Florida Family Child Care Home Association

FFCCHA

THE FAMILY CHILD CARE Alliance OF MARYLAND

Demystifying AI:

Yes, You Can Use AI in Your FCC Business

January 31, 2026

Presented by: Bill Hudson, Executive Director, FCCAMD

About Me
(according to Alice)

DON'T
PANIC

- What We Won’t Cover
- What Changed in Artificial Intelligence (AI)?
- AI Can’t Be You-Limitations of the Tech
- Stages of AI Adoption (according to Bill)
- A Strategy for Adoption, Regardless of Your Level
- Caveats (there are always caveats)
- Slides will be available, plus a website
- Q&A

What we won’t cover

- From the survey responses--
- Demo’s of various AI powered tools
- Copilot and chatbots besides ChatGPT*
- Deep dive into the technology the powers AI
- Application of AI in FCC*

AI is advancing faster than any technology in human history.

Windows Me / 2000	Sept 2000	2.2
Windows XP	Oct 2001	1.1
Windows Vista	Jan 2007	**5.2**
Windows 7	Oct 2009	2.8
Windows 8	Oct 2012	3.0
Windows 10	July 2015	2.7
Windows 11	Oct 2021	**6.2**

New major software versions typically come out years apart.

New AI versions and tools now come out *every few months*.

(what happened to Windows 9?)

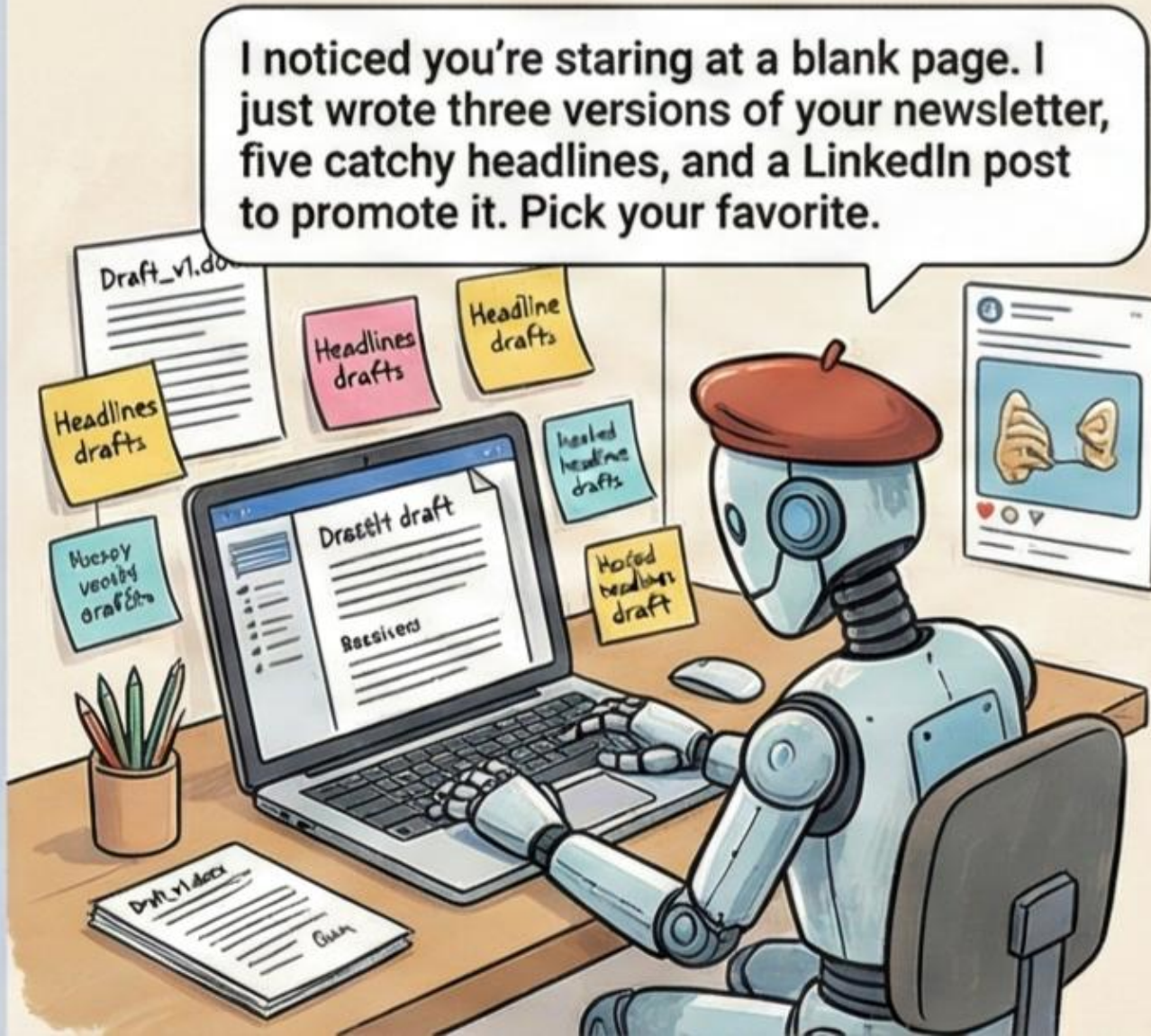
AI Can't Dance

OLD
Narrow
NEW
Generative
SYSTEM STATUS:
MIGRATING
TIME SINCE MIGRATION
00:14:23
PROCESSING LOAD
LOAD: 45%
ON
OFF

Writer's Block

Narrow AI

Generative AI

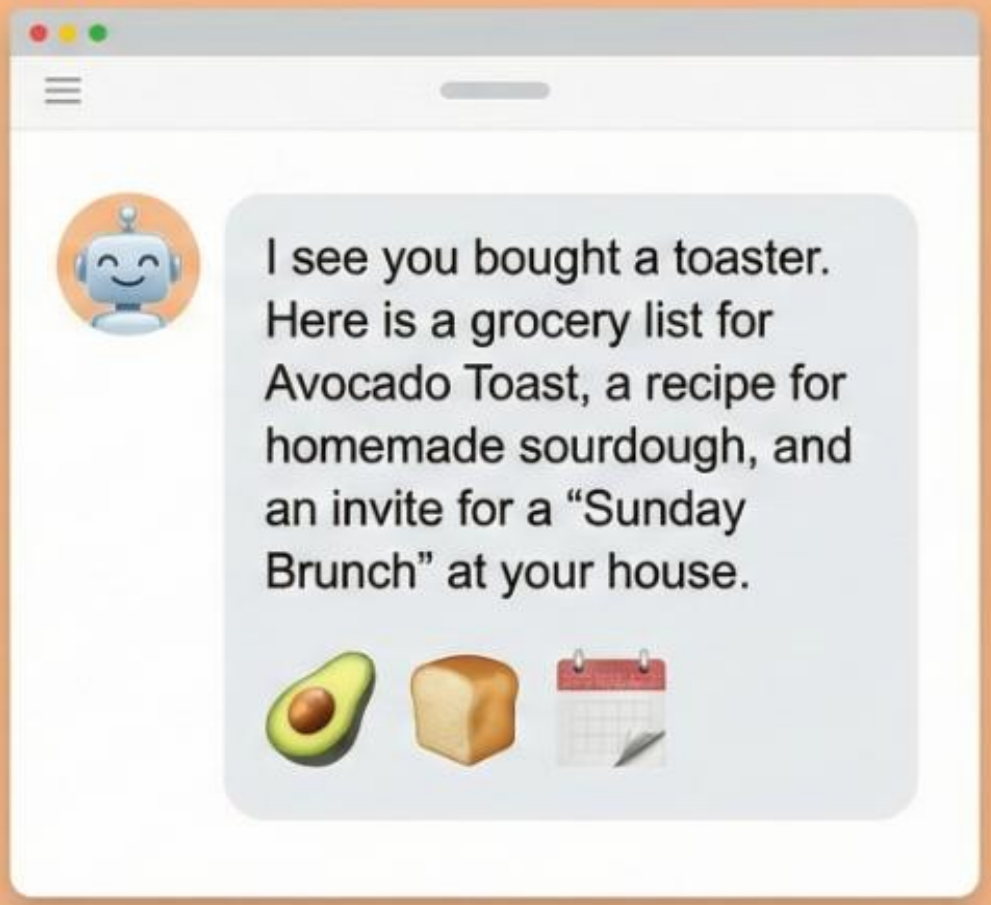


The “Toaster” Dilemma

Narrow AI

I see you bought a toaster. Would you like to buy… another toaster?

