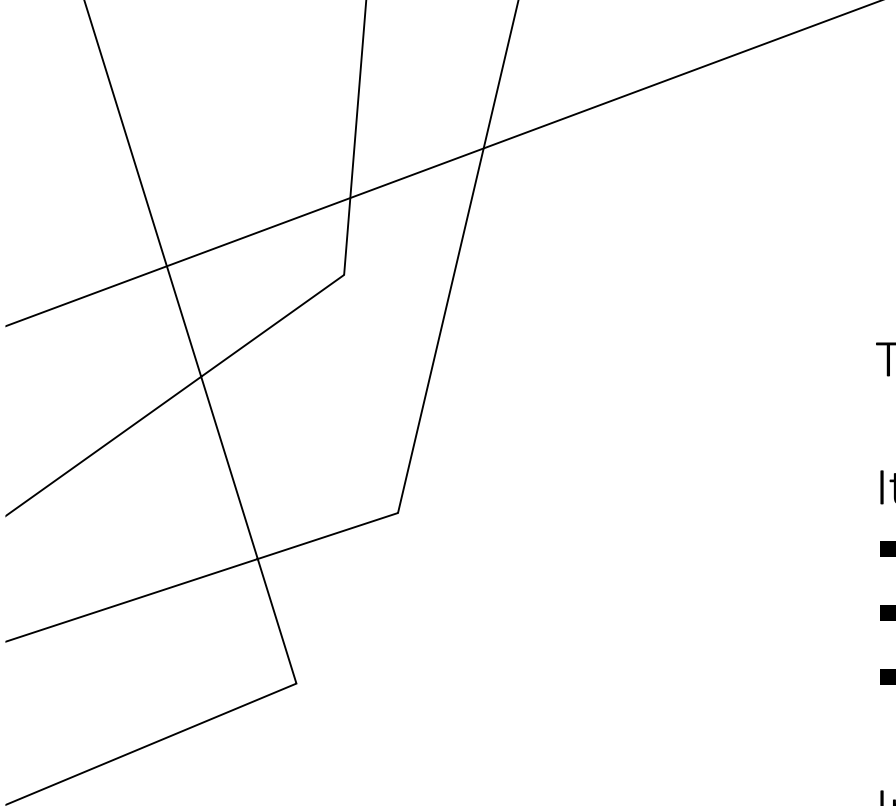


DIGITAL & ARTIFICIAL INTELLIGENCE (AI) SKILLS POCKETBOOK

Women's Initiatives for Gender Justice
December 2025



Technology is *not neutral*.

