

19 July 2023

10 Key considerations when using AI in the workplace



Introductions



Meet the Presenters and Technical Support

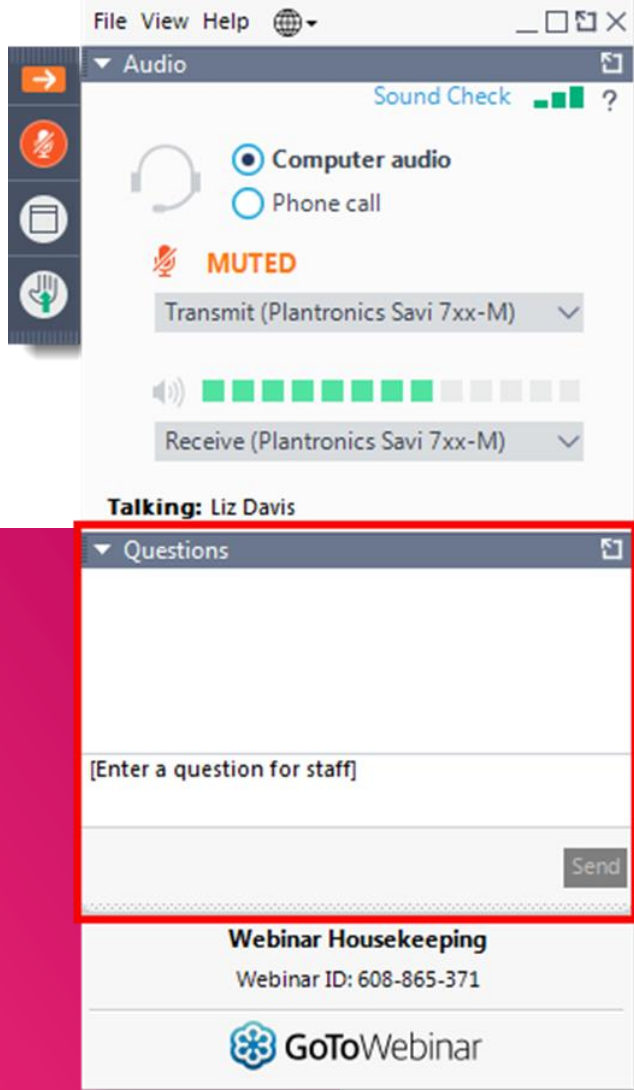
	 <p>Sue Watson Head of Client Services</p>	
<p>Victoria Templeton HR Knowledge Manager</p>		<p>Rebecca Johnson Marketing Manager</p>





How to ask questions





GoTo Webinar Housekeeping

Time for Questions

Your Participation

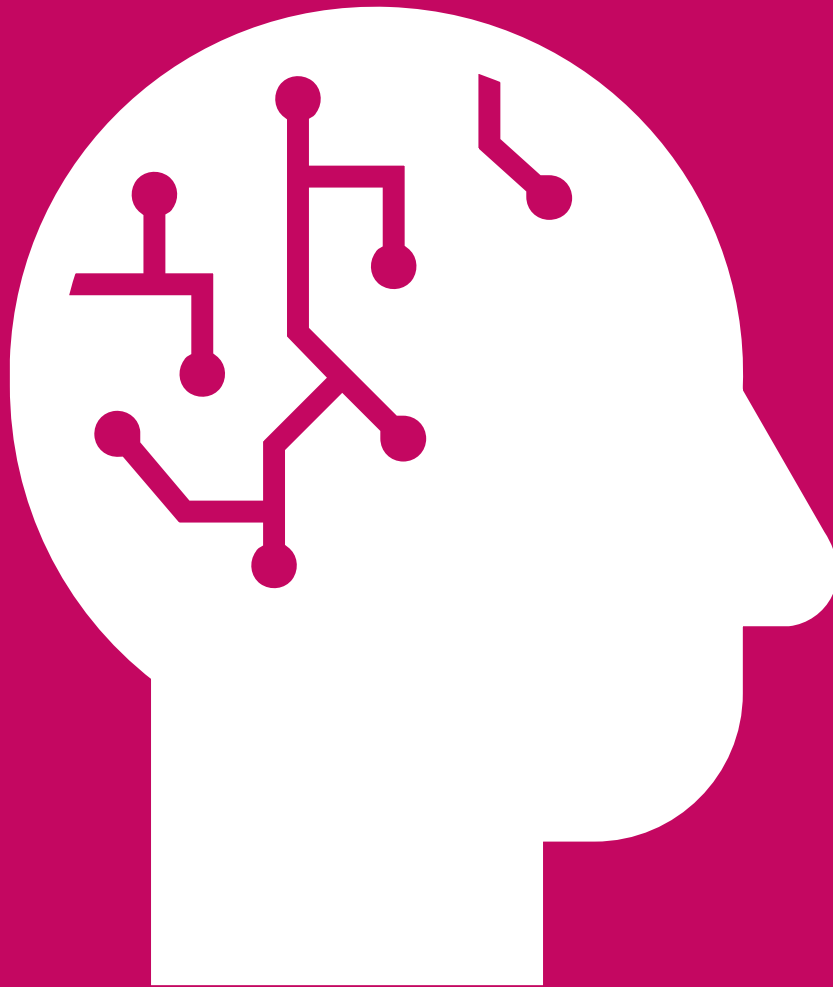
Please continue to submit your text questions and comments using the Questions panel