Generative AI

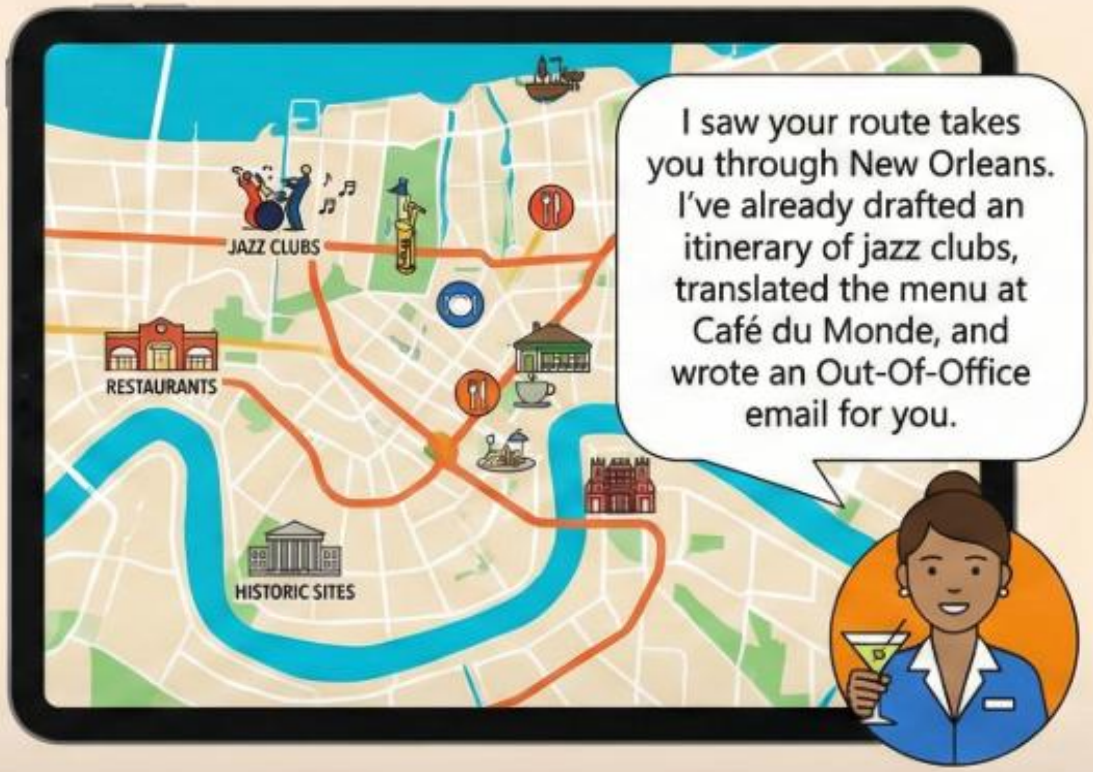


The Vacation Planner: Routing vs. Experience

Narrow AI

My job is to get you from Point A to Point B efficiently. I don't care what you do when you get there.

Generative AI



I'm your personal travel concierge. I don't just find the route; I plan the entire experience based on your interests.

GENERATIVE AI: THE GRAND REVEAL

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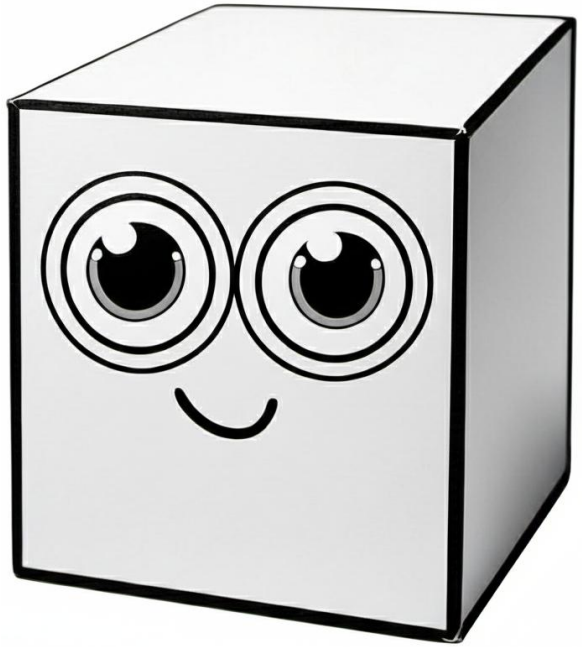
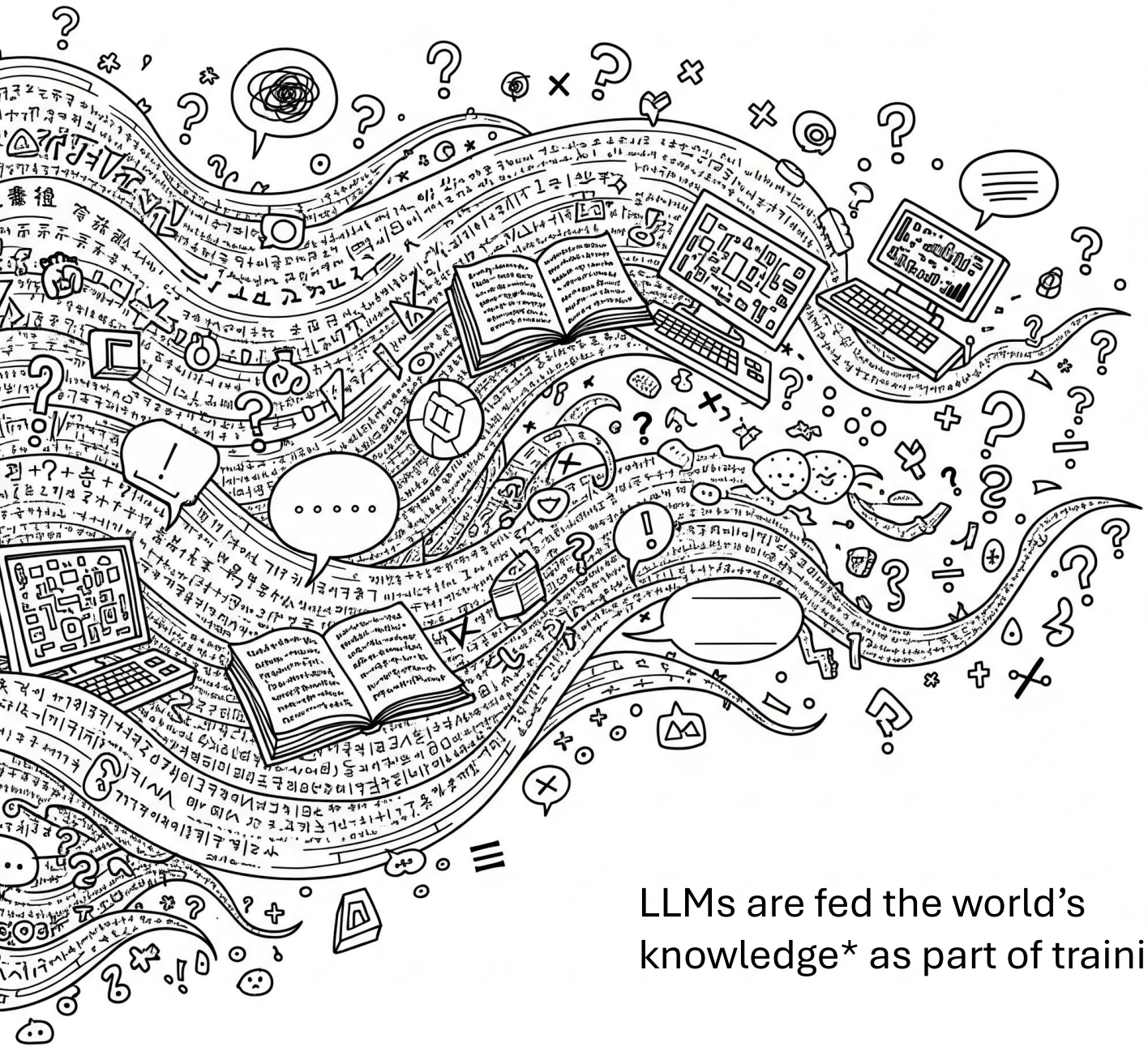
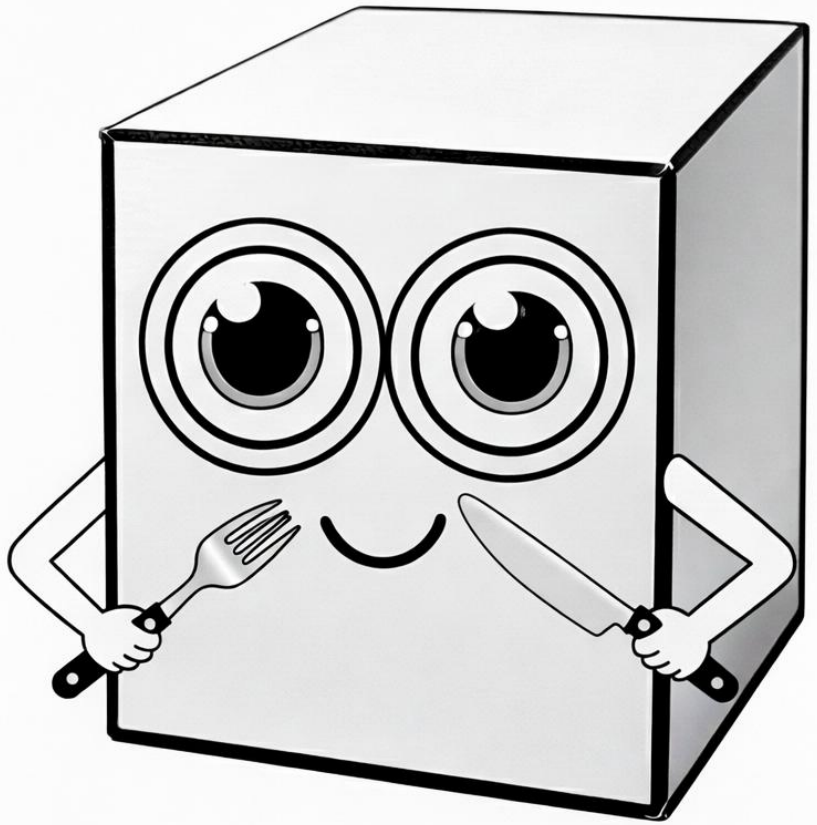
Meet the Large Language Model Or LLM

