ACC Association of Corporate Counsel SAN DIEGO

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AI Personal and Professional Tips

Wednesday, June 4

Today's Speakers

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Leveraging AI for Professional & Personal Use

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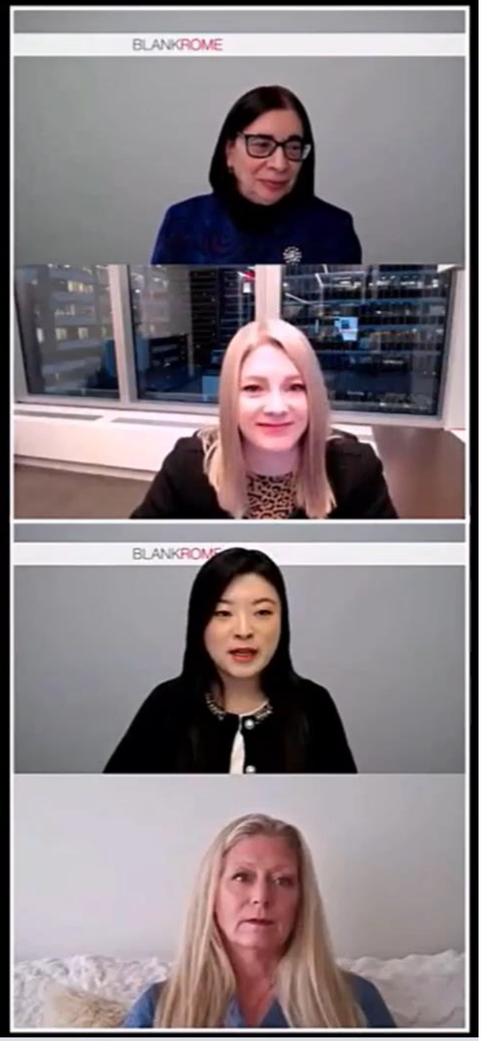

Less Effective Prompt

Ineffective Prompt

Find me case law about employers' obligations to provide rest and meal breaks to employees.

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Wrong Tool

- Ungrounded AI Tool
- Lacks Specialty Training
- Freely Accessible AI Tool

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Results

- Generic prompt = generic answers
- Hallucination risk increases
- Out of date results
- No Citator to check if cases are still good law

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Effective Prompt

Effective Prompt

Find cases that address employer obligations regarding rest and meal breaks under California law. Write a memo summarizing the case law and highlight which cases found for the employers and which cases found for the employees.

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Right Tool

- AI tool grounded in primary authority
- Westlaw CoCounsel or Precision AI, Lexis Protégé

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Results

- Provides sufficient context and instruction
- Relevant cases (but still verify)
- Up to date results
- Reliable citators

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Prompt Writing Tips

Select the Right Application

Intent

What is your goal?

Context

What background will help the AI understand?

Instruction

What task should the AI perform?

In what format?

[Techniques for writing effective legal AI prompts - Casetext]

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Advancements in Prompting

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The Next Big Thing
Agentic AI

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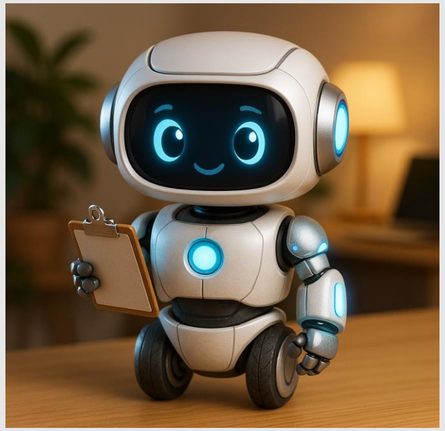
The Basics of Agentic AI

Not your average chatbot!

Key characteristics include

- Autonomy
- Reasoning
- Adaptability
- Contextual understanding
- Action-enabled capabilities



Great for high volume tasks, complex decisions, human interaction, research and analysis.

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Generative AI vs. Agentic AI

An **agentic AI** tool would continuously monitor the updates from regulatory bodies and check whether internal policies remain aligned with regulatory changes.

A **generative AI** tool can create a new internal compliance policy to reflect the regulatory changes identified by the agentic AI tool.

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Best Practices

- Understand how your company uses AI
- Use the right inputs - no personal data/ trade secrets if not necessary
- Quality assure content to avoid bias and IP issues
- Be transparent in the process and results
- Continue to use human intelligence
- Conduct diligence on AI vendors and review contracts
- Implement clear use policies
- Ethical obligations

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Navigating the Ethics of AI Use

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Resources

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AI Resources

- Understanding Key Definitional Concepts Under the EU AI Act
- The Colorado AI Act Ushers in European-Style AI Legislation across the Pond
- AI learning hub - Start your AI learning journey, and build practical AI skills to use right away. | Microsoft Learn
- Learn how to use Microsoft 365 Copilot | Microsoft Learn

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Prompt Resources

- https://help.openai.com/en/articles/6654000-best-practices-for-prompt-engineering-with-the-openai-api
- https://www.coursera.org/learn/generative-ai-prompt-engineering-for-everyone
- https://learn.microsoft.com/en-us/dotnet/ai/conceptual/prompt-engineering-dotnet

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Other Ways to Stay Informed

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