LHH

EMBRACING AI

How To Use This Tool to Benefit Your Career

It seems clear by now that AI will be a big part of the future of work. In fact, it's already a big part of the future of work. Rather than fear it, we can learn how to use it to our advantage. Here's a simple, easy-to-follow guide to demystifying AI, learning how to use it, and how to use it to your advantage in your career. Whether you're a student, a recent graduate, or a seasoned professional looking to reskill or upskill, this guide will help you to make the most of this tool to reduce the risk of retirement.

Which Jobs

are most likely to be impacted?

AI is heart-already, as all seen automatons were on all of the time. Automation is nothing new, but it is now being used to do more and more jobs, including for marketing + advertising organisations.

Customer Service

Interest in the use of frequently asked questions (FAQs) to be the first line of customer service is increasingly advanced chatbots are being used to provide more accurate automated responses.

Administrative Functions & Bookkeeping

Many routine and recurring administrative tasks can be automated, such as data entry, invoice processing, sales, and accounting/billing, payroll, and expenses.

Finance

AI can quickly process data, identify patterns, and make predictions, which is important for financial analysts and report-heavy finance roles.

Accountancy & Bookkeeping

AI has a natural ability to crunch numbers and is perfect for accounts and bookkeeping, which is why it is already being used in these fields are being automated.

Warehouse Employees

Automation has been in the warehouse for a long time, but it is now being used to automate mind-numbing tasks perhaps more than ever before.

Couriers, Postmen & Software Engineers

Driverless cars are being tested and may soon be a reality, which means that these fields are being automated.

Graphic Designers

AI tools like DALL-E and Midjourney are being used to create stunning visuals from text prompts, and are catching imagers in a matter of seconds.

Some Jobs

May work better with AI.

While AI may replace many tasks, its real potential lies in augmenting employee skills and talents. Clearly, the future of work is not about humans versus machines, but about how AI, but how are a lot more nuanced. It's about how AI can augment human capabilities to maximise human AI connections.

Data Science, Analytics, & Security

Although AI is a relatively new technology, it is already being used in data science, analytics, and security. AI can help to identify patterns, analyse, and extract insights from data, additionally, AI skills are in high demand in cybersecurity, as AI can be used to detect and respond to cyber threats.

Educators

Teachers may be able to benefit from AI's ability to help create personalised learning experiences for students, such as adaptive learning and grading. Educators will need to be trained on how to use AI effectively.

Executives

Business leaders will an develop and deploy communication strategies that leverage AI to enhance customer experiences, streamline processes, and drive innovation. They will need to be able to understand the ethical implications of AI and ensure that it is used responsibly and transparently.

Lawyers

Many paralegal tasks can be automated, such as contract analysis, legal research, and document review. However, lawyers will still be needed to provide legal advice and representation. They will need to be able to leverage AI to augment their skills and expertise, such as using AI to analyse large volumes of legal data or to create automated reports.

HR Specialists

AI is the HR field, partnering with it to quickly identify qualified candidates, automate the hiring process, and provide personalised onboarding. Human HR specialists will still be needed to handle sensitive responsibilities like employee mediation and sensitive conversations.

Social Workers

Although AI can be used to analyse large volumes of data and extract insights from it, it may be able to help out in the field, it will not be able to replace the human connection and empathy that social workers are known for. Social workers will need to be able to leverage AI to augment their skills and expertise, such as using AI to analyse large volumes of data or to create automated reports.

Writers

Writers, marketing copywriters, and copywriters are already using AI to create content, such as blog posts, social media posts, and ad copy. However, human writers will still be needed to provide the creativity, emotional intelligence, and critical thinking that is needed to create compelling content that resonates with engaging people.

Marketers

90% of employees say it has already positively impacted their work, leading to higher productivity and collaboration rates.

Project Managers

AI can make a lower-level or tables, but it will not replace the need for project managers. AI can be used to automate tasks such as scheduling and resource allocation, but project managers will still need to be able to lead teams and make strategic decisions.

Advanced Problem Solving

Tackling complex, multi-dimensional problems that have no clear solution will still be a key skill that requires critical thinking and creative strategies.

Scientific Discovery & Research

Conducting lab experiments, pinning scientific unknowns, and analysing data will still be a key through creative impacts in many jobs, physics, etc.

Which Skills

Are Necessary?

Of course, there is a high demand for tech specialists who have the ability to write, optimise, & operate with the skills to run, maintain, and develop AI systems. However, not everyone is cut out for a career in tech, and AI will create other jobs and need to be managed by people.

Some of the skills that will be in demand, and be willing to constantly learn, adapt to, and upskill in, are listed below. Some of these are hard skills, and others are soft skills. Some are technical, and others are more people-oriented. It's worth alongside AI advanced in a competitive job market, and in the workplace.

Hard Skills

Computer Science Skills:

Essential for designing algorithms, creating robust software, and ensuring the security of AI systems. Proficiency in areas like cybersecurity is crucial.

Data Analysis Skills:

To collect, clean, analyse, and derive actionable insights from data. This includes utilising machine learning and statistical analysis.