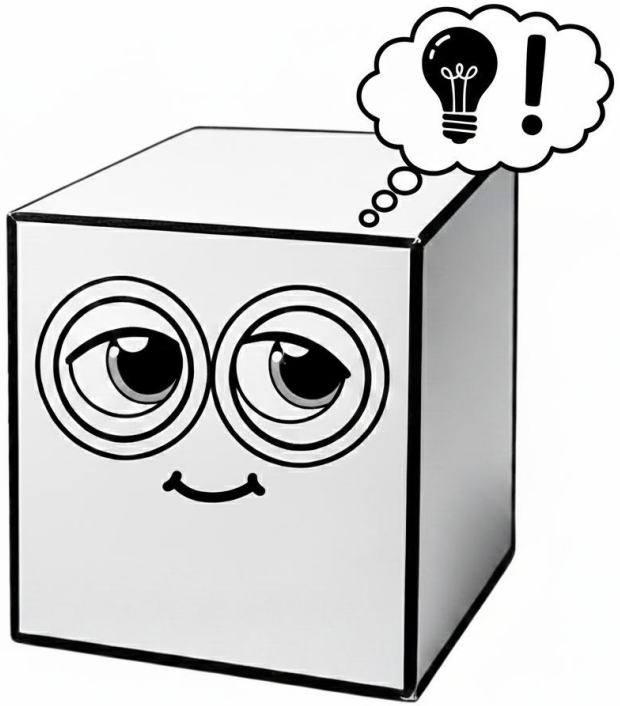




LLMs are fed the world's knowledge* as part of training.



Warning: AI is not a fact expert!



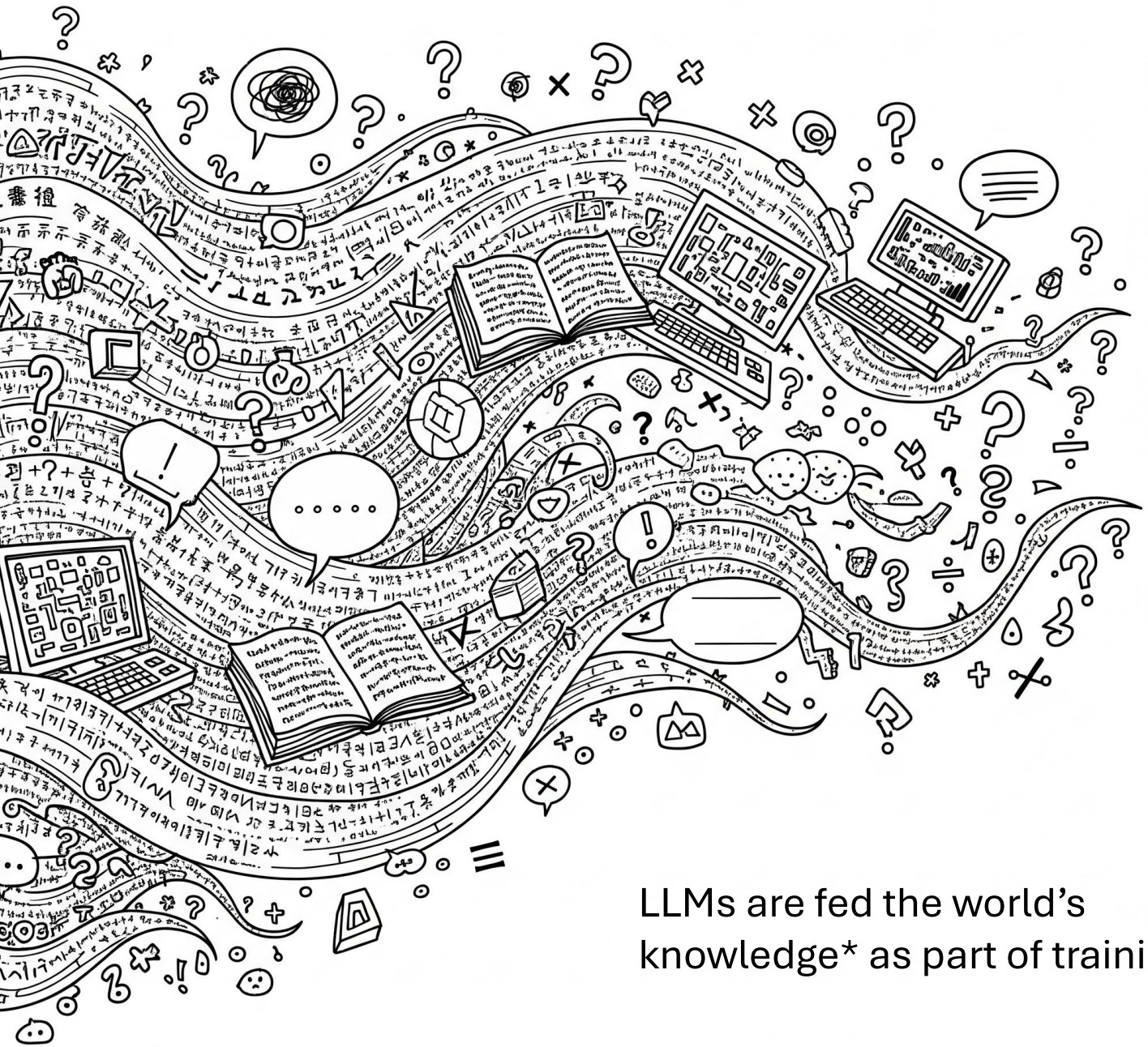
My job is to come up with answers.