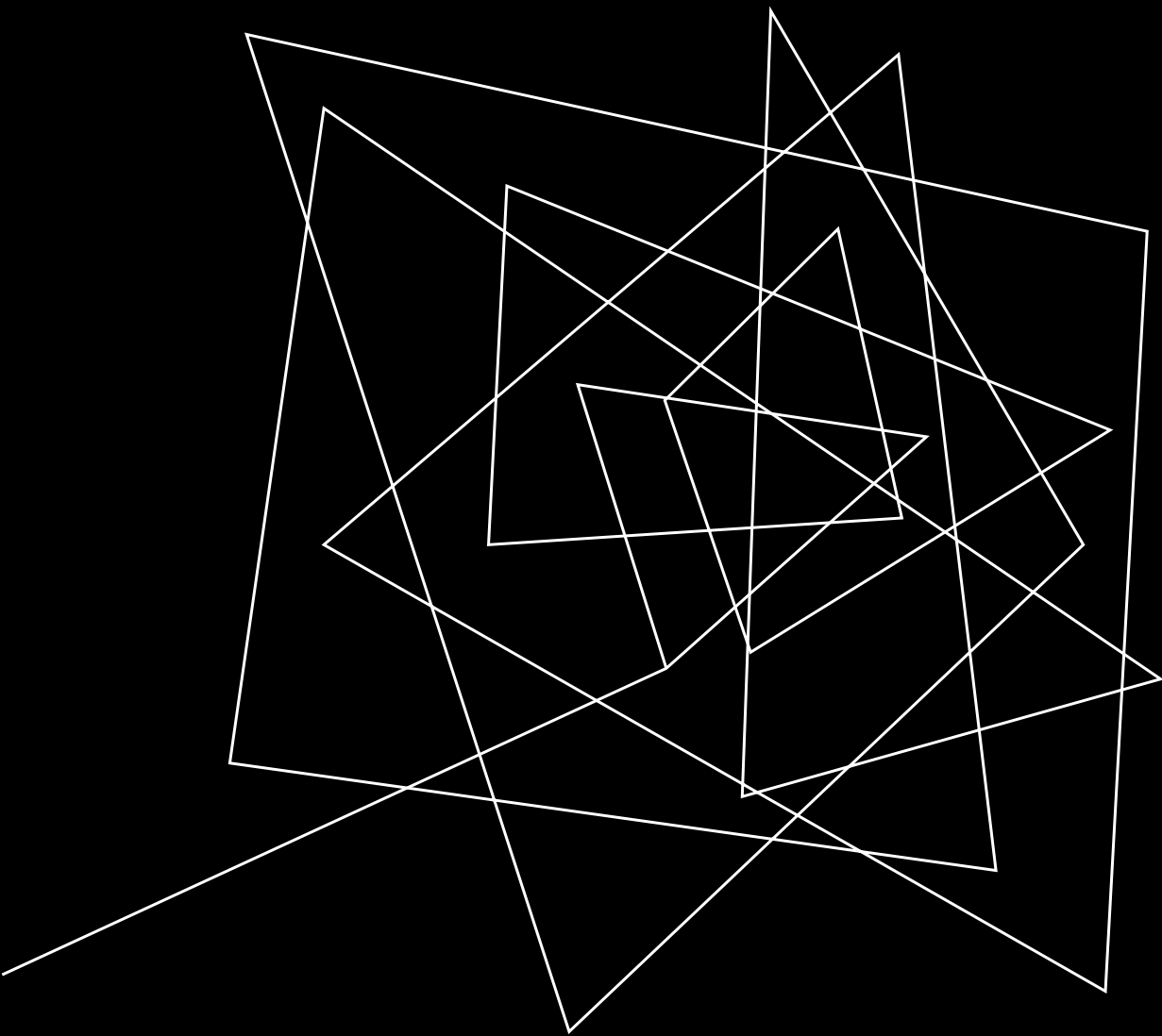
It can be *a bridge or a barrier*, depending on

- Who has access
- Who designs it
- Who understands how to use it

In justice work, digital & AI tools influence

- How evidence is collected
- How stories are told
- How advocacy campaigns reach the world

Digital and AI literacy are a form of **power**.



DIGITAL SKILLS & ONLINE SAFETY

TAKING CARE OF YOUR DEVICES

DEVICES:

Smartphones, laptops/computers, tablets

DEVICE HYGIENE:

- **Restart & update** system & apps **regularly**
- **Clean up storage**, delete unused files, or transfer to external (USB, hard disk) or cloud (online) storage
- Use “Battery saver” or “Airplane mode” when not active
- Download apps only from **trusted sources** (like Google Play or App Store)

CONNECTIVITY & DATA SAFETY

- Use **trusted Wi-Fi or mobile data** for a safer & more stable connection
- Avoid public Wi-Fi for sensitive work
- If no trusted Wi-Fi is available, use your phone's **hotspot** for your laptop
- If connection is weak or insecure, turn off video/screen sharing & download files to save data & protect privacy
- Turn off Wi-Fi/Bluetooth when not in use to prevent unwanted connections

PROTECTING YOUR ACCOUNTS

- Use **strong, unique passwords** for each account
 - Combine words, numbers & symbols
 - e.g. *River!2024Hope* or *SkyDance_7Times* or *Sunrise@Freedom2025!*
- Add a **recovery option** → backup email or trusted phone number
- Turn on **2-Factor Authentication (2FA)** for additional protection
 - e.g. SMS code, authenticator app or backup code
- Use a **password manager** to store & protect your passwords
 - Bitwarden, Proton Pass, Google or iPhone Passwords, NordPass
- **Avoid sharing passwords** or sending them in messages

