

AI DEMYSTIFIED

Understanding, using, and protecting against AI



OVERVIEW

AI Demystified is a practical AI literacy programme that helps staff understand, use and protect against AI with confidence. Across 6 episodes, the series covers what AI is and how it works, safe and effective prompting, common pitfalls and workplace risks, ethics and regulation, and how AI can be weaponised against you and your organisation.

6 EPISODES

1

Outline & Origins

What AI is (and isn't): plain definitions, myths busted, and a short history from symbolic AI to generative AI. Why it's suddenly everywhere, plus everyday stories — from meeting notes to email drafts — with their benefits and watch-outs.

2

Data, Context & Language Models

Structured vs unstructured data, training and test splits, and why data quality and bias matter. How large language models actually work, the key terms you need to know, and generative AI beyond text.

3

Thinking Like a Model

AI predicts, it doesn't think — so clear prompts drive better results. Learn to give AI context, use proven prompting techniques, apply AI to creative and analytical tasks, and learn safely with the Socratic method.

4

Using AI: Pitfalls & Precautions

Spotting hallucinations and verifying sources before you trust an answer. The risks of pasting sensitive data into public AI tools, following company policy, and staying safe with workplace tools like Co-Pilot.

5

AI Ethics & The Law

Responsible AI principles — fairness, transparency, privacy, accountability. What the EU AI Act means for risk and compliance, the global regulatory picture, and real cases of accidental misuse.

6

Weaponised AI

AI in the wrong hands: phishing, voice cloning, deepfake scams and cybersecurity threats. Prompt injection, data poisoning, misinformation and algorithmic manipulation — and the habits that keep you protected.

6 episodes

plain-English AI literacy

covers ethics, law & cyber risk