View AI output with caution

I know little or nothing about this topic

I know a bit about this topic

I know this topic well



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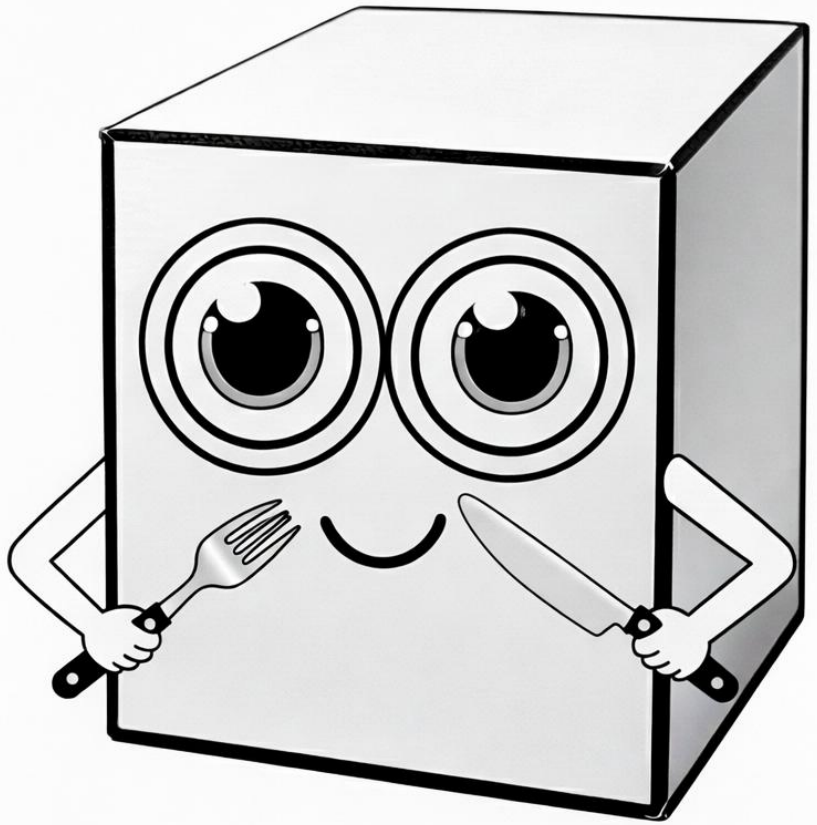
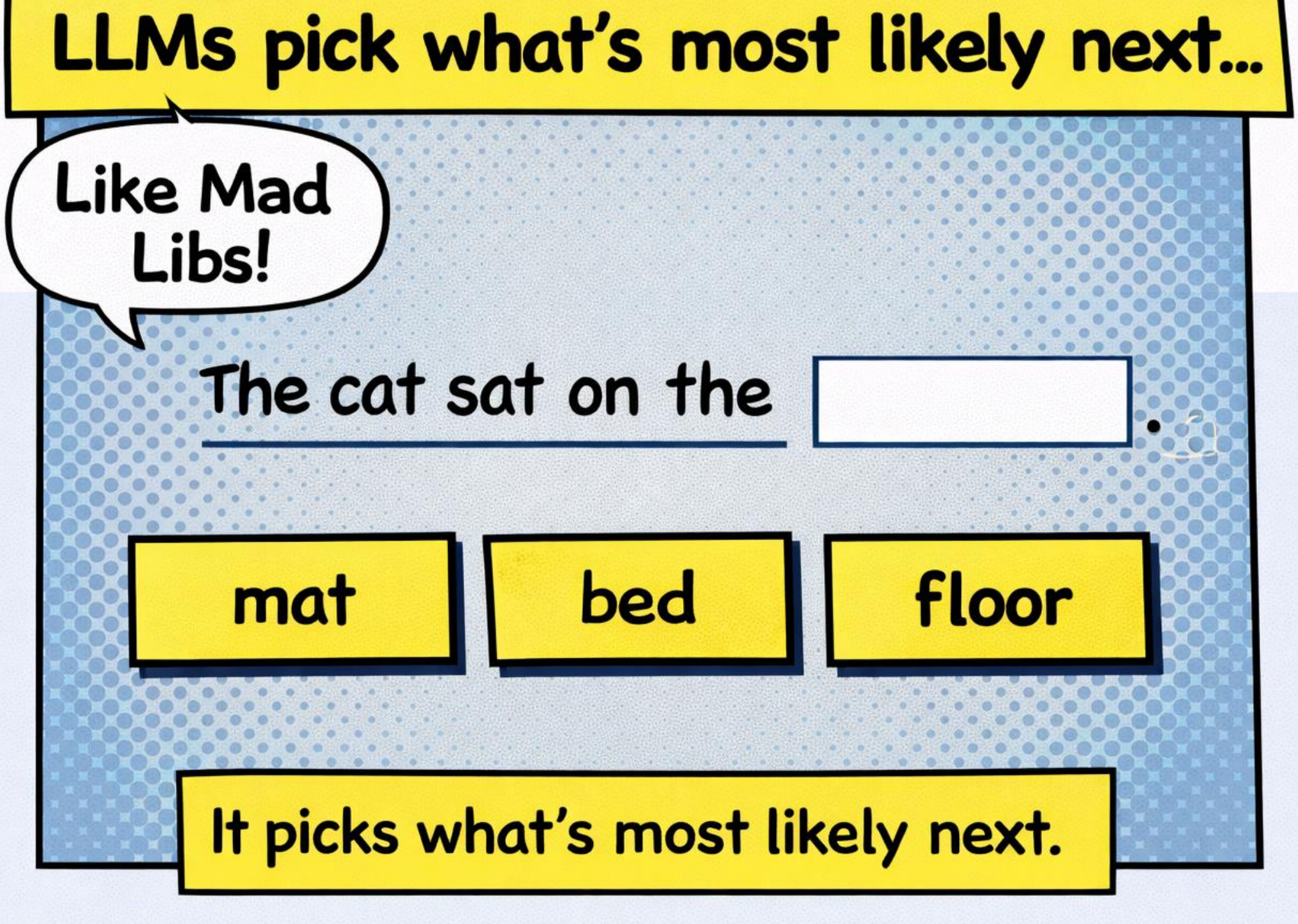
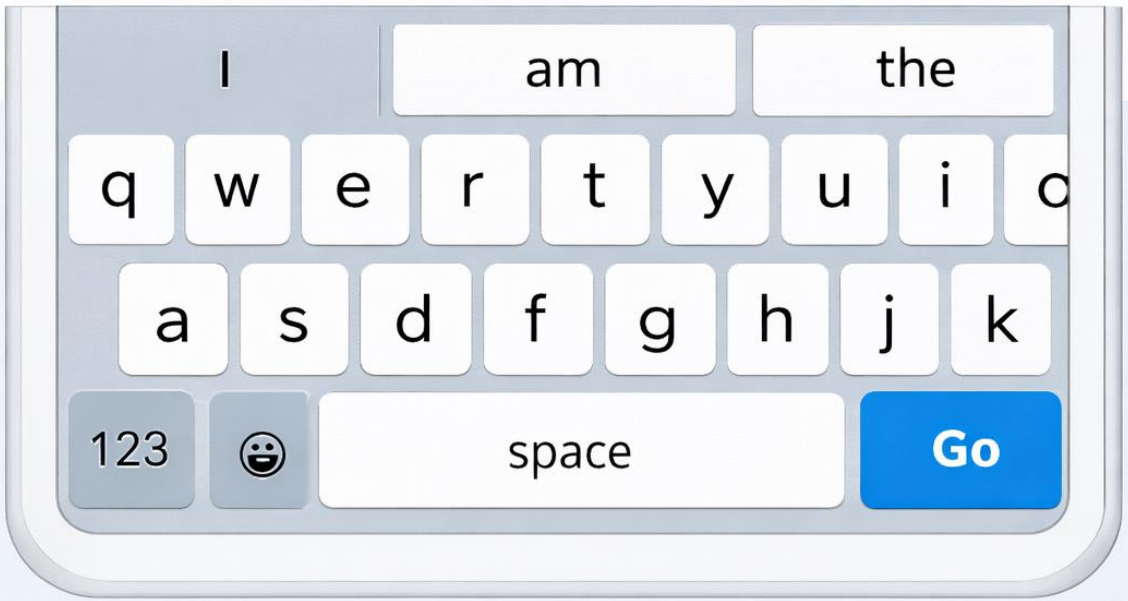



LLMs pick what's most likely next...
Like Mad Libs!
The cat sat on the
mat
bed
floor
It picks what's most likely next.