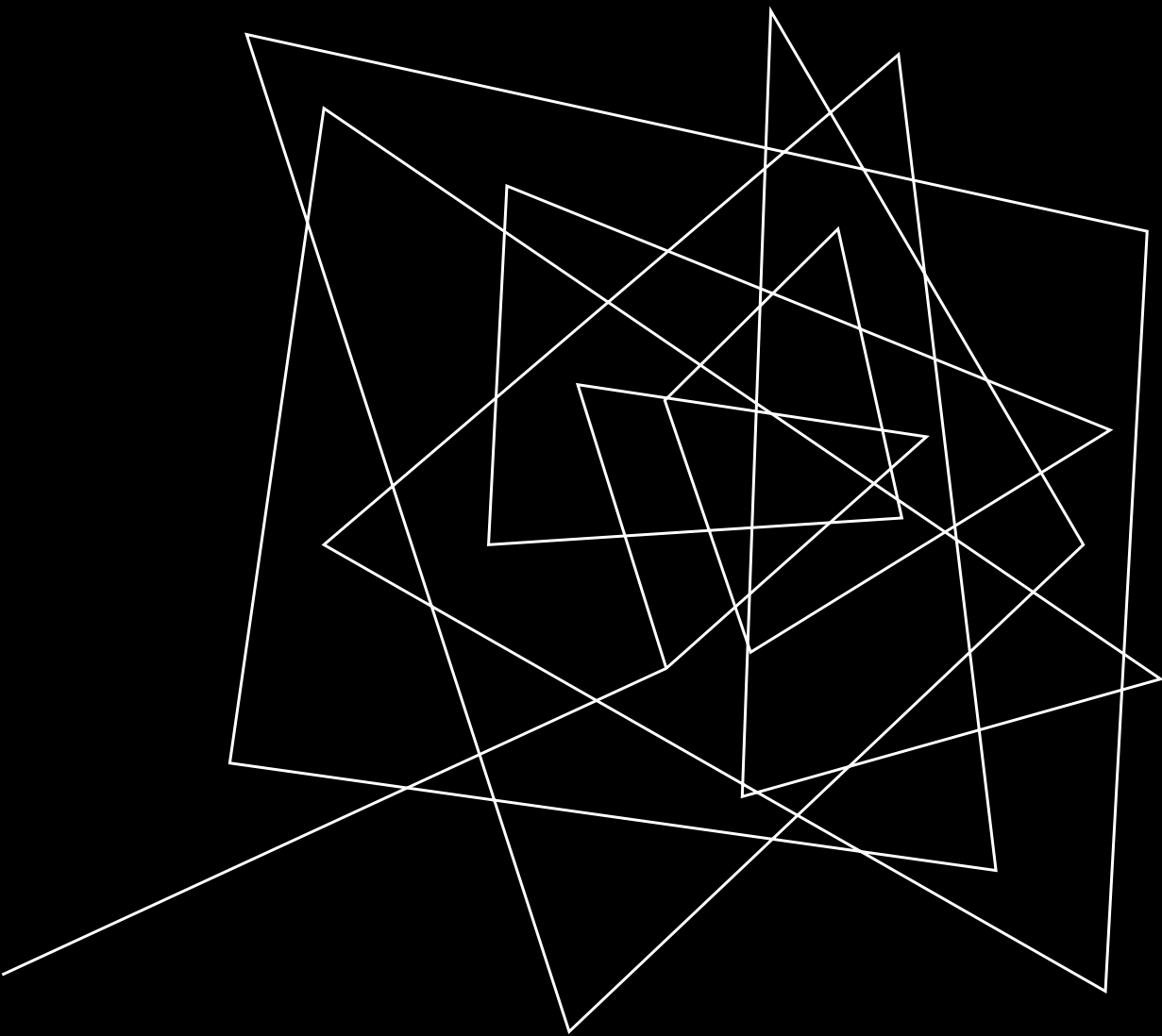
COMMUNICATION IN MEETINGS

- **Use “Raise hand” & mute/unmute thoughtfully**
→ helps interpreters & keeps the flow clear for everyone
- Ask/inform before recording or screen sharing
- Use captions & interpretation tools to support multilingual participation
- Use the chat for links or quick clarifications
- **Check meeting settings:** waiting room, passwords, host controls → to ensure only intended participants join
- **End meetings properly** → stop recordings & close shared windows before leaving

SPOTTING SCAMS & PHISHING

BE ALERT FOR:

- **Strange links or attachments**, even if the sender looks familiar
- Check the sender's email/number carefully, for minor spelling mistakes → e.g. *gmai1.com* instead of *gmail.com*
- **Urgent or emotional messages** → “You must act now!” or “Your account will be suspended!”
- Requests for passwords, codes, or personal data
→ legitimate services will never ask for these by message
- **Unexpected funding or invoice messages**
→ verify directly with your organization
→ report suspicious messages to your team



WHAT IS ARTIFICIAL
INTELLIGENCE (AI)?