Agenda

- Introduction to Artificial Intelligence
- 10 Key considerations for organisations to consider before using AI
- Q&A





**How does everyone
feel about AI in their
workplace?**

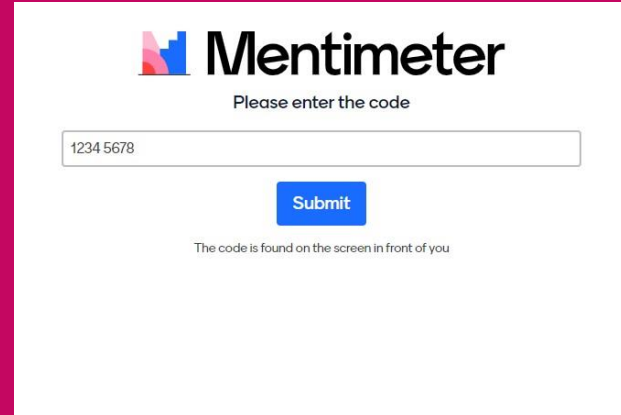
On a smart phone, or another web browser, go to www.menti.com

Enter number: **2789 1658**

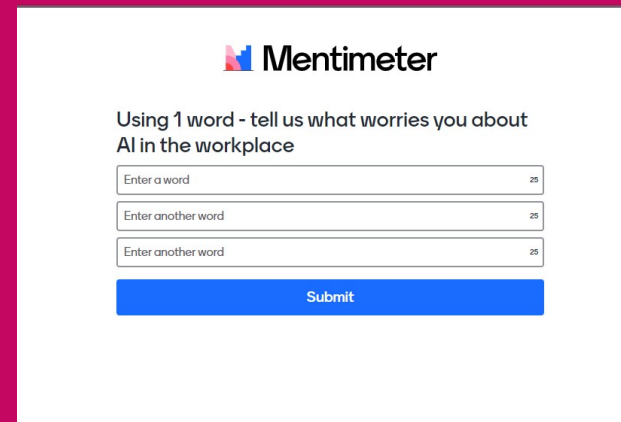
Using 1 word - we would like to know:
How do you feel about AI in your workplace?

You have up to 3 answers

Enter results by clicking submit.



The screenshot shows the Mentimeter logo at the top. Below it, the text "Please enter the code" is displayed. A text input field contains the code "1234 5678". Below the input field is a blue "Submit" button. At the bottom, a small note reads "The code is found on the screen in front of you".



The screenshot shows the Mentimeter logo at the top. Below it, the poll question is displayed: "Using 1 word - tell us what worries you about AI in the workplace". There are three text input fields, each with a "25" character limit indicator. The first field is labeled "Enter a word", the second "Enter another word", and the third "Enter another word". Below the input fields is a blue "Submit" button.