LLMs do a bigger version of this



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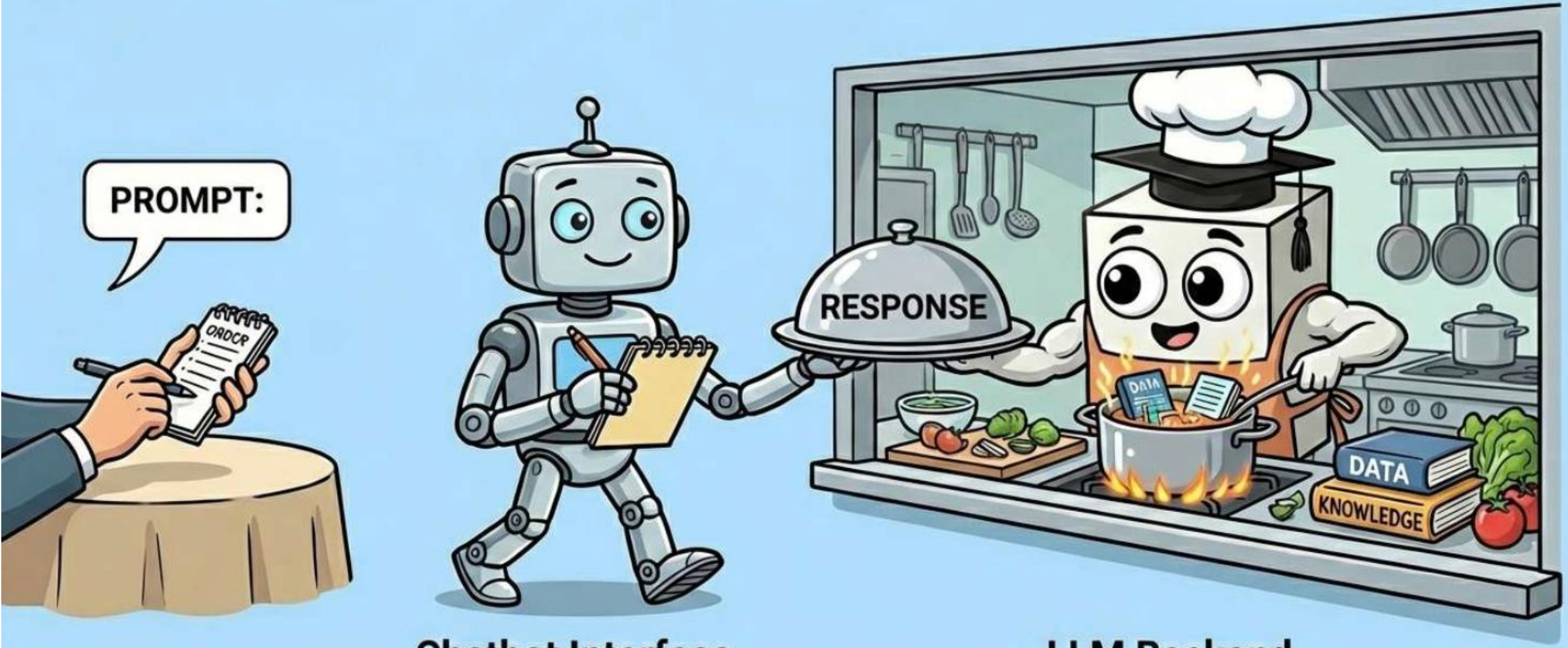
The Chatbot & The LLM: Chef & Waiter Analogy



Chatbot Interface
(The Waiter)

LLM Backend
(The Chef)

Leading Large Language Models (LLMs) in the Marketplace

- Note: Chatbots versus models (ChatGTP vs GPT-5)
- ChatGPT by OpenAI
- Claude by Anthropic
- Gemini by Google
- Perplexity*
- Others: Grok, Mistral, LLaMA, DeepSeek

19
ChatGPT
CLAUDE
GEMINI
PERPLEXITY

19
GEMINI
ChatGPT
CLAUDE
PERPLEXITY

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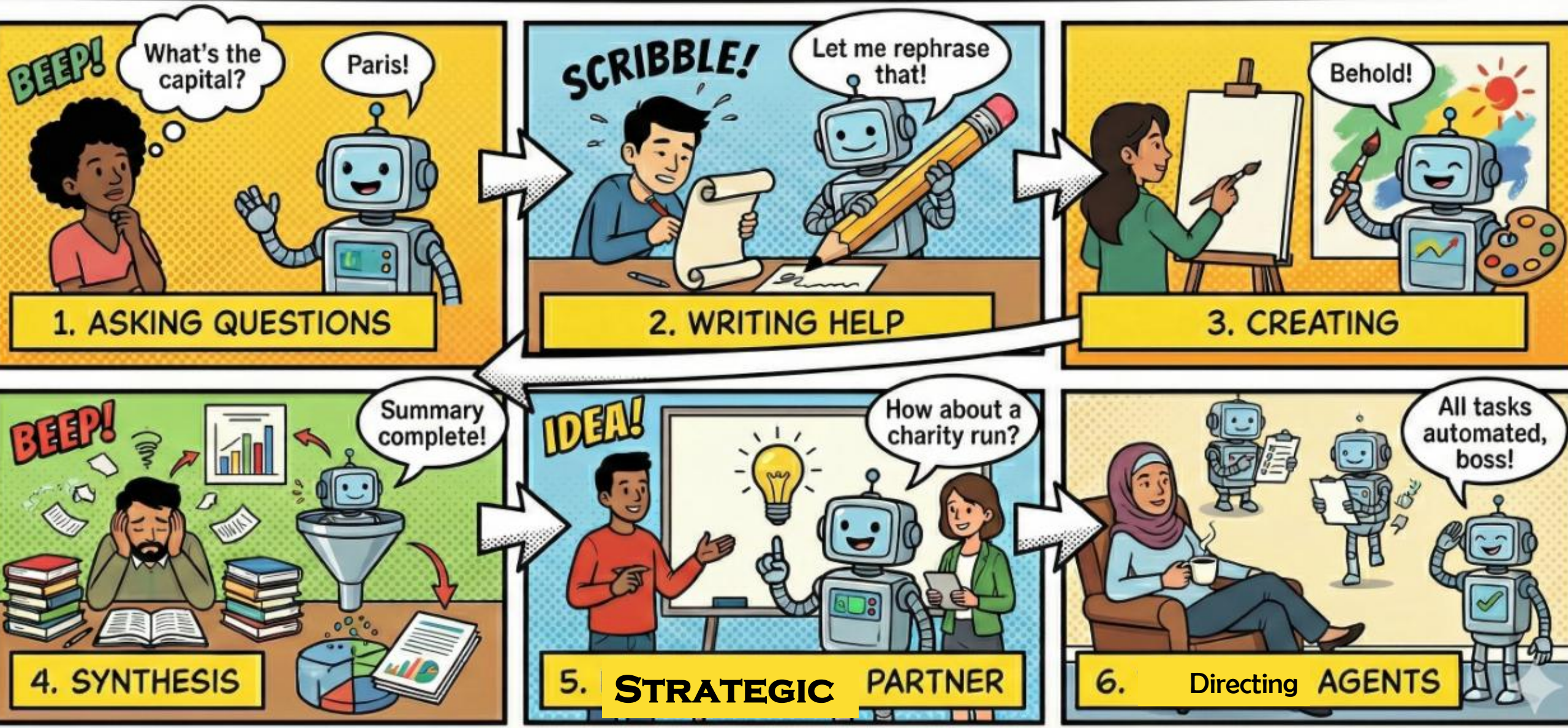
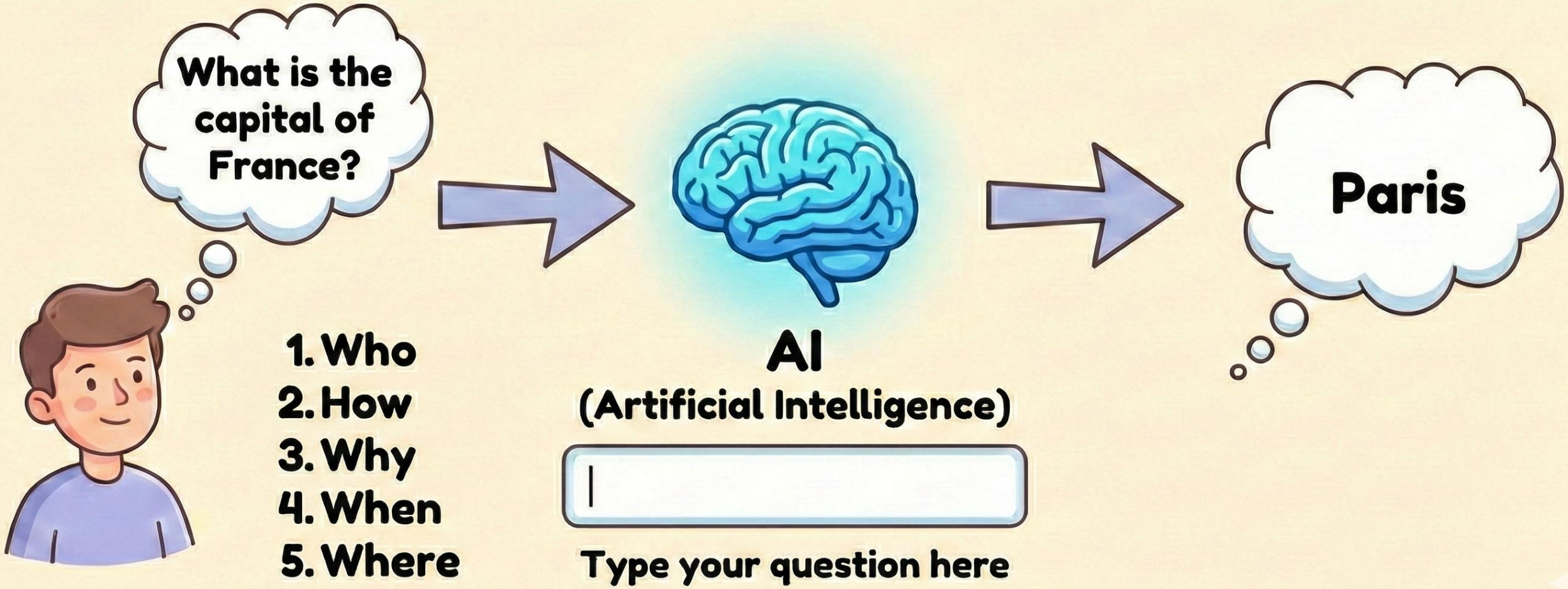
AI ADOPTION ADVENTURES!