DEFINITION

- the simulation of human intelligence processes by machines, particularly computer systems
 - simply put, **AI = data & learning**
- it learns by finding patterns; it has no true comprehension, feelings or beliefs



ALREADY PART OF OUR LIVES

- Smartphone/home devices assistants
- Email filters
- Online shopping
- Social media
- Streaming services
- Navigation and traffic systems
- Banking and finance
- Health and fitness
- Automated customer service
- Translation services



ALSO PART OF WARFARE

- Geospatial intelligence
- Facial recognition & documentation
- Decision support systems
- Cyber & information warfare
- Autonomous drones & weapons
- Military logistics & planning
- Reconstruction & demining
- Private sector collaboration
- (Dis)information campaigns



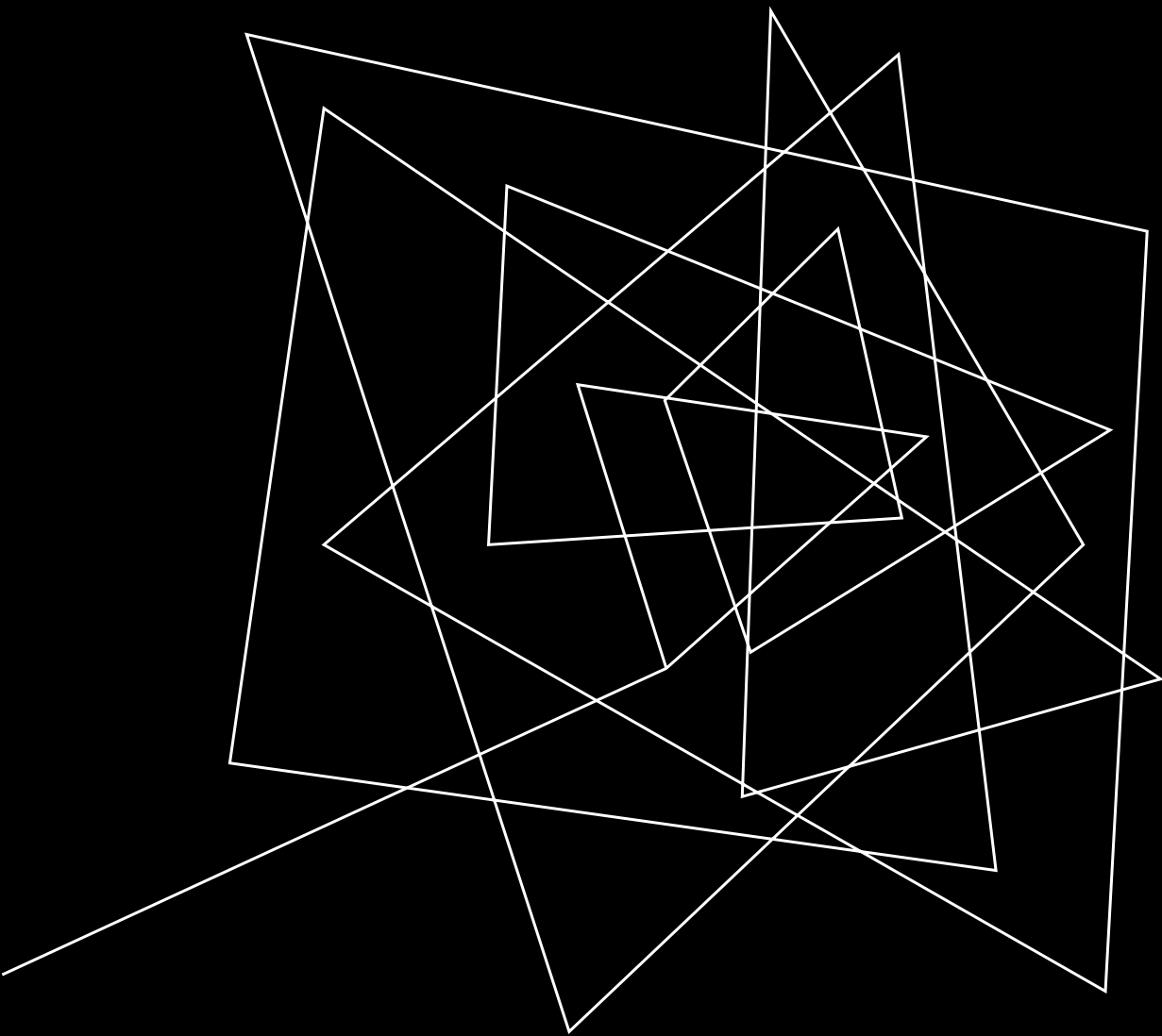
HOW DOES CHATGPT WORK?