Introduction to Artificial Intelligence

Groundbreaking and transformative technology

Rapidly making fundamental changes to how we live and work

4th industrial revolution

Process information, learn from it and then make decisions



AI image (created in 10 seconds)

Encouraged to embrace it rather than fight it

Relies on data and sophisticated algorithms

Emulate human intelligence

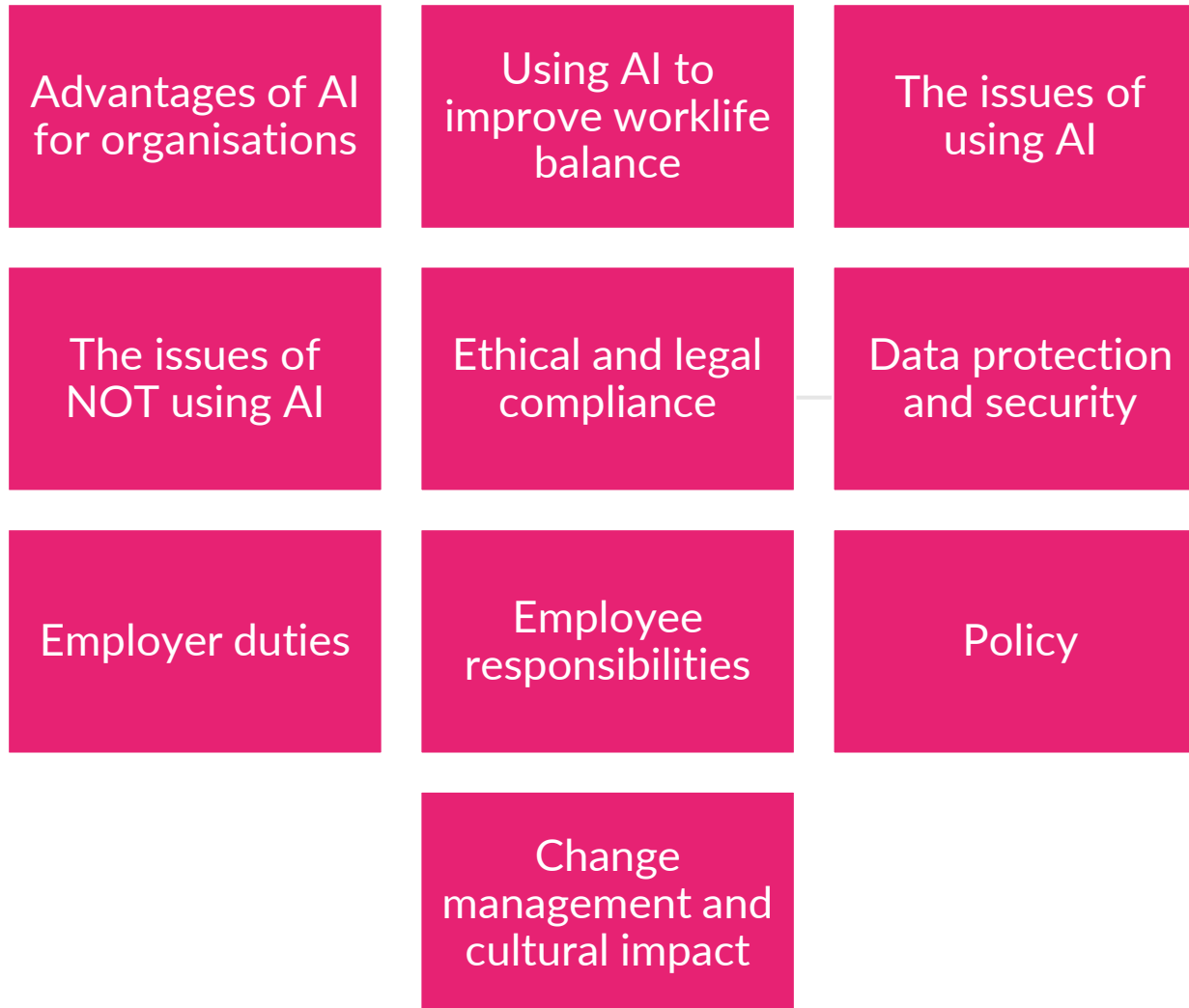
Caution



- AI needs a data set to analyse
- Accuracy concerns
- Confidentiality and data protection
- Many applications
 - Process language
 - Generate text
 - Replicating voice
 - Generating images



10 Key considerations when using AI in the workplace





Number

1

Advantages of AI for organisations

Advantages of AI for organisations



Image created by AI, in 47 seconds

- Increased efficiency
- Enhanced decision making
- Streamlined recruitment and talent management
- Improved customer experience

Number

2

How AI can enhance the work life
of your employees

How AI can enhance the worklife balance of your employees



- Reduce administrative burden
- Enhance decision making
- Personalised learning and development
- Enhanced workplace safety