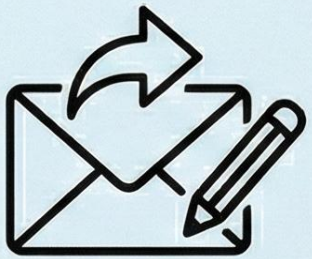


AI Adoption Level 1: Asking questions.
For beginners, AI is often used like a search engine

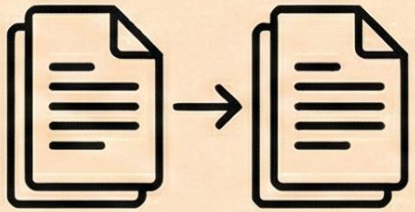


AI Adoption Level 2: Writing Help

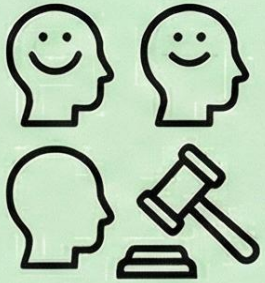
Drafting Emails & Updates



Rewriting for Clarity & Tone



Improving Tone for Audiences

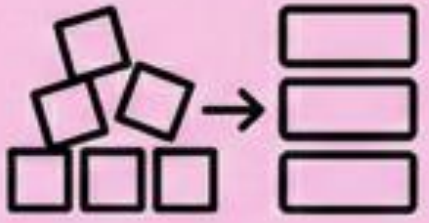


Turning Notes into Paragraphs

Format Converter & Simplifier

Shorten or Simplify Text

Tightening & Reorganizing Text

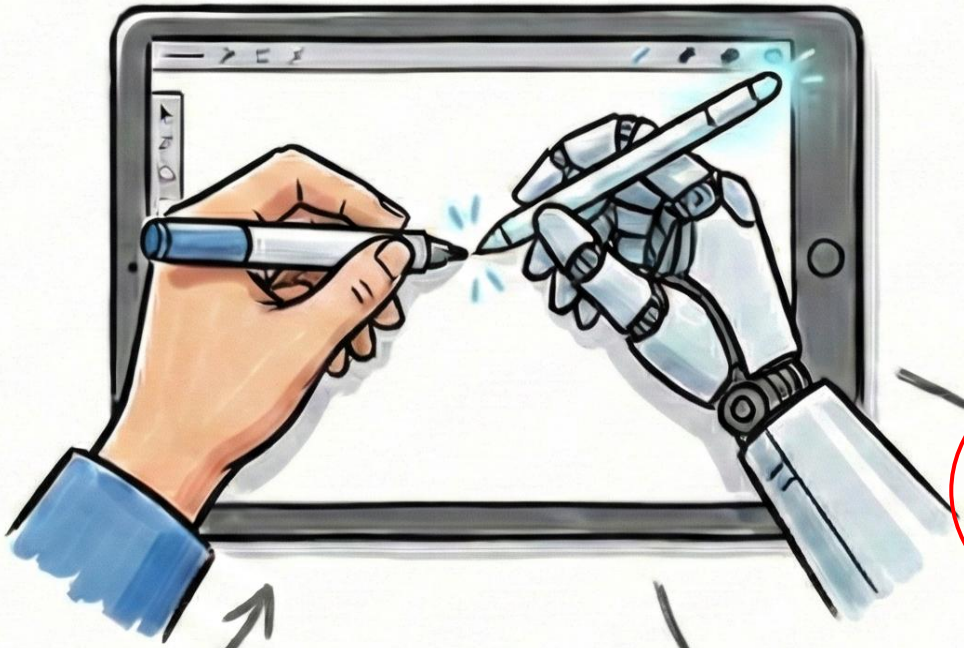


CAUTION! Don’t let AI speak for you! Trust is your currency.

AI Adoption Stage 3: Creating New Content (AI as Co-creator)

Draft first versions of complex documents (memos, letters, speeches)