A combination of

- Natural language processing
- Deep learning (neural networks)
- Generative AI

[this also applies to other large language models (LLMs)]

[A bit more about the behind the scenes...](#)



EXPLORING AI BENEFITS

GENERAL BENEFITS

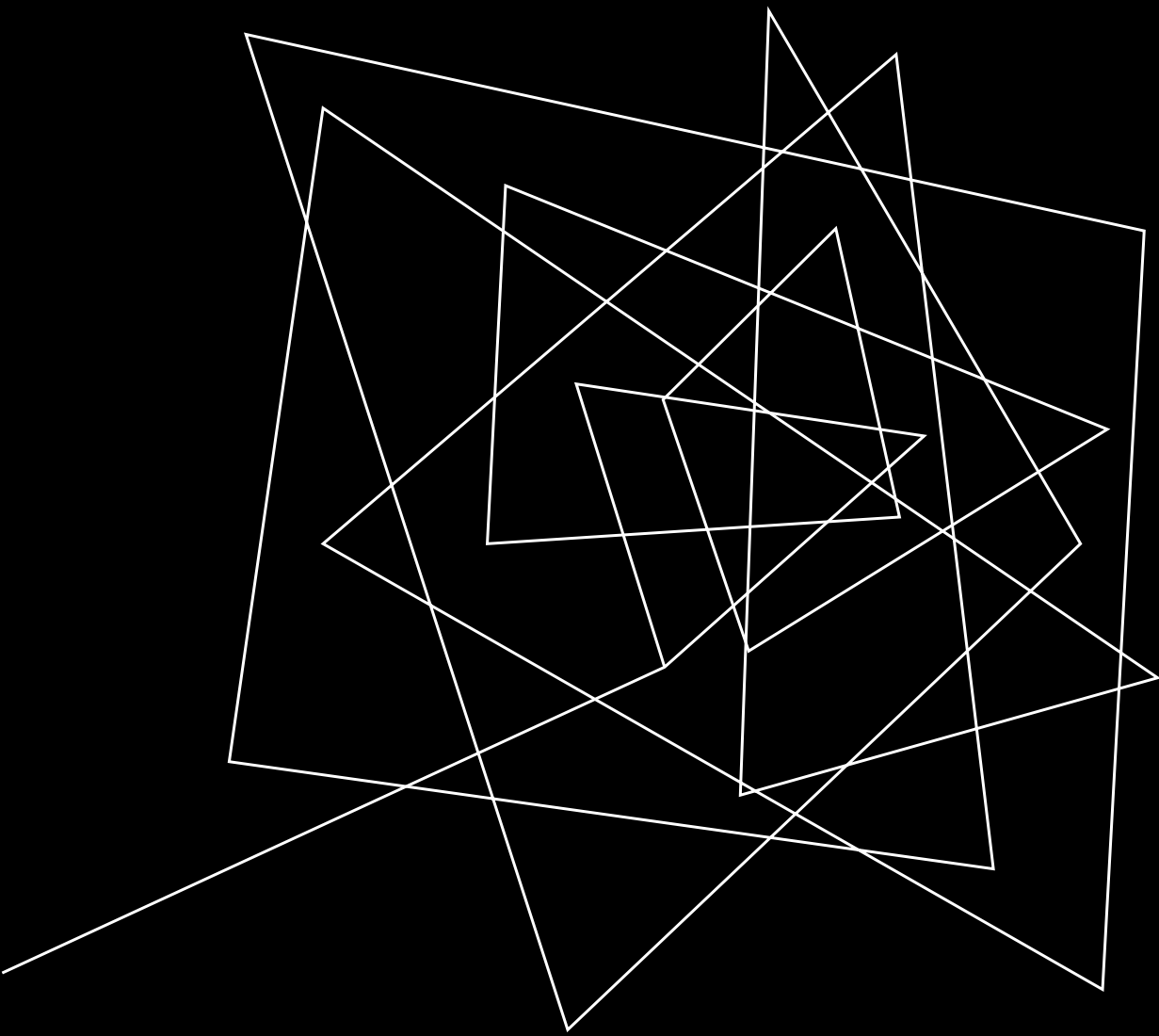
- Reduction in human error (accuracy and precision)
- Increased efficiency (automation)
- 24/7 availability
- Risk management & reduction
 - Especially in hazardous jobs (defusing bombs, exploring extreme environments)
 - Improves security systems and fraud detection
- Data analysis (accuracy, efficiency)
 - Healthcare (advances medical diagnosis)
 - Research (accelerates research in all domains, including medicine)
- Personalization
 - Healthcare (personalized treatment plans)
 - Education (customizes learning experiences, personal tutors)
 - Research (personal research assistants)
 - Personal assistant for everyone

