

AI
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THE WORKPLACE OF TOMORROW

AI at the Workplace

AI-Supported Management for
Future Employers & Employees

A pragmatic guide to augmenting human potential.

AI at the Workplaces

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14 April 2026

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The 2025 AI Workplace Roadmap

"AI won't replace you, a person using AI will."



Workplaces using AI
Source: McKinsey 2025



Productivity increase
Source: Morgan Stanley 2026



The 5 Tech Pillars



Generative AI
Models like ChatGPT, Claude, and Gemini that create text, code, and visuals to serve as a creative starting point for office tasks.



Computer Vision
Technology used for facial recognition, image analysis, and automated quality control in industrial and security settings.



Natural Language Processing (NLP)
Systems like Google Translate and sentiment analysis tools that allow machines to understand, interpret, and respond to human language.



Predictive Analytics
Data-driven models used for sales forecasting, risk assessment, and personalized recommendations (e.g., Netflix suggestions).



RPA (Robotic Process Automation)
Software that automates repetitive, high-volume digital tasks such as invoice processing, form filling, and report generation.

Essential Tool Stack

ChatGPT & Claude
Essential for daily productivity, including drafting professional emails, summarising research documents, and project planning.

Otter.ai
An automated assistant that records meetings, provides real-time transcripts, and generates concise summaries of key takeaways.

Grammarly
A writing assistant that professionalises communication by fixing grammar and refining tone for international business standards.

LinkedIn AI
Specialized features for career development, including profile optimization and AI-driven job recommendations.

GitHub Copilot
A critical tool for developers that acts as an AI pair-programmer, generating code snippets and speeding up software production.

AI Literacy Framework

Level 1
Basic

Developing AI awareness, learning to write effective prompts, and utilizing foundational tools for simple tasks.

Level 2

Intermediate

Successfully integrating AI into daily workflows, verifying AI outputs for accuracy, and ensuring ethical usage.

Level 3

Advanced

Developing organizational AI strategies, designing custom automations, and evaluating complex model performance.

Level 4

Expert

Managing high-level AI performance, architectural design, and leading large-scale organizational transformations.

The 4 Ethical Pillars



Privacy & Surveillance

Ensuring AI monitoring of employee behavior remains within the boundaries of data protection laws like GDPR and XVRX.



Algorithmic Bias

Preventing prejudices in training data from influencing AI decisions in recruitment and performance management.



Job Transformation

Managing the shift as traditional roles evolve, emphasising continuous learning as the primary safeguard against displacement.



Transparency

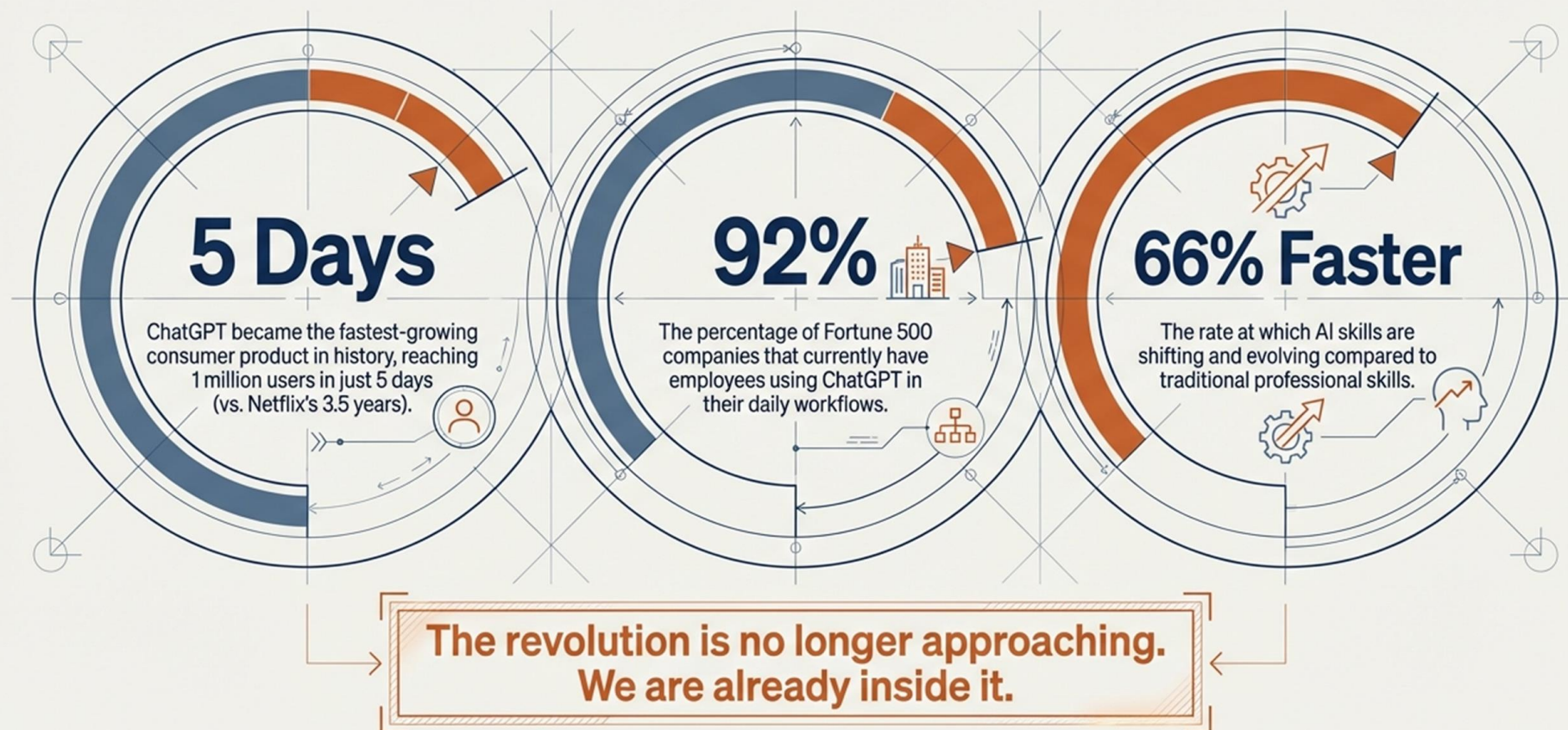
Eliminating "Black Box" decisions by ensuring all AI-driven management actions are explainable, auditable, and backed by human judgment.

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THE AI-POWERED ENTERPRISE: BLUEPRINT FOR A NEW ERA

91%

Workplaces utilizing at least one AI tool today.

(McKinsey)

86%

Employers expecting AI to fundamentally transform their operations by 2030.

(WEF)

+11.5%

Average productivity increase in companies that actively adopt AI tools.