Create graphics, icons, simple diagrams, and visual metaphors



Generate images for presentations, websites, social posts, and handouts

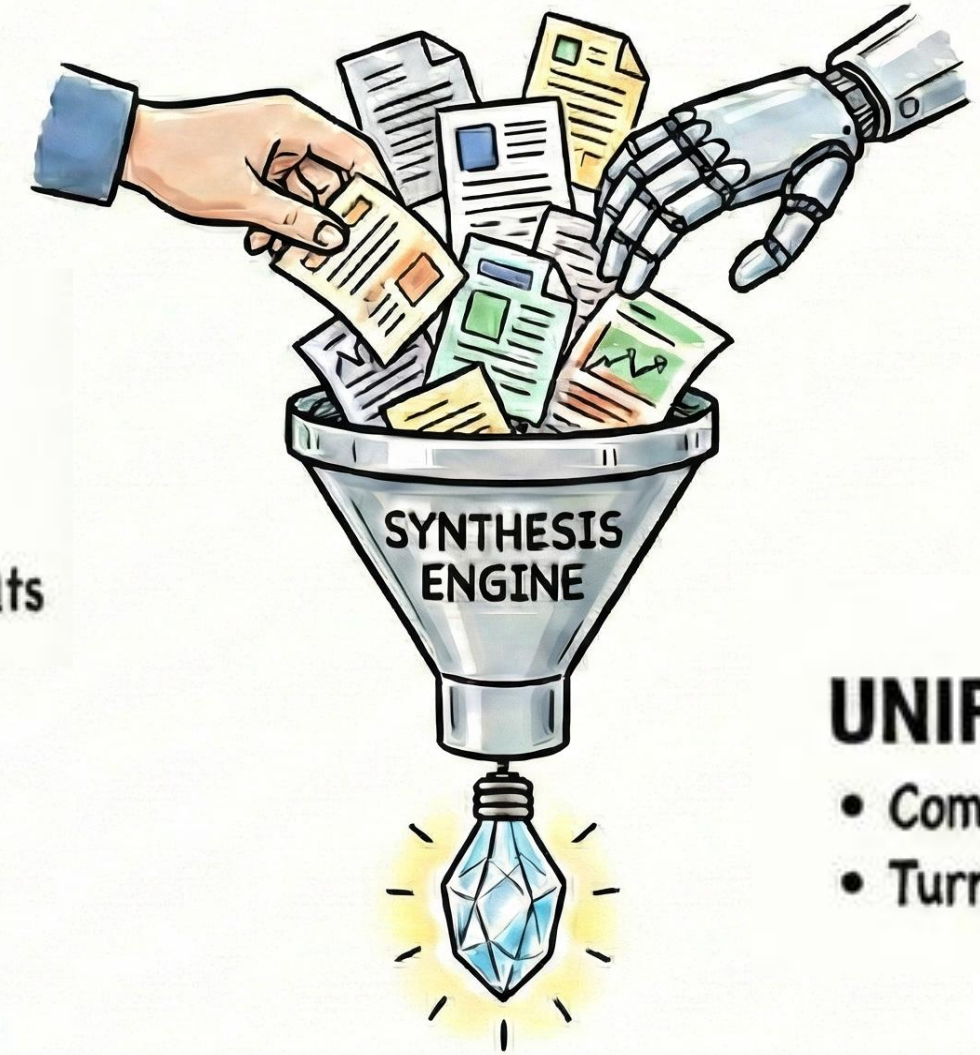
Generate images for presentations, websites, social posts, and handouts

Produce simple videos or video drafts (avatars, short clips, explainers)

AI Adoption Stage 4: Synthesis (AI as Sense-Maker)

SIMPLIFICATION

- Summarize long documents
- Translate complex info
- Distill datasets & survey results



ANALYSIS

- Compare documents & extract differences
- Identify themes & patterns
- Generate risks & opportunities

UNIFICATION

- Combine into unified narrative
- Turn notes into clean actions

AI Adoption Stage 5: Strategic Partner (AI as a collaborator in thinking and decision-making)

EXPLORATION & ANALYSIS

Explore strategic options and compare potential pathways

Pressure-test assumptions and reveal blind spots

Identify risks, unintended consequences, and tradeoffs

Model alternative framings for funders, policymakers, or stakeholders

CLARITY & ACTION

Strengthen arguments by clarifying logic and structure

Translate complex, high-level ideas into actionable steps

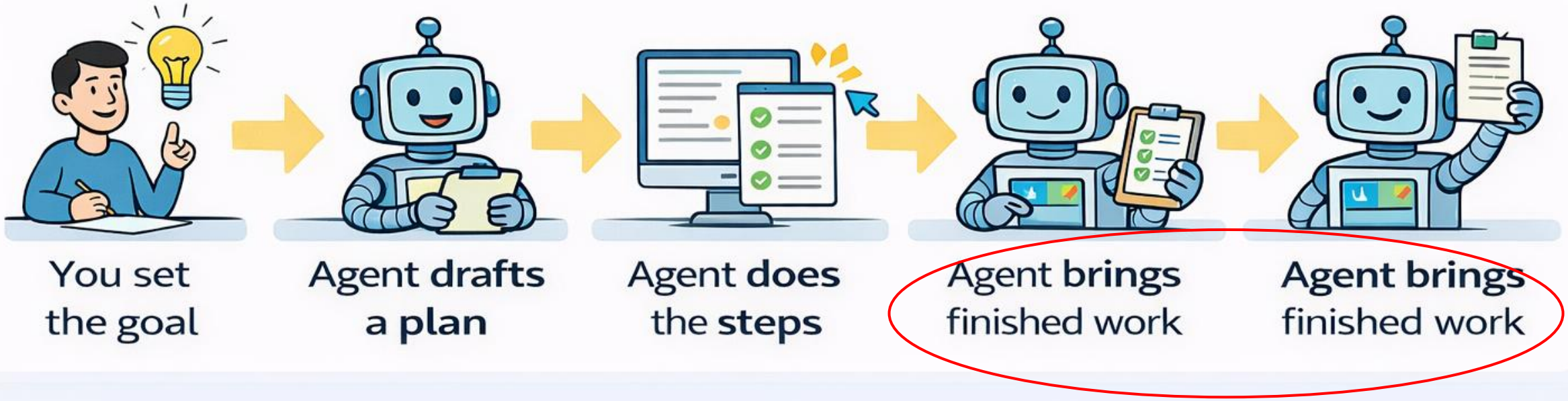
Generate multiple approaches to a problem for leadership consideration

Support scenario planning and decision-making under uncertainty

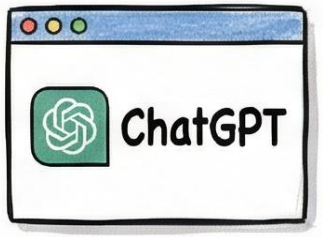
Agents: AI that can do multi step work

Chat helps you think and write. Agents help you follow through.

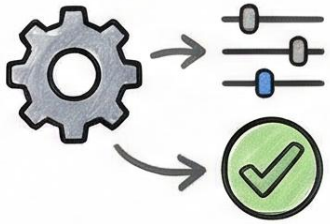
You set the goal > Agent **drafts a plan** > Agent **does the steps**



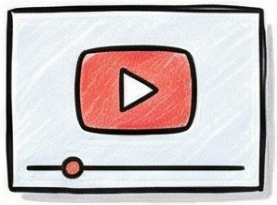
Stage 1: Get Setup and Use AI Safely

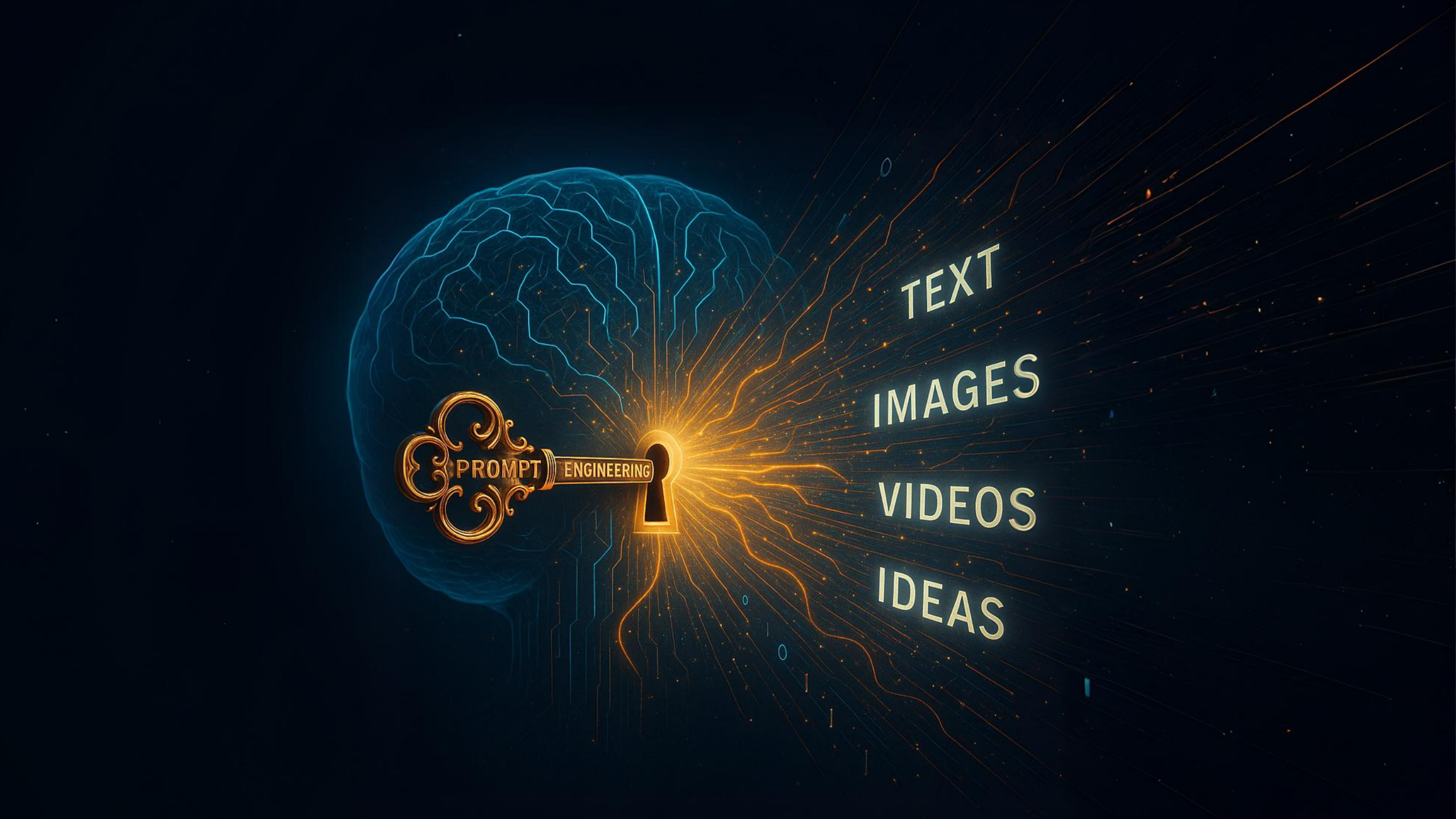
1. 

