AI risks

Next steps for AI at your organization

Announcing the AI Course Suite



Why we built them

AI training is the #1 priority in 2025 for hundreds of HR, People Ops, and IT leaders, making it the most in-demand content category



How we built the courses

1

Crafted by expert learning designers to deliver engaging, learner-friendly experiences that stick

2

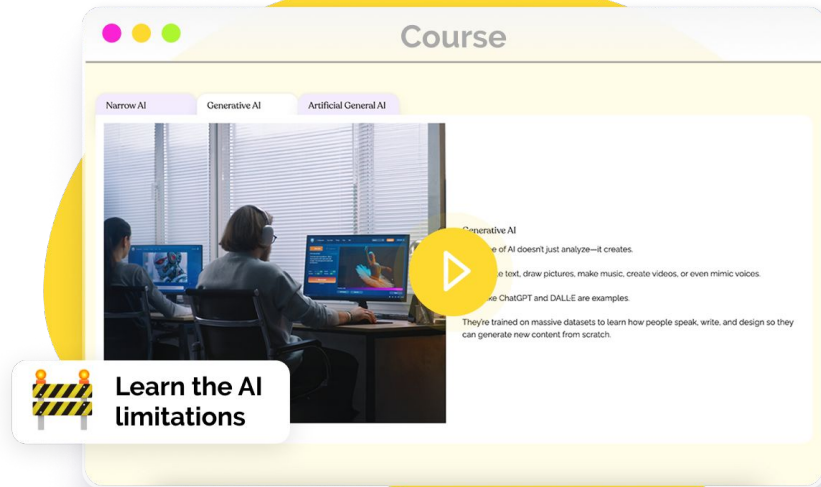
Reviewed by our General Counsel to ensure legal accuracy and compliance

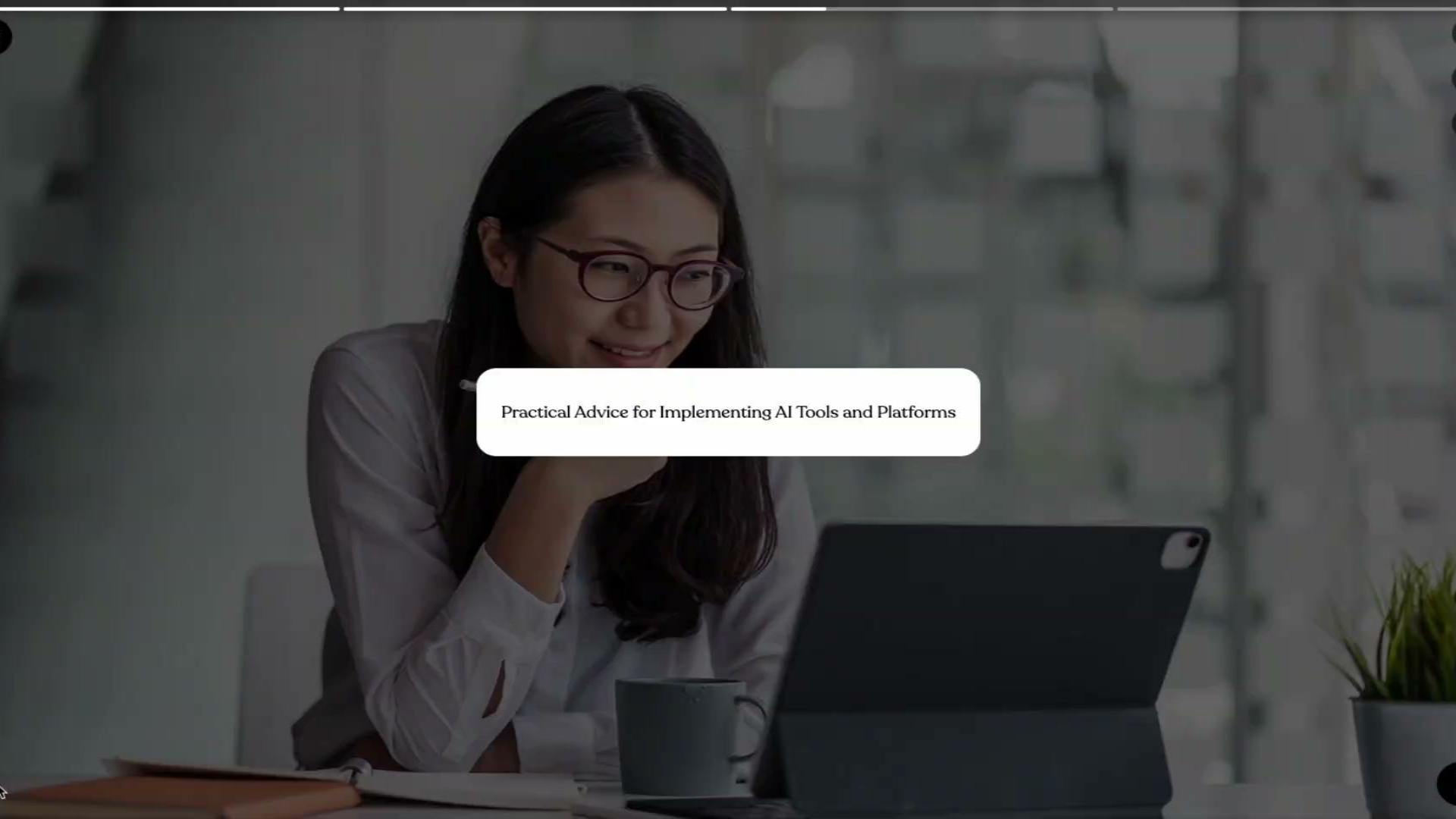
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Developed alongside an AI SME so content reflects the most current practices and risks

What we're offering in the courses

- **Six** 5-10 minute LlamaBites
 - Foundational AI knowledge
 - Compliance and risk awareness
 - Practical workplace scenarios
 - Updated with the latest AI tools, standards, and compliance requirements
 - Actionable best practices
- (with downloadable PDFs)**



A woman with long dark hair and glasses is sitting at a desk, leaning forward and smiling while looking at a laptop. She is wearing a white long-sleeved shirt. On the desk, there is a white mug and some papers. A small potted plant is visible on the right side of the desk. The background is a blurred office setting with a window showing a city view. A white rounded rectangular box is centered over the woman's chest, containing the text "Practical Advice for Implementing AI Tools and Platforms".

Practical Advice for Implementing AI Tools and Platforms

What's Included in the Course Collection

- AI Fundamentals
- Recognizing Deepfakes and Digital Deception
- AI Scams and Cyberattack Awareness
- Boosting Productivity with AI Tools and Platforms
- AI & Data Privacy: What Employees Should Know
- AI Security Risks in the Workplace



Practical AI skills

1 QUIZ

Merry, read the statement, then choose true or false.

When implementing AI tools, it's best to incorporate as many tools as you can, as quickly as possible.

True

False



**Interested in the
new AI Course Collection?**

Get a Demo Today!
learn.easylama.com/demo



THANK YOU for attending

Stay tuned for more updates and improvements.

Explore the latest features and enhancements that can benefit your team.

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