(Morgan Stanley)

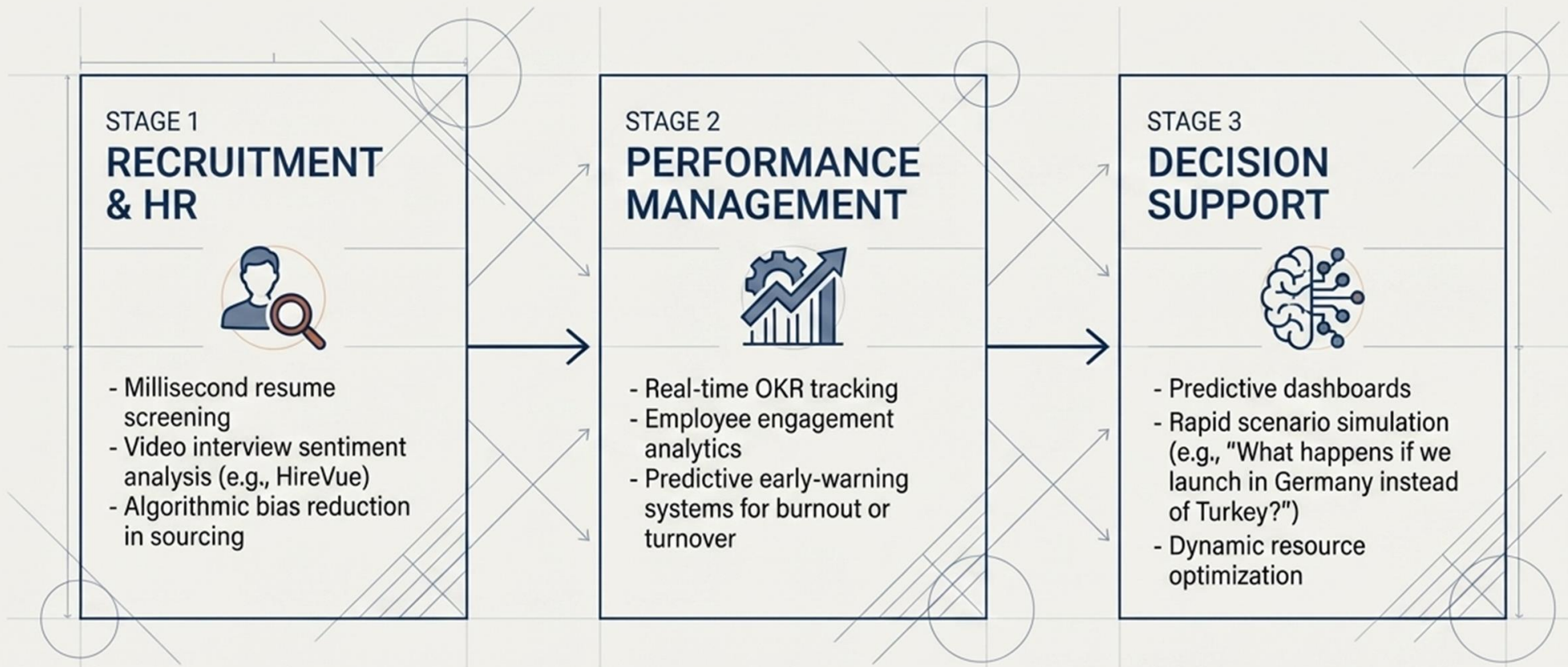
78M

Net new jobs created by 2030 due to AI, even factoring in job displacement.

(WEF)

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WARNING - The Black Box Problem: AI decisions must be transparent, auditable, and backed by human judgment.

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Recruitment & Hiring

- Resume screening in seconds
- Video interview analysis (HireVue)
- Bias reduction algorithms
- Employer brand analytics



Performance Management

- Real-time OKR tracking
- Employee engagement analytics
- Personalized development plans
- Early warning systems

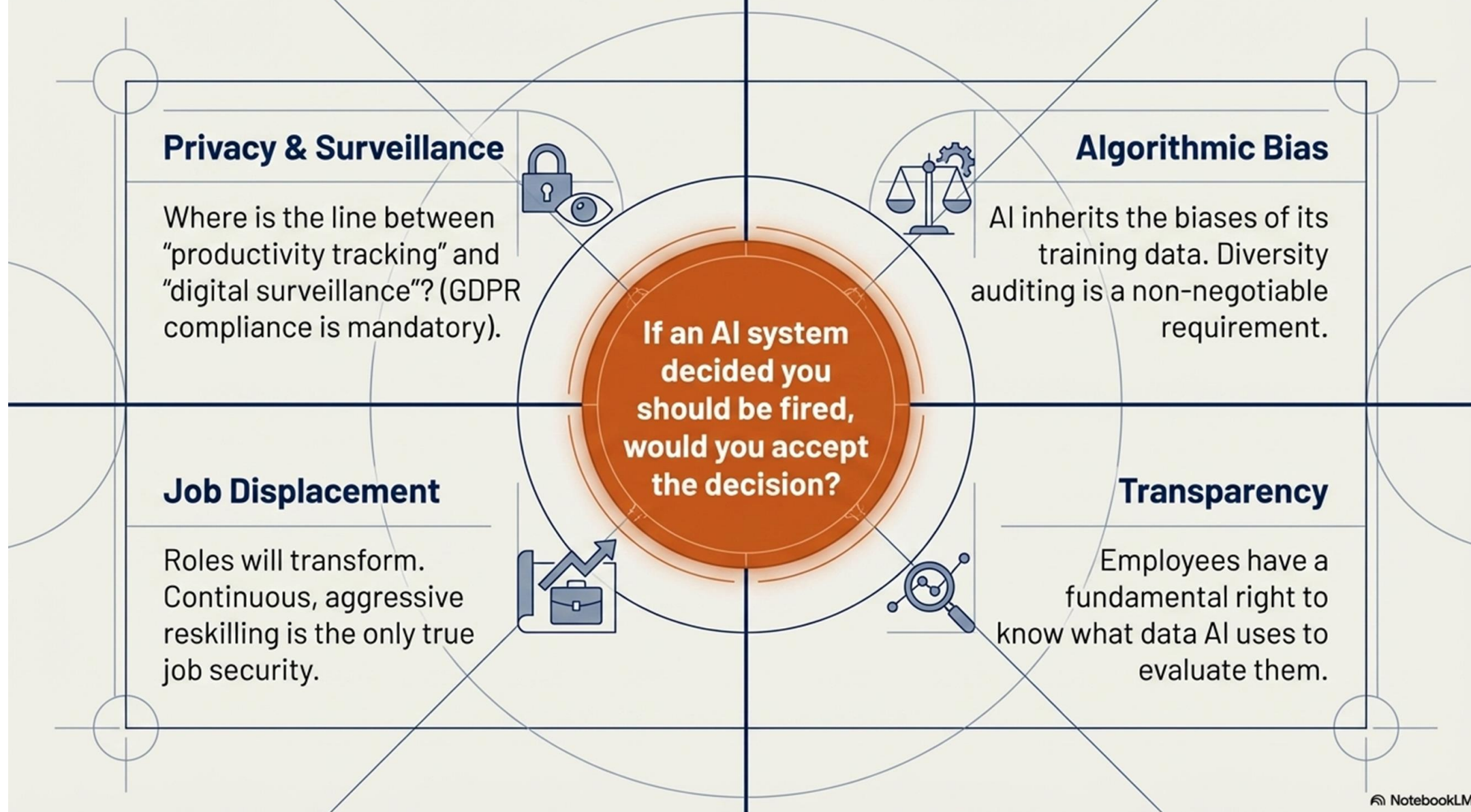


Decision Support

- Predictive analytics dashboards
- Scenario simulation
- Risk assessment models
- Resource optimization

⚠ **ETHICAL NOTE:** AI decisions must be transparent, auditable, and backed by human judgment. 'Black box' decisions create legal and ethical risk.

