# Day 2 of Kaplan's AI Skills Sprint: Knowledge

## Your AI Research Partner

Knowledge is not just about memorising facts; it is about knowing where to find the right information and how to make sense of it quickly. Think of AI as your **Research Partner**. It can take a mountain of complex data and turn it into a clear, simple path forward.

## Three Moments to Use Your Research Partner

### 1. The "Jargon Buster"

**The Scenario:** You have come across a technical term or a confusing work process that everyone else seems to understand.

**The Prompt:** *"I am new to this role. Can you explain [Topic/Term] to me like I am a beginner? Use a simple analogy or a story to make it stick."*

**The Benefit:** It turns "corporate speak" into something you actually remember and can use in conversations.

### 2. The "Big Picture" Perspective

**The Scenario:** You are doing a task but you are not sure why it actually matters to the business.

**The Prompt:** *"I am currently working on [Task]. Can you explain why this is important in the real world? How does this help our customers or the wider industry?"*

**The Benefit:** Understanding the "why" helps you feel more connected to your work and more confident when talking to senior leaders.

### 3. The "Blind Spot" Check

**The Scenario:** You think you have a handle on a topic, but you want to be 100% sure before a meeting or a review.

**The Prompt:** *"I have been studying [Topic]. Act as a friendly mentor and quiz me on the essentials. Start with one question and tell me if my answer is on the right track."*

**The Benefit:** It provides a safe space to practise, ensuring you are "locked in" and ready when it counts.

## Pro Tip: NotebookLM

If you have a long PDF or a massive internal document to read, try **NotebookLM**. You can upload the file (if that is permitted by your employer) and ask: *"Give me the top three takeaways from this document that are most relevant to an apprentice."* Remember though that you should still read the document in full if that's your work task. AI can support you with getting an overview of the main points.

## Reflection Question

**Mental Model Check:** AI is a great research partner, but when does it become a crutch? How do you decide when to use AI for speed versus when to do the deep research yourself to build your own expertise?

*For all work-related tasks, ensure that the use of AI tools or systems strictly complies with your employer's official use policy*