HOW CAN AI SUPPORT SURVIVOR ACTIVISTS?

- **Saves time & energy** to draft, edit, and summarize documents or materials faster
- **Bridges languages** by helping translate, simplify or adapt messages
- **Supports advocacy** by rewriting content but also adapting tone & style for different audiences
- **Helps generate ideas** or prepare talking points for meetings, messages or activities
- **Provides explanations** of unfamiliar concepts or tools, illustrates ideas with examples

PLEASE KEEP IN MIND

- **Finding the right tools for your specific needs takes time & resources**
→ *try several apps for a needed service (e.g. translation, note-taking, transcription) & compare user-friendliness, cost, check if it works offline, if it supports your device best*
- **Keep a mindset of experimentation, testing & adaptation**
→ *AI responses improve based on your input; try rewriting/better explaining your question if the answer is not satisfactory; treat AI like a collaborator that needs direction and build on what works, creating your own 'flow'*
- **Consider your unique goals, challenges & workflows**
→ *adapt AI use to your needs, routine & environment; request outputs in the format that supports you best (bullet points, simple language, multiple options, visual structure etc.)*



RESPONSIBLE USE

THINK OF AI AS A TOOL *NOT A REPLACEMENT*

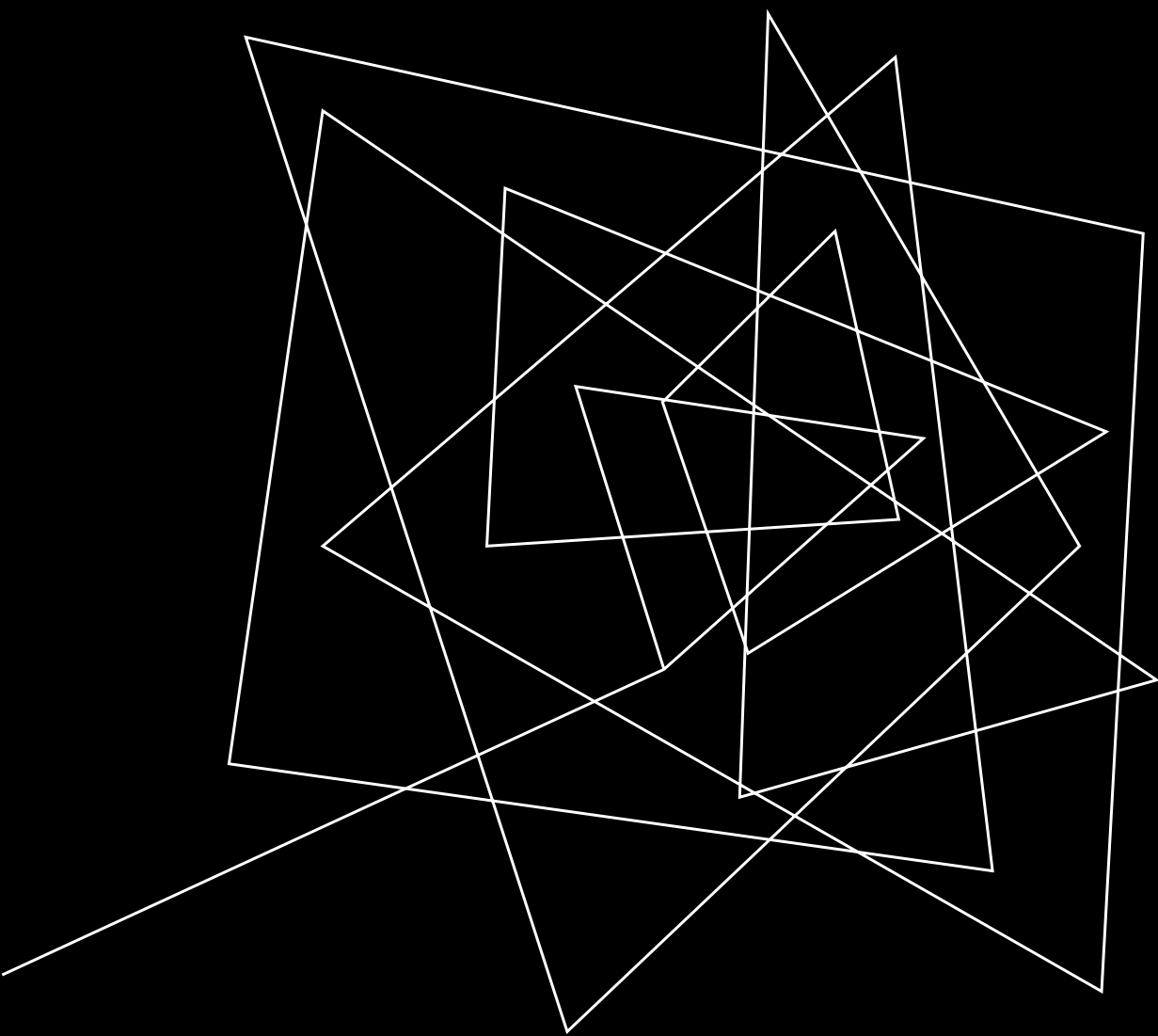
- a complement to diligent practices, not a substitute
- **'hallucinations'** - instances where AI generates false, misleading or entirely fabricated information that is not supported by the input data or real-world facts; can vary between 15-40%
 - due to gaps in training data, misinterpretation of the input, or limitations in the AI's understanding of context & facts
- **human expertise is essential** - despite AI's capabilities, these tools are assistants that can enhance productivity & creativity, but not replace human judgment & expertise
- **responsibility for content** - responsibility to verify the accuracy & appropriateness of AI-generated content