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AI Ethics: Key Concerns for Discussion

What managers and employees need to understand



Privacy & Surveillance

AI can monitor employee behavior. Where's the line? GDPR compliance is mandatory.



Algorithmic Bias

Bias in training data transfers to AI decisions. Diversity auditing is essential.



Job Displacement

Some roles will transform while new ones emerge. Continuous learning is the only security.



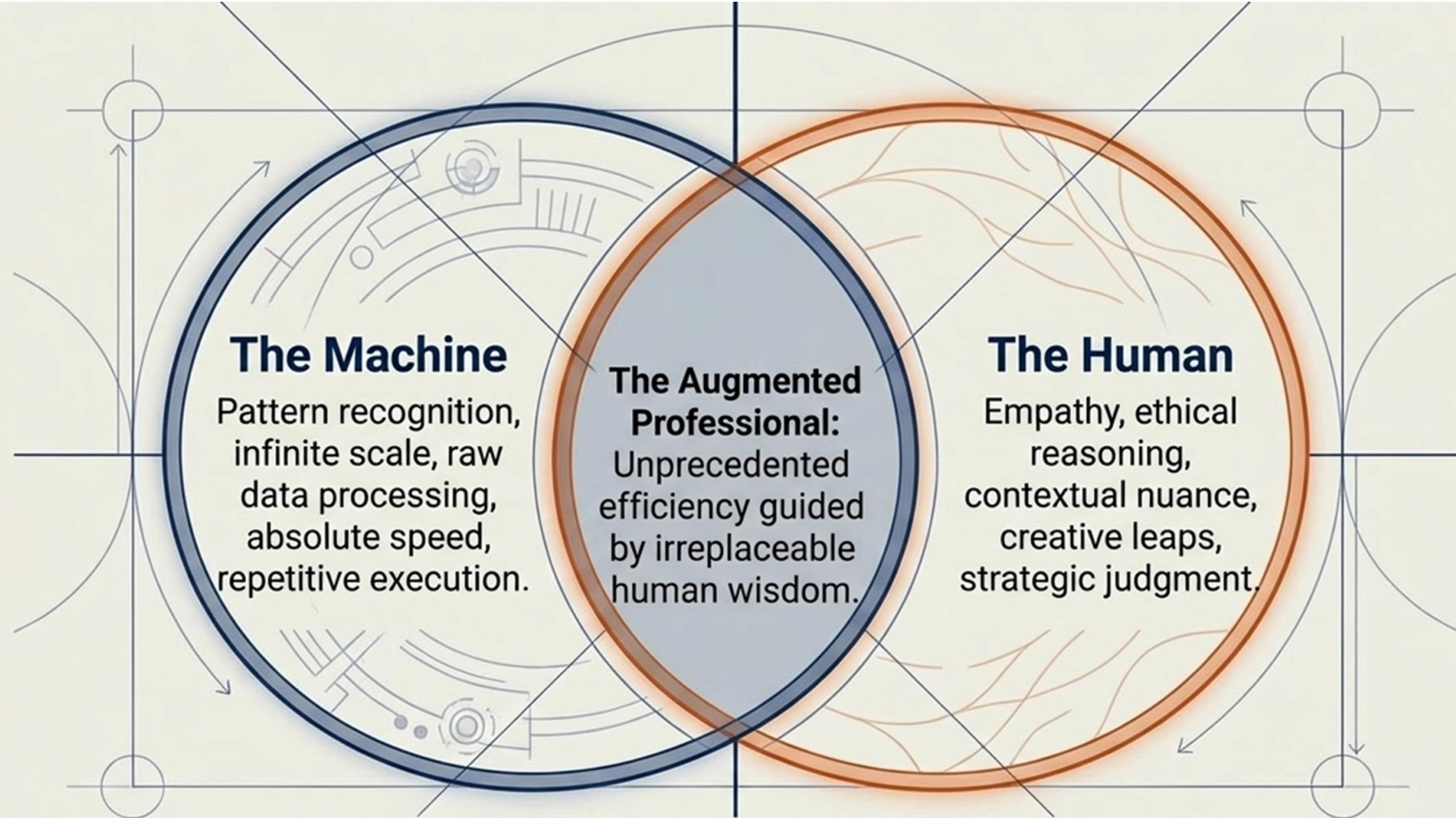
Transparency

Employees have the right to know what data AI uses to make decisions about them.



Discussion: "If an AI system decided to fire you, would you accept the decision? Why or why not?"

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**AI is a tool for augmentation, not replacement.
The future belongs to humans who use AI, not to AI alone.**

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THE REALITY

59%

59% of the global workforce requires reskilling by 2030 (Over 1 billion people).

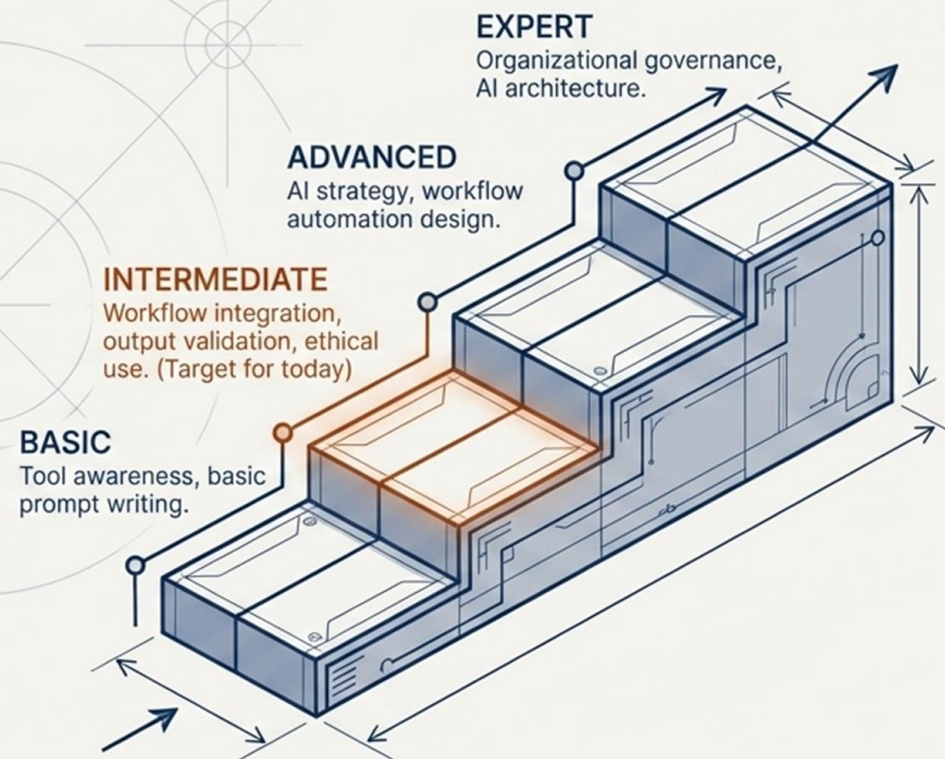
63%

63% of employers report that the skills gap is actively hindering growth.