Number

3

The issues of using AI

The issues of using AI



- High initial costs
- Data privacy and security concerns
- Workforce displacement
- Lack of human touch
- Bias and fairness
- Lack of accountability
- Overreliance

Number

4

The issues of NOT using AI

The issues of NOT using AI



- Competitive disadvantage
- Reduced agility
- Missed opportunities
- Inefficient resource allocation

Number

5

Ethical and legal compliance



Ethical and legal compliance



- Algorithm bias and discrimination
- Privacy and data protection
- Explainability and transparency
- Intellectual property and ownership
- Implications for employment and resources

Number

6

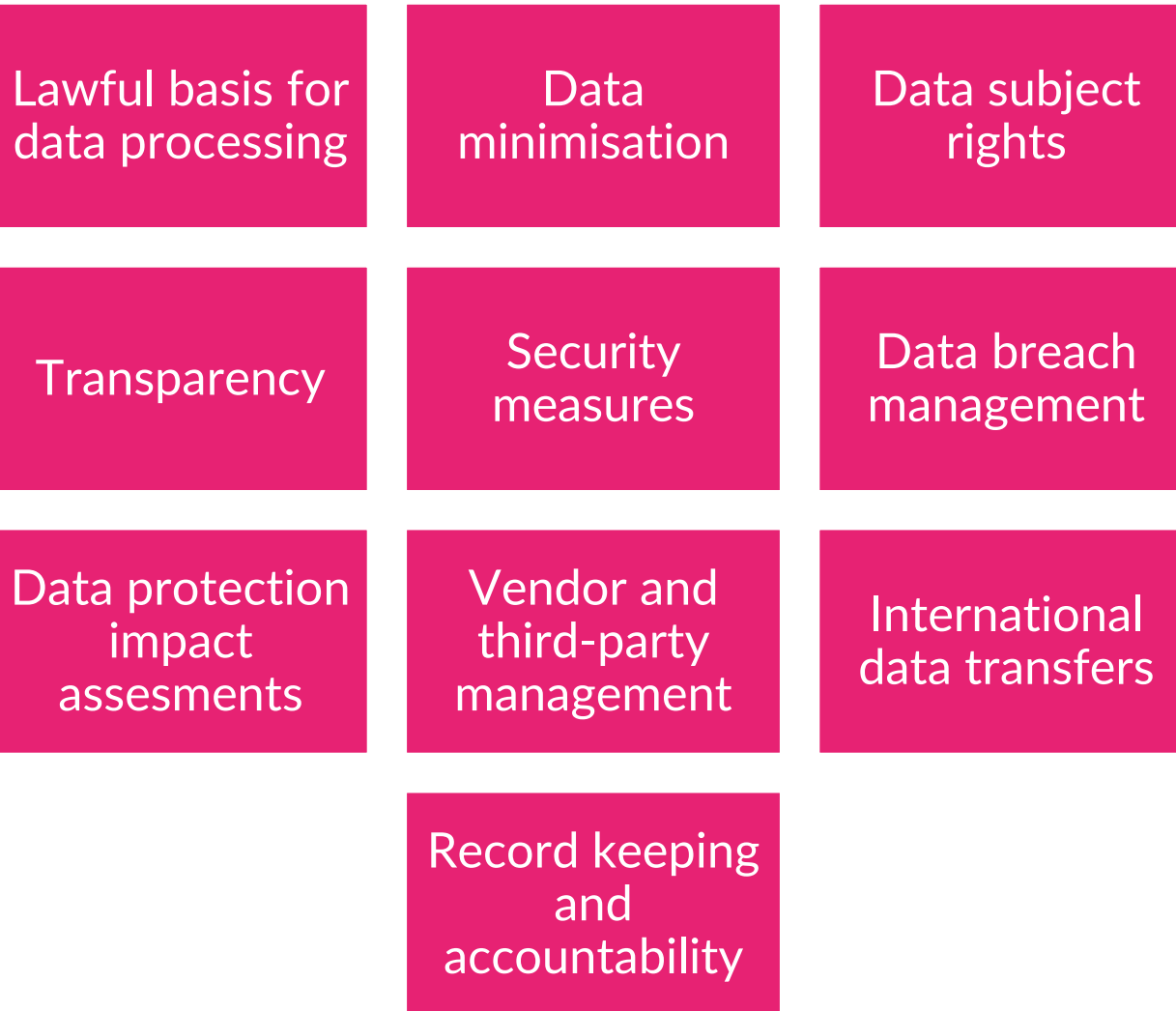
Data protection and security

Data protection and security



- Essential to consider data protection and security in order to remain compliant with the UK GDPR and the Data Protection Act 2018