KEY ETHICAL CONSIDERATIONS

- 1. Data Privacy:** treat the personal/sensitive data of others how you would like others to treat your personal/sensitive data. Think of anonymization, secure data storage & user consent.
- 2. Bias Minimization:** AI learns from human data > can reproduce stereotypes; check language for fairness & dignity; give feedback to avoid generalizations, stigma, stereotypes
- 3. Transparency:** Need to encourage transparency in AI algorithms and decision-making processes to build trust & understanding among users.
- 4. Accountability:** Who is responsible for the consequences of AI-generated work?

ENVIRONMENTAL & SOCIAL AWARENESS

- **AI uses real world resources:** large servers consume significant electricity & water for cooling > digital justice is climate justice: how we use technology affects communities globally
- **AI depends on human labour:** people label data, moderate harmful content, and maintain systems, often under poor conditions
- Use AI **mindfully**, when it adds real value to your work, knowledgeable about the impacts & consequences of its use



HOW TO PROMPT?



BASIC PROMPT IDEAS

- Make this email more concise
- Are these paragraphs repetitive?
- Draft a reply to this email
- Summarize this document
- Draft a social media post on...
- Write a draft press release on...
- Phrase this in a more formal, diplomatic manner
- Prepare a draft agenda for this meeting
- Draft talking points/a speech for...
- Create a basic chart with columns A, B, C based on...