39%

39% of core job skills will fundamentally change in the next 5 years.

THE AI LITERACY STAIRCASE



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THE SKILLS GAP — BY THE NUMBERS

59% of global workforce needs reskilling by 2030



63% of employers say skills gaps block business growth



39% of core job skills will change by 2030



77% of companies plan to reskill employees for AI



Source: WEF Future of Jobs Report 2025

AI LITERACY FRAMEWORK

FOUNDATIONAL

AI awareness, prompt writing, basic tool usage

INTERMEDIATE

Integrate AI into workflows, validate outputs, ethical use

ADVANCED

AI strategy, automation design, model evaluation

EXPERT

AI governance, architecture design, org transformation

✓ **Career Readiness Checklist → see next slide**

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This Week

- - Open a free ChatGPT or Claude account.
- - Execute exactly one real-world task using AI (draft an email, summarize a PDF).
- - Explore the free 'AI for Everyone' course on Coursera.

This Month

- - Integrate one AI tool into a daily habit.
- - Add 'AI Tools' to your LinkedIn skills profile (algorithms favor this).
- - Define your personal ethical boundaries for AI use.

This Year

- - Complete a formal AI certification.
- - Build a small portfolio project using AI automation.
- - Mentor a colleague or peer on AI tips.

Curated Free Resources:

Google AI Essentials | Microsoft AI Skills | DeepLearning.AI | Elements of AI (University of Helsinki)

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Augmentation Over Replacement

AI complements human capabilities. The doctor doesn't become an AI; the doctor using AI replaces the one who doesn't.



The Early Adopter Advantage

Mastering AI today puts you years ahead of the competition in the hiring pool.



Continuous Learning

Static knowledge is dead. Your capacity to learn new tools is your most valuable asset.



The Irreplaceable Human

No matter how advanced the model, empathy, creativity, and ethical judgment remain fiercely human traits. Protect them.

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Case Study Spotlight

Real-world AI impact

JPMorgan Chase

COIN program reviews 12,000 commercial credit agreements in seconds — a task that previously took 360,000 hours/year of lawyer time.

 360,000 hrs saved

Amazon

AI-powered demand forecasting reduced inventory costs by 25%, while recommendation engines drive 35% of total revenue.

 35% revenue from AI

Mayo Clinic

AI detects irregular heart rhythms from normal ECGs, identifying patients at risk of heart failure up to 10 years in advance.

 10-year early detection

Netflix

AI-driven content recommendations and production decisions save an estimated \$1 billion annually in customer retention.

 \$1B saved per year

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AI Tools Every Employee Should Know

SECTION 03 • 10 min

FOR DAILY PRODUCTIVITY

ChatGPT / Claude

Writing, research, coding, summarizing

FREE

Microsoft Copilot

Word, Excel, Teams integration

WORK

Notion AI

Smart note-taking & organization

FREE

Grammarly

Grammar, tone & writing quality

FREE

Otter.ai

Meeting transcription & summaries

FREE

FOR CAREER DEVELOPMENT

LinkedIn AI Features

Profile optimization, job matching

FREE

Coursera / edX AI

Personalized learning paths

FREE

Kickresume

AI-powered CV & cover letter builder

FREE

GitHub Copilot

AI coding assistant for developers

STUDENT

Beautiful.ai

AI-powered presentation design

FREE

 **TIP:** Just 1–2 hours of weekly AI practice creates a significant competitive edge within 6 months.

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THE 2026 AI WORKPLACE ECOSYSTEM: A STRATEGIC BLUEPRINT

CORE TECHNOLOGIES



Agentic AI: The Decision-Maker

Unlike traditional AI that only analyzes, AI agents automate complex, high-value workflows in finance, HR, and IT by making autonomous decisions and interacting with other agents.

Natural Language Processing (NLP)

The foundational tech for understanding and processing human language, powering everything from real-time customer support bots to sentiment analysis in marketing.



Robotic Process Automation (RPA)

The workhorse of efficiency, RPA automates repetitive, high-volume digital tasks like invoice processing, form filling, and report generation to eliminate "boring" work.

GOVERNANCE PILLAR



The 5 Ps Governance Framework

A comprehensive model for CAIOs focusing on People (Interdisciplinary teams), Priorities (risk triaging), Processes (audit trails), Platforms (monitoring), and Progress (maturity metrics).



GLOBAL TURNOVER PENALTY

The cost of non-compliance under the EU AI Act for "unacceptable risk" violations, making governance a matter of business continuity rather than just a "nice-to-have".

EU AI Act Risk Tiers



WORKFORCE PILLAR



SKILLS DISRUPTION BY 2027

According to the World Economic Forum, nearly half of current workforce skills will be disrupted, making AI and data literacy the chief requirements for future employees.

The Rise of the AI Generalist

As agents handle specialized mid-tier work, demand is surging for generalists who can oversee AI "collaborators" and align their outputs with high-level business goals.

The 3-Layer AI Literacy Framework



Strategic (Oversight & Accountability)
Focus: Empowering executives to manage the AI lifecycle, including regulatory compliance and escalation.

Applied (Decision & Action)
Focus: Equipping teams to analyze AI outputs, assess risk, and augment AI results with human reasoning.

Foundational (Awareness & Understanding)
Focus: Universal baseline of AI concepts, roles of data, and ethical challenges for all employees.

KEY PRODUCTIVITY TOOLS



Microsoft Copilot

The primary workplace integration tool, embedding AI directly into Word, Excel, Teams, and Gmail for seamless document and workflow assistance.



Otter.ai

An essential meeting tool that provides automatic real-time transcription, speaker identification, and AI-generated summaries with action items.



Fireflies.ai

An AI meeting assistant specifically for groups that records, transcribes, and creates a searchable archive of all project decisions.



Perplexity.ai

A research-focused engine that provides real-time web search with source citations, effectively replacing standard search for academic and business data.

AI IS A PRODUCTIVITY MULTIPLIER, NOT A REPLACEMENT.

The future of work belongs to those who treat AI as a collaborative partner to expand what people are able to do.