Create a free ChatGPT account

2. 
Go to Settings → Data Controls → Improve model

3.
Guard info: no names, addresses, PII

4. 
Watch YouTube video on prompting


PROMPT ENGINEERING
TEXT
IMAGES
VIDEOS
IDEAS

What is a prompt?

- Prompts are *instructions* we give to the AI
- Example: Write an article on potty training.
- Prompting is a skill you build like any other.

Why Prompting Matters

- The quality of your prompt = the quality of the AI’s response.
- Error on the side of giving more information than less
- Good prompts give you usable, focused answers.
- Think of the peanut butter and jelly sandwich exercise-AI is literal.

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“Make me a peanut butter and jelly sandwich”

Basic Prompt Structure

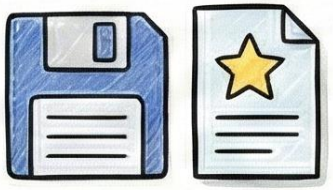
- **Be Clear About What You Want**
  What's the task?
- **Say Who It's For** Tell the AI who the audience is.
- **Set Rules or Limits** Include word count, tone, things to avoid, etc.
- **Choose the Format** What should the answer *look like*?
- ”Write an article on DAP.”

AI only knows
what you tell it,
it doesn’t know
what you are
thinking.

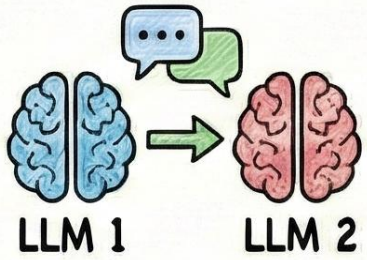
Common Mistakes in Prompting

- **Asking five things at once.**
- **Forgetting to say who it’s for.**
- **Using vague language like “make it good” or “write something.”**

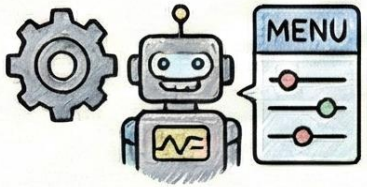
Stage 2: Learn the basics and Build a Habit

1.
   Use ChatGPT on simple prompts
2.
   Pick one repetitive use case and repeat several times
3. 
   Save your best prompt for reuse
4.
   Evaluate results for accuracy and validity

Stage 3: Expand Your Toolkit with Purpose

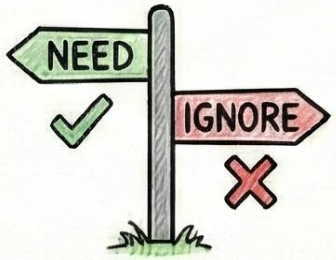
1. 

Sign up for a second LLM and compare results.

2. 

Explore advance features and setup in ChatGPT

3.
Investigate specialized tools based on task

4. 

Decision point-if you don't need it, ignore it for now

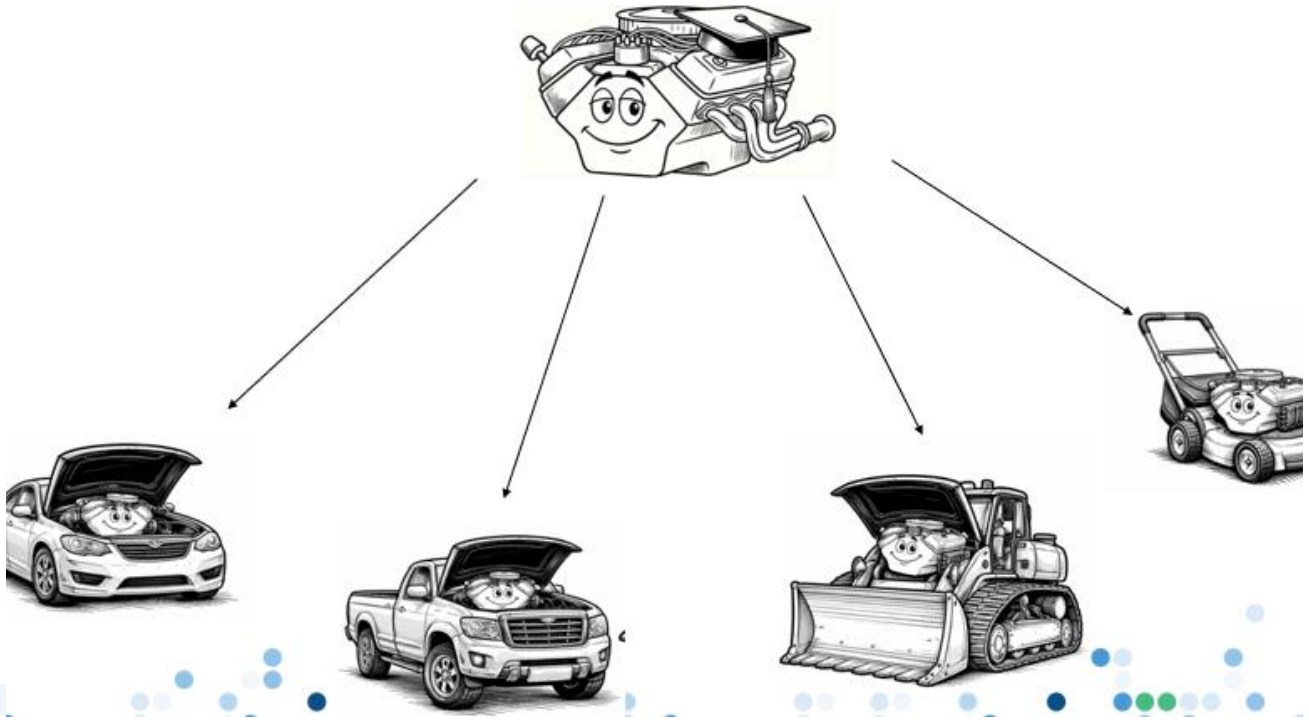
5.

Ignore the hype

Your Next Step: Identify a Problem Worth Solving

If We Have Time

- Image generation
- Video generation
- Special tools: Storybook
- Integrations with others: Canva
- 3D worlds



READ THE LABEL

PERSONALLY IDENTIFIABLE INFORMATION - DO NOT ENTER

Final Thoughts: Managing the "Caffeinated Squirrel"

Things to keep in mind when adopting AI:

- AI can be like a squirrel on Red Bull
- Pay for one LLM, use a second one for verification
- Stakeholders want to hear from you, not your AI
- If you are not a one-person shop, AI use policies will be needed
- Be transparent on your documents and website
- AI can be wrong, and confident
- Don't outsource your thinking

Be aware of agreeability!

Alice’s View

Email me:
Bill.Hudson@fccamd.org

Start subject line: AI-

Resources will be available:
www.aspireprek.org/ai