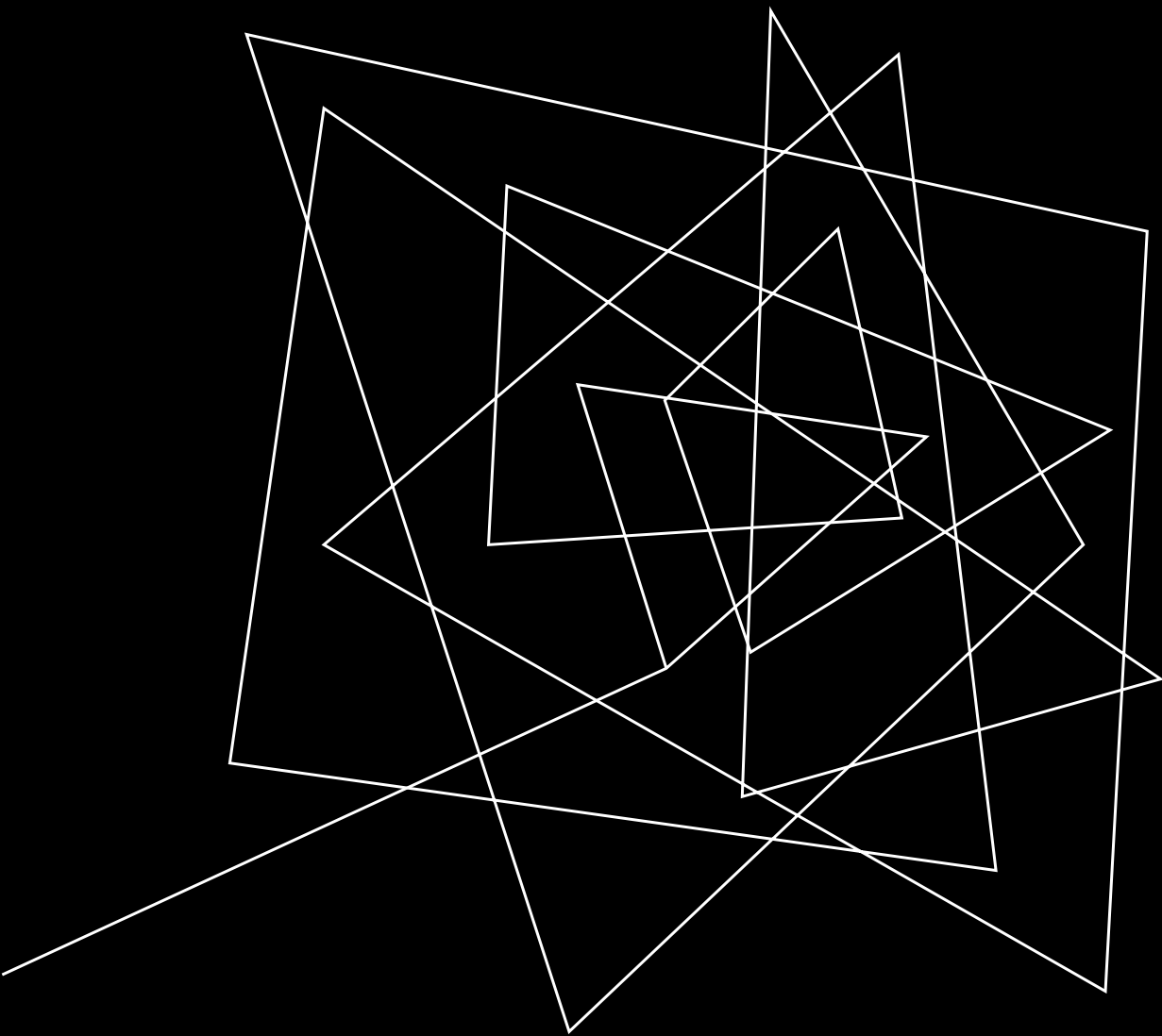
PROMPT ENGINEERING

- Clear & concise instructions
- Provide context
- Define style & tone
- Start simple, increase complexity
- Practice
- Effective prompt engineering will lead to more accurate, relevant and creative outputs



BUT ALSO TRY TO BE CREATIVE

- What prompts would you recommend if I [describe situation]?
- I am preparing for an intervention in [describe situation]. What question would you pose?
- I am not sure how to phrase an email to a colleague; [describe situation and explain what tone you want to convey]



AVAILABLE TOOLS

WHAT IS OUT THERE?

GENERAL USE

[Chat GPT](#) – AI assistant for writing, research, reasoning

[Perplexity](#) – AI search engine with cited answers

[Microsoft Copilot](#) – integrated AI assistant across Microsoft products

[Google Gemini](#) – multimodal AI assistant within Google ecosystem

[Anthropic Claude](#) – safety-focused AI for reasoning, drafting

[Manus](#) – AI assistant for workflow automation

SPECIFIC USE

[Otter AI](#) – AI-powered transcription tool that records and transcribes meetings, interviews, and lectures, making it easier to search, edit, and share content

[DeepL](#) – AI-powered translation tool

[Pi](#) – your personal AI (geared for mental health support)

[N8n](#) – open-source automation for connecting apps and workflows

[Zotero AI](#) – automated citation management and reference discovery

[Power BI](#) – data visualization and business intelligence

[Asana](#) – task management with AI-powered automation and insights