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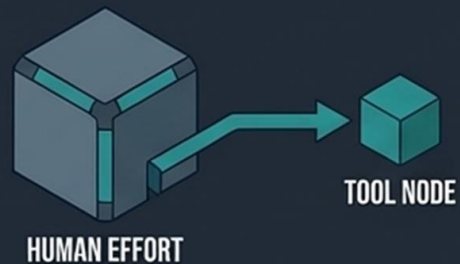
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THE PARADIGM SHIFT: FROM DIRECTING TOOLS TO ORCHESTRATING AGENTS

The fundamental shift in cognitive labor is moving from "thinking by doing" to "choosing from outputs".

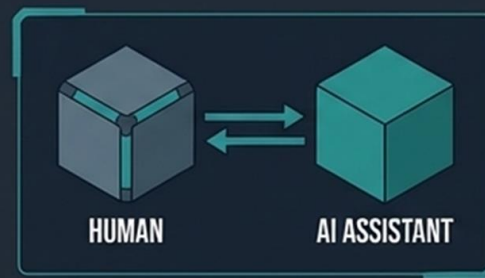
PAST (THE TOOL)

Deterministic execution. Human does 100% of the cognitive lifting.



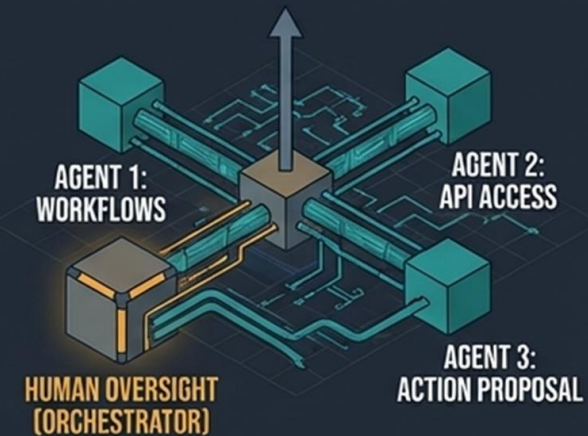
PRESENT (THE COLLABORATOR)

Stochastic assistance. Human and AI co-create in a shared chat interface.



2026 (THE AGENT)

Autonomous execution. AI navigates workflows, accesses APIs, and proposes final actions for human oversight.



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THE SHADOW AI CHALLENGE: EXPONENTIAL GROWTH WITHOUT OBSERVABILITY

The greatest barrier to scaling agentic AI is not technology—it is the trust deficit. When leaders lack observability, enterprise risk accumulates silently.

SURFACE LEVEL ▶

SANCTIONED
ENTERPRISE AI

SHADOW AI

78% of knowledge workers resort to 'Bring Your Own AI' (BYOAI) tools without IT oversight.

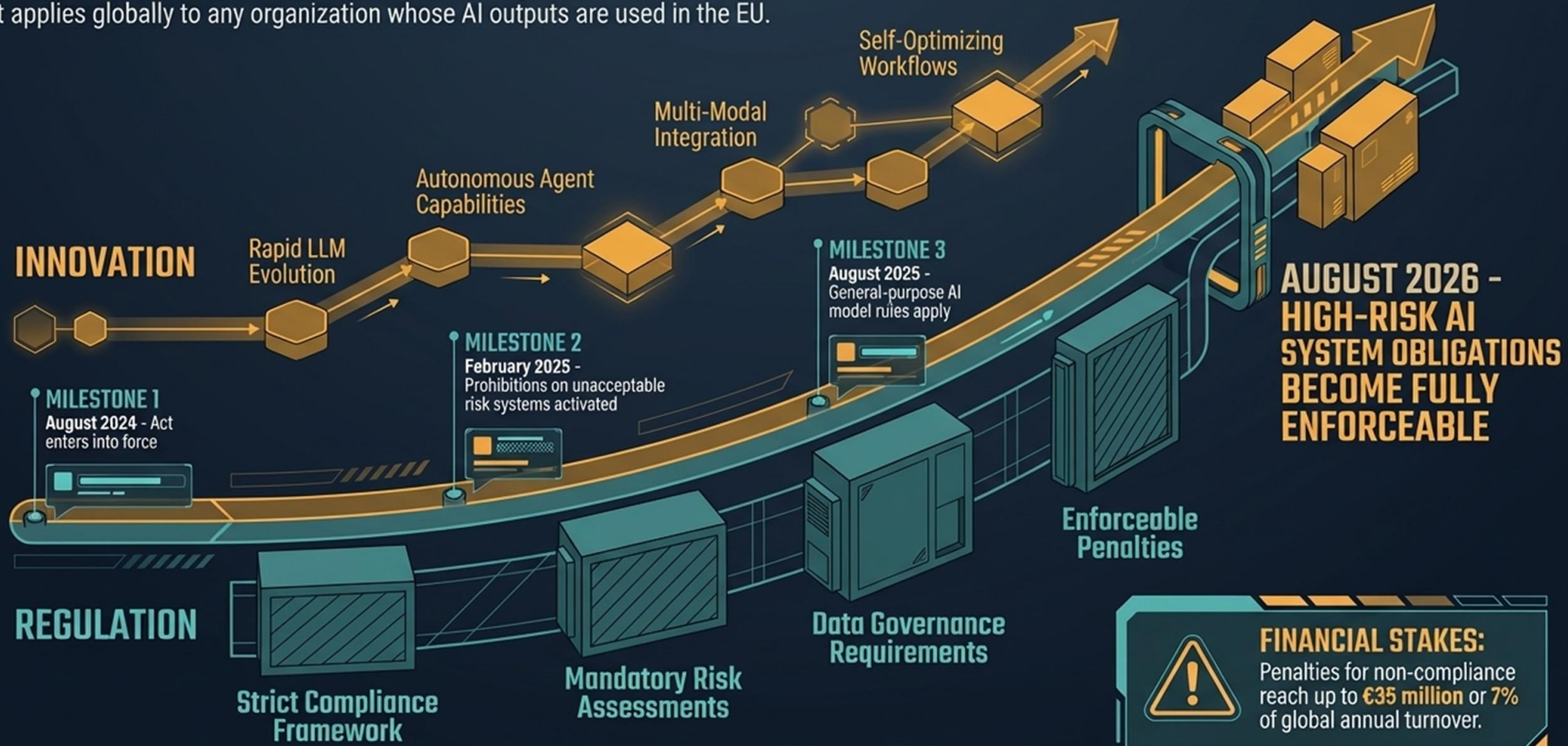
29% of employees actively use unsanctioned AI agents for sensitive work tasks.

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THE AUGUST 2026 DEADLINE: NO PAUSE BUTTON FOR COMPLIANCE

The EU AI Act is the world's first comprehensive legal framework for AI. It applies globally to any organization whose AI outputs are used in the EU.