Data protection and security



GDPR Audit Toolkit

Home > Data Protection > GDPR > GDPR Audit Toolkit - Free HR Documents #1 to #8



GDPR Audit Toolkit - Free HR Documents #1 to #8

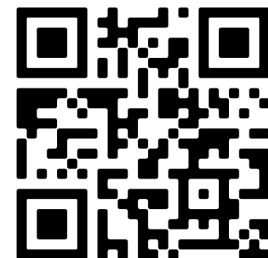
£0.00

These practical GDPR resources will help you sense check that your organisation is in compliance with the General Data Protection Regulation.



Add To Basket

Scan the QR code to download the documents >>



Number

7

Employer duties

Employer duties



- Legal and moral duties and obligations to use AI responsibly
- Understand the ethical and legal implications of using AI by carrying out an Impact Assessment
- Ensuring data that is collected, stored and processed used in AI systems complies with UKGDPR and the DPA 2018
- Security measures
- Eliminate any risk of bias and discrimination

Employer duties



- Audit and monitor its usage
- Educate your workforce
- Clear lines of accountability for decisions made using AI data.
- Have a clearly written policy that is effectively communicated to your workforce and job applicants.
- **Must take responsibility for how you then use the data AI gives you!!**



Number

8

Employee responsibilities

Employee responsibilities



- Use company systems that use AI responsibly, ethically and lawfully
- Understand the organisation's approach and rules to using AI by adhering to relevant policies and procedures
- Report issues of concerns for how AI is being used in the workplace



Number

9

Policy

Policy



- Currently no specific UK regulation
- Artificial intelligence (Regulation and Workers' Rights) Bill
- Regulation will be vital for the legal, ethical and appropriate use of AI
- A policy must set out the boundaries for its proper use during employment

What an AI policy must achieve

An employee must understand how AI is used in their employment by being informed of...

How AI is used throughout the organisation

How ethical and legal compliance will be achieved

The parameters for using AI at work

The duties, roles and responsibilities of both the organisation and themselves

Data protection and security considerations

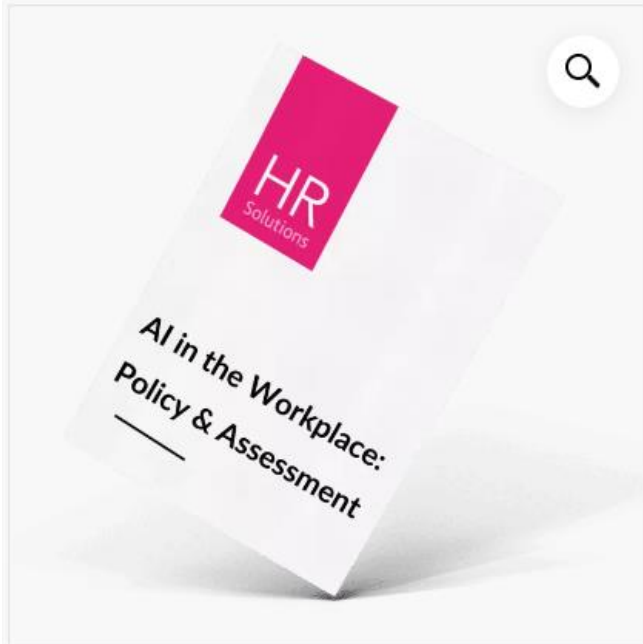
Intellectual property issues

How to raise concerns and how the organisation will deal with them

Dealing with inappropriate use

AI Policy and Impact Assessment

Home > HR Policies > Policy and Assessment: AI in the Workplace



Policy and Assessment: AI in the Workplace

~~£69.99~~ £39.99

- 1 +

Add To Basket

Category: [HR Policies](#)

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Scan the QR code to
download the documents >>