Data Science Skills:

To continually develop and implement AI models that produce meaningful insights for more informed decisions.

Project Management:

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Soft Skills

Creativity & Strategic Skills:

To envision and design new applications and innovative solutions, and push the boundaries of AI.

Critical Thinking & Problem Solving:

To collect, clean, analyse, and derive actionable insights from data. This includes utilising machine learning and statistical analysis to make informed decisions.

Emotional Intelligence:

To navigate the ethical implications of AI and foster collaboration between humans and AI systems. Understanding and managing emotions is crucial for building trust and ensuring AI is used in a way that benefits people.

Relationship-Building Skills:

To foster collaboration, trust, and effective personal interactions between humans and AI, ensuring a harmonious and productive work environment.

Verbal & Written Communication Skills:

To facilitate collaboration between technical and non-technical teams, ensuring that complex AI concepts are communicated effectively to all stakeholders. Strong communication skills are crucial for conveying AI's potential benefits and addressing concerns about job security and ensuring it's used effectively without crisis.

Using AI In Your Job Search

with the help of AI

By now, you've probably heard of—maybe even used—ChatGPT, the AI chatbot that's taking the world by storm. It's a conversational tool that's easy to use, and you can converse with humans in a more natural way than previous versions of that tool. In fact, it's about as close to a human as it gets. It can answer open-ended topics and can provide quick answers to very specific prompts. In that sense, it is well suited to help you write your resume and cover letter and prepare you for your interviews.

Resume Writing

with the help of AI

1. Consider trying AI tools like Rewriter and ChatGPT to write a resume for the specific job you're applying for. These tools are perfectly suited to help you write your resume, and they're free to use. Here are some of the tools you're looking for:
   - **Google Chrome's Rewriter Extension:** Rewriter is a Google Chrome extension that uses AI to help users write more effective and grammatically correct sentences. It can suggest alternative phrasings, correct grammar and spelling errors, and provide synonyms and alternative words.
   - **ChatGPT:** ChatGPT is a conversational AI chatbot that can generate human-like responses to a wide range of prompts and questions. It can be used to brainstorm ideas, provide feedback on writing, and even generate entire paragraphs or sentences.
2. **Writing a Cover Letter With AI:** Cover letters are a crucial part of the job application process, that allows you to impress the job posting for the position you're applying for. While AI can't write a cover letter from scratch, it can help you to create a compelling and tailored cover letter.
3. **Using AI to Rate Tips for Your Interviews:** Interviews are a critical part of the job search process, and AI can be a valuable tool to help you prepare and perform your best. Here's how AI can be used to rate tips for your interviews:
   - **Google Chrome's Rewriter Extension:** Rewriter can be used to analyse your interview responses and provide suggestions for improvement. It can identify areas where you may be using filler words or phrases that can make you sound less confident or unprepared, and suggest more concise and impactful alternatives.
   - **ChatGPT:** ChatGPT can be used to generate sample interview questions and provide feedback on your responses. It can also simulate a conversation with a hiring manager or recruiter, providing real-time feedback on your performance and suggesting areas for improvement.
4. **IMPORTANT: Don't Forget to Add Some Human Touch:** While AI can be a powerful tool for preparing for interviews and job searches, it's important to remember that it can only go so far in terms of providing a human touch.
   - Practised and fact-check anything you get before sending it to a hiring manager or recruiter, to ensure that it is accurate and relevant to the job you are applying for.
   - Be your own authentic self and ensure that AI-generated content and suggestions do not make you sound robotic or inauthentic.

AI is HERE TO STAY

AI is here for better or worse. But, we think, mostly for better.

Artificial intelligence (AI) is a rapidly developing technology that has the potential to change the way we live and work in many ways. The World Economic Forum has published a report on the future of work, which suggests that AI will create a net gain of 12 million new jobs by 2025. The report also suggests that AI will automate many routine and repetitive tasks, which will free up workers to focus on more creative and strategic tasks. The report also suggests that AI will create new jobs in areas such as data science, machine learning, and cybersecurity.

AI jobs, such as data scientists and data jobs, require work intelligence and skills in mathematics, statistics, and computer science. The report also suggests that AI will create new jobs in areas such as ethics and governance, which will be important as AI becomes more widespread and its impact on society becomes more significant.

The World Economic Forum predicts

AI will create 12 Million

more jobs than it eliminates.

> "Rote jobs available to humans are becoming increasingly complete with combinations of traditional and non-traditional skills. As a result, the skills required for a job are changing right, skills, so the jobs being created."
>
> **Lisette Phasagnong**
> Lead Global Head of Career Services

We're with you every step for the entire journey when it comes to AI's impact on your career. Our expert coaches can help you navigate and uncover new opportunities in collaboration, healthcare, transportation, and more. Our coaches can help you navigate the ever-changing landscape of AI and its impact on your career.

With this in mind, it may be comforting to know that you still have your unique skills and talents that AI can't replicate. Our coaches can help you identify your unique skills and talents and how to leverage them in the age of AI.

To learn more about how you can upskill or reskill to better prepare for using AI in your career, visit lhh.com or contact us today.

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