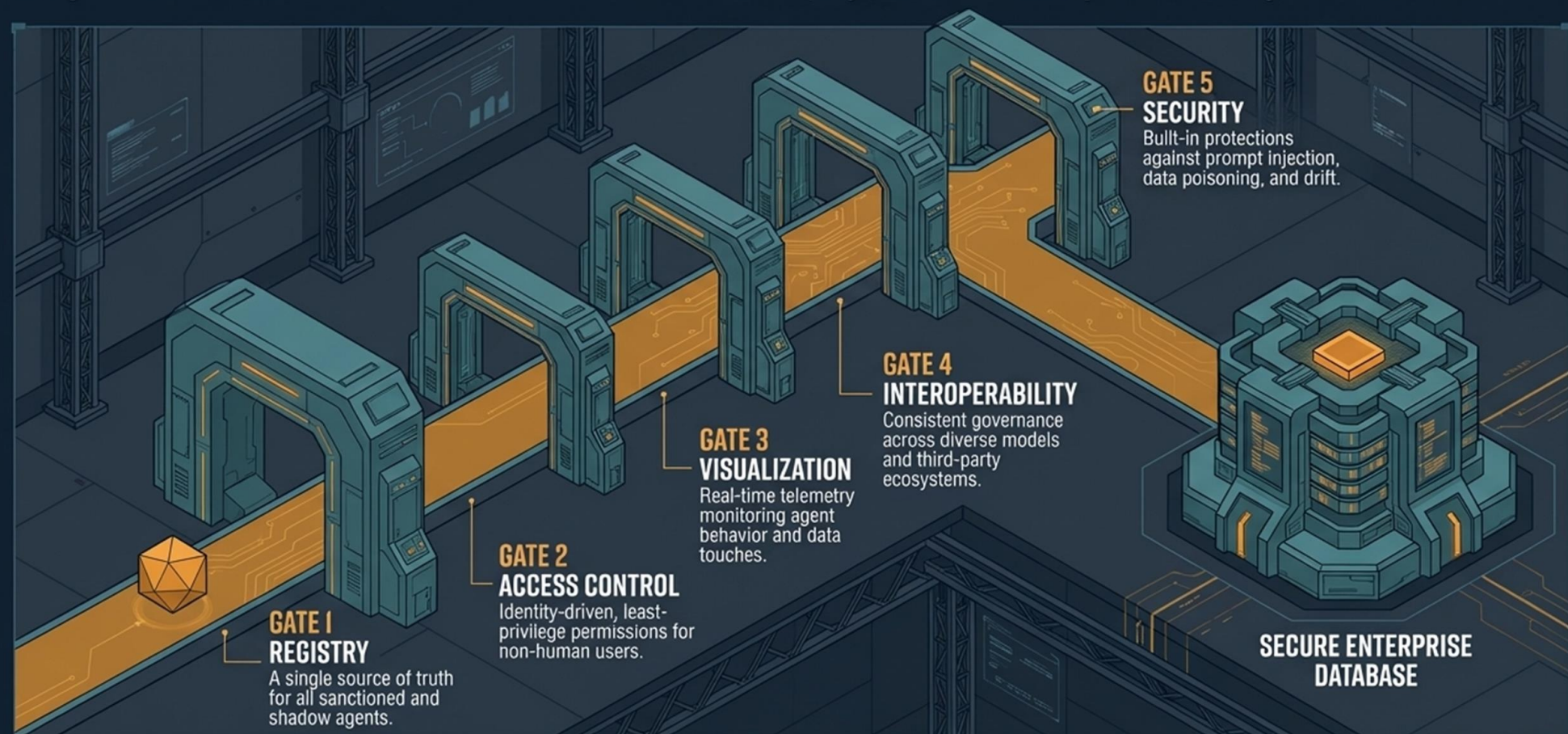


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SECURING THE ENTERPRISE: THE ZERO TRUST AGENT FRAMEWORK

AI agents must be held to the same standards as human employees. You cannot protect what you cannot see.



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The Golden Rule of the 2026 Workplace



Use AI to augment your thinking, never to outsource your judgment.

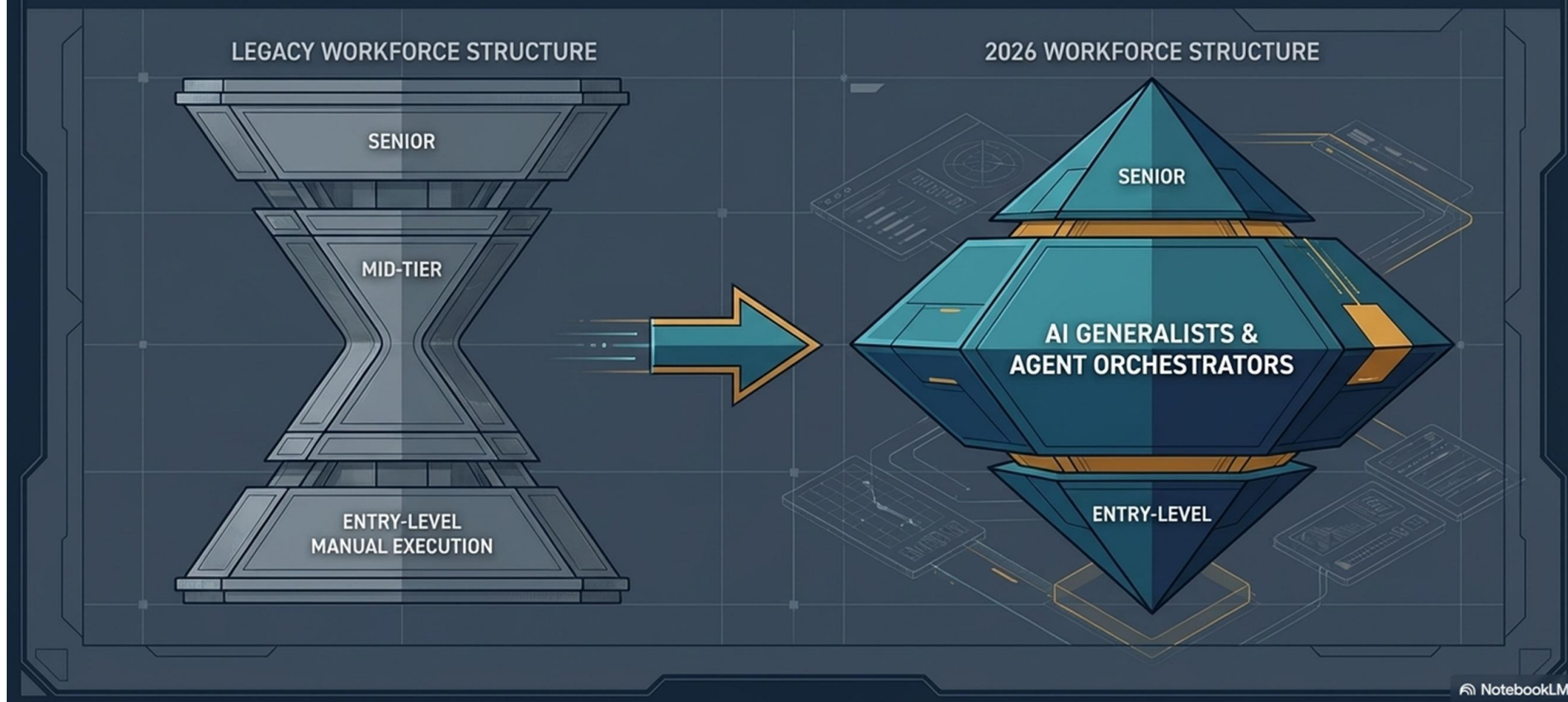
The Human-in-the-Loop Imperative: AI is a stochastic system; it requires deterministic human oversight. Effective collaboration relies on “selective delegation”—knowing exactly when to trust the model, and when to challenge it. Bypassing the learning process or blindly accepting AI outputs introduces catastrophic business and compliance risks.