Number

10

Change management and cultural
impact



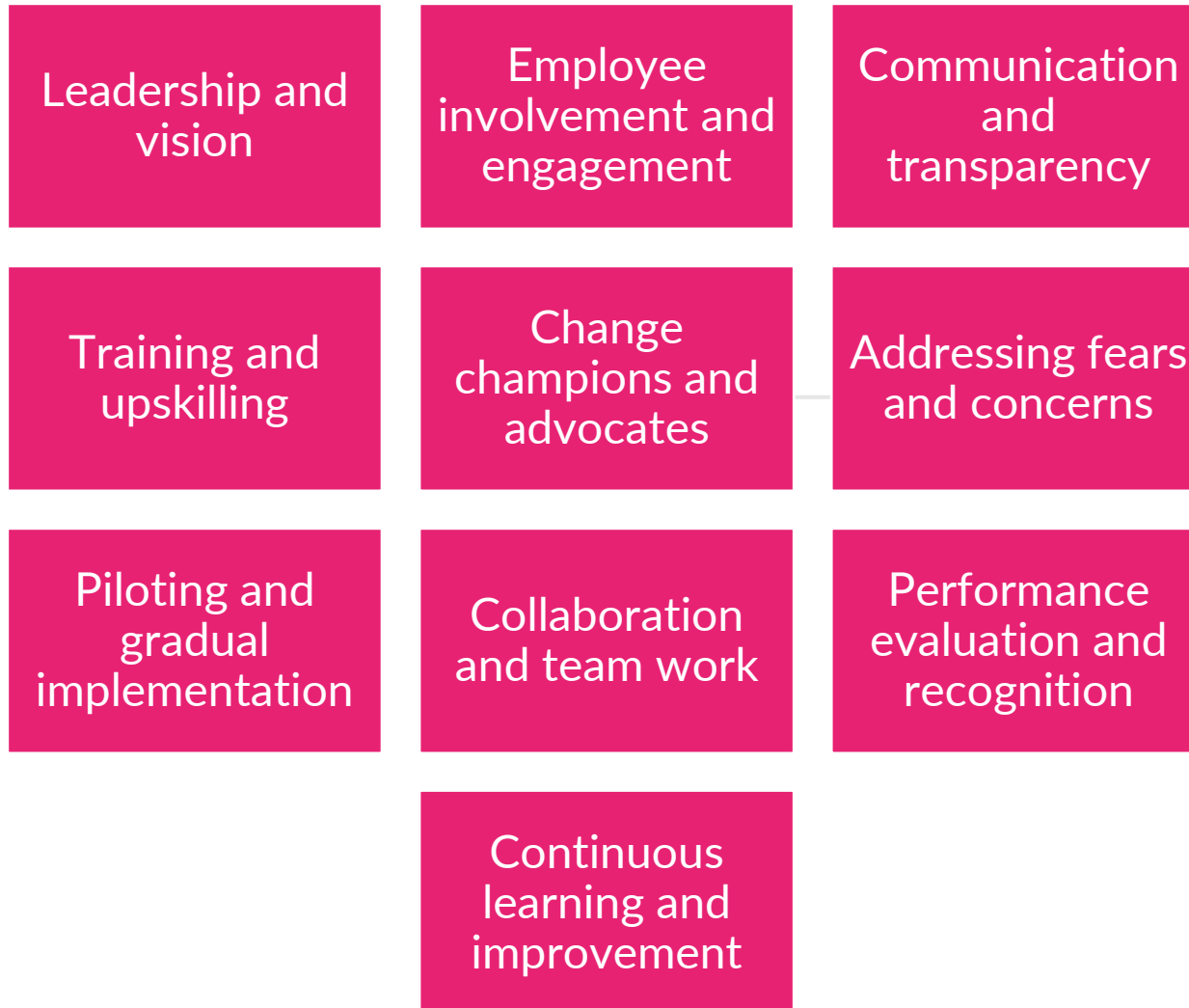
Change management and cultural impact



Image created by AI, in 30 seconds

- Competitive disadvantage
- Reduced agility
- Missed opportunities
- Inefficient resource allocation

Change management and cultural impact







Training Courses Management

- Effective Communication Skills
- Leading the Team
- Managing Conflict at Work
- Effective Appraisal Skills
- Managing Performance
- Recruitment and Selection
- Holding Difficult Conversations
- Equality, Diversity & Inclusion
- Managing Grievance
- Managing Disciplinary
- Employment Law
- ILM Level 3
- ILM Level 5



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- Level 2 Food Safety
- Level 2 Mental Health First Aid
- Level 3 Safeguarding
- Level 2 Emergency First Aid
- Mental Health Ambassador
- Safeguarding Ambassador



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10 August @ 10am
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14 September @ 10am
- **Immigration developments and how they impact employment**
12 October @ 10am

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Thank you

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