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THE WORKFORCE EVOLUTION: FROM HOURGLASS TO DIAMOND

AI is ending the industrial era's trend of ever-increasing specialization. Agents are absorbing routine tasks, shifting humans toward orchestration.



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Defining the 2026 AI Generalist: A New Professional DNA

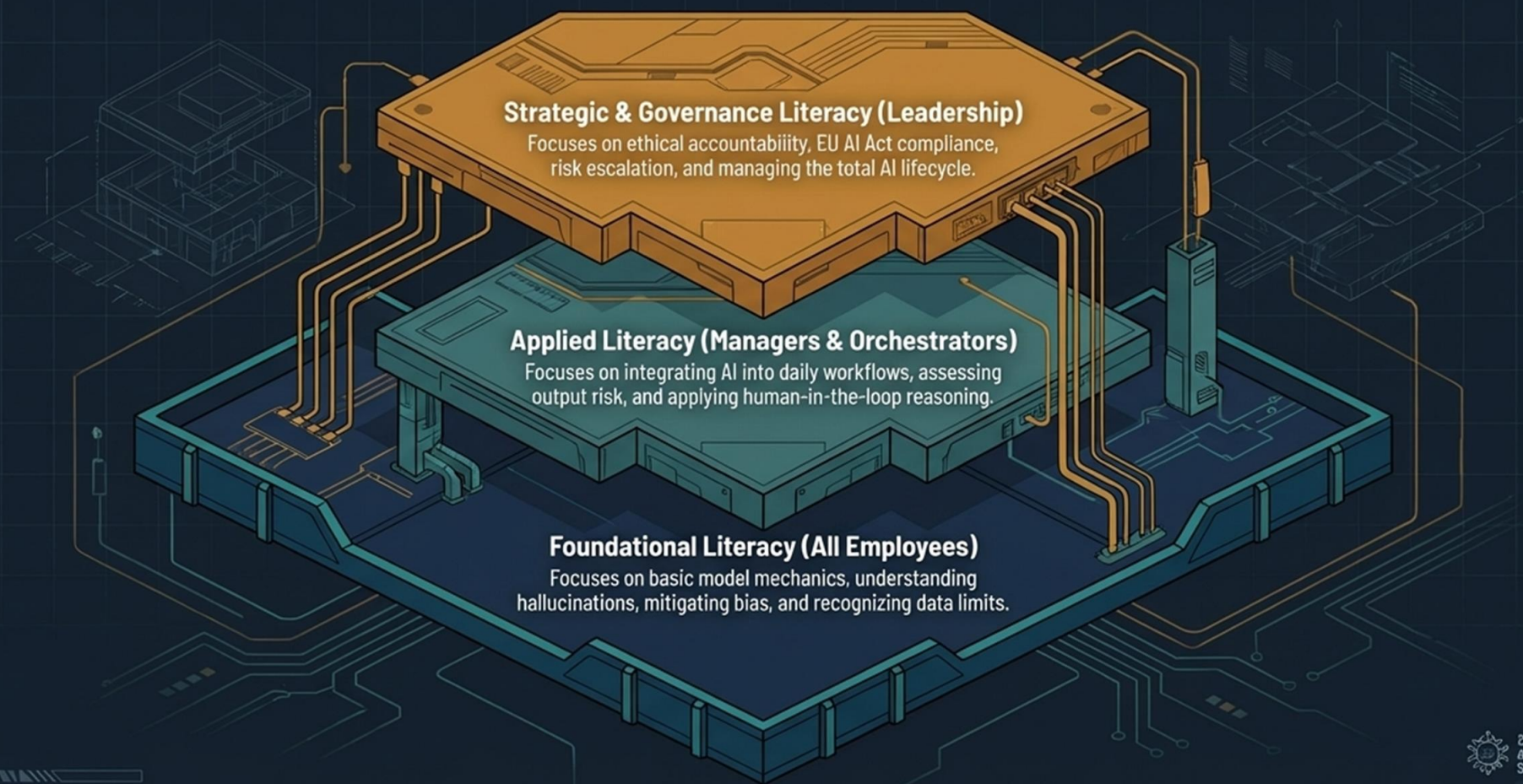
Dimension	Legacy Knowledge Worker	2026 AI Generalist
Core Function	Deep specialist; manual task execution.	Broad context-provider; agent orchestrator.
Execution Style	Direct coding, drafting, calculating.	'Vibe coding', prompt architecture, iterative steering.
Quality Control	Proofreading own work.	Critical evaluation and auditing of AI outputs.
Value Creation	Output volume and specialized knowledge.	Judgment, strategy, and cross-functional synthesis.

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Institutionalizing AI Literacy: The 3-Layer Enterprise Framework

AI knowledge must transition from a siloed technical skill to a core organizational capability mapped to business objectives.



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STRUCTURE

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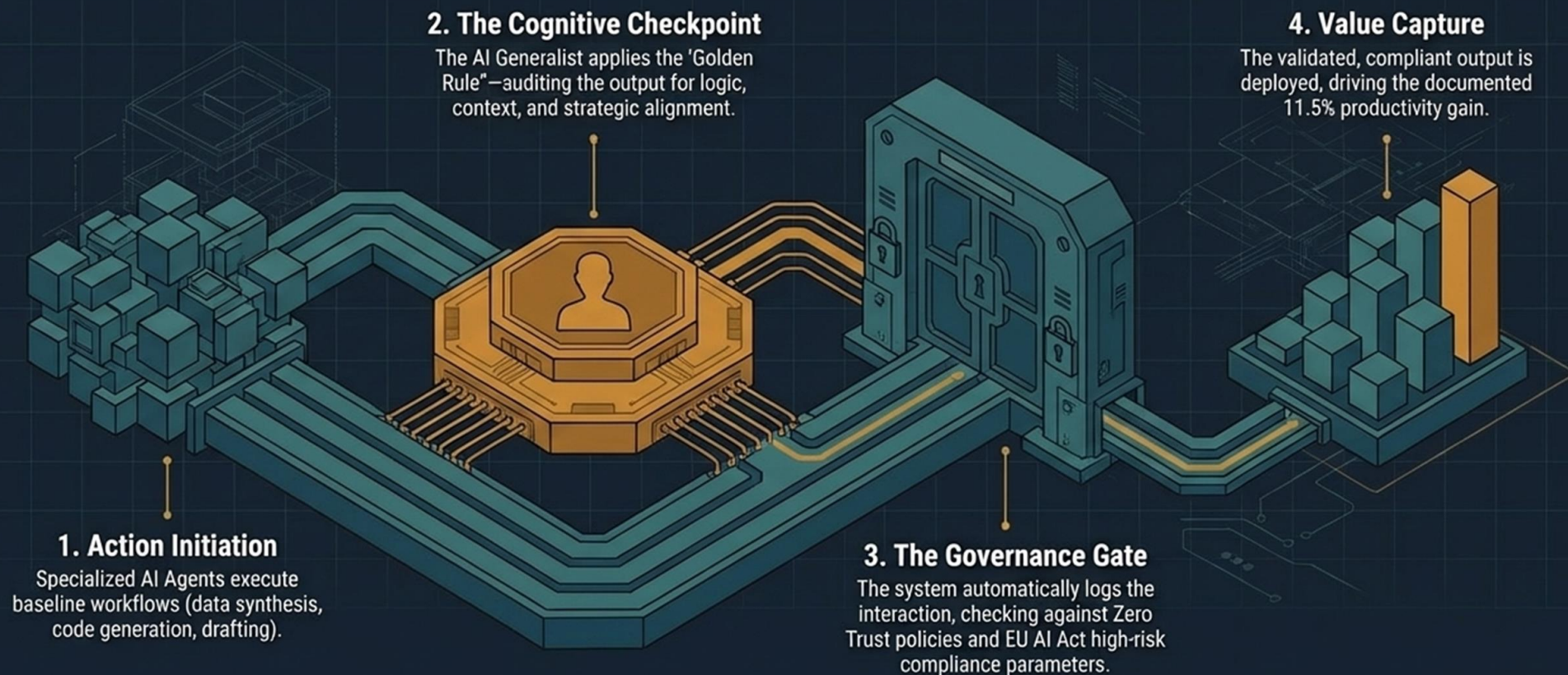
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The Smart AI Workflow Architecture



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The Chief AI Officer Playbook: 3 Imperatives for 2026



Imperative 1: Scale Agents Securely



Shift from isolated chatbots to multi-agent workflows governed by a strict Zero Trust architecture. Eliminate "Shadow AI".



Imperative 2: Institutionalize EU Compliance



The August 2026 deadline is fixed. Map your AI inventory against the 4-tier risk framework immediately. Implement mandatory logging and Fundamental Rights Impact Assessments.



Imperative 3: Reshape the Workforce

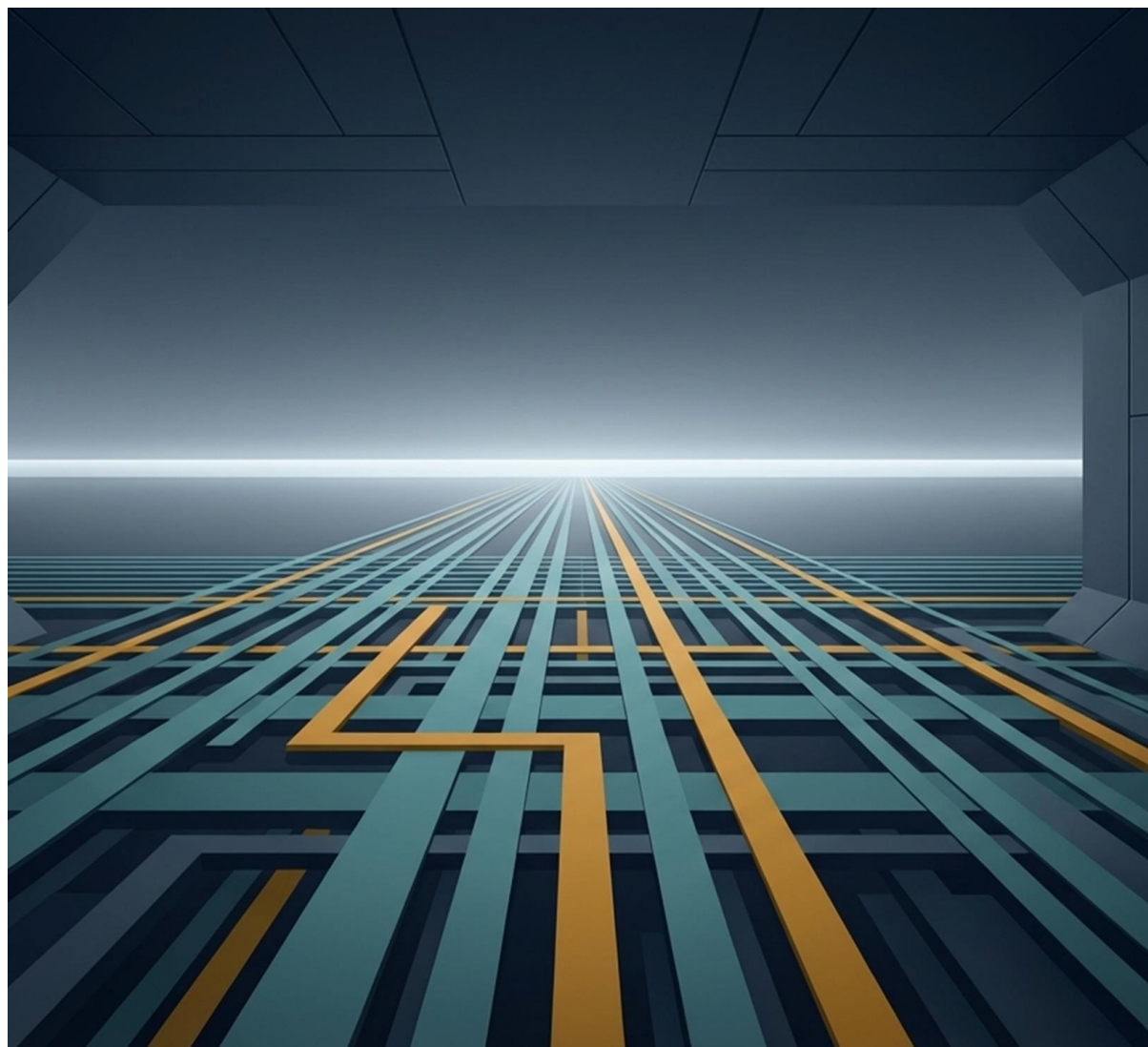


Redesign HR strategies to recruit and upskill "AI Generalists". Transition from measuring output volume to measuring judgment and orchestration quality.

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The Future is Not Predetermined. We Architect It.

Organizations that treat AI as a collaborative partner—underpinned by ironclad governance and brilliant human judgment—will capture outsized ROI and outpace competitors who remain stuck in “pilot purgatory”.

- Audit your shadow AI footprint.
- Map your compliance gaps.
- Start building your Cognitive Control Tower today.

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