



Understanding AI tool creation: A Facilitators background brief guide

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GUIDANCE

As a facilitator, you don't need to code or train AI but knowing the key stages of AI tool development helps you guide discussions, ask sharper questions and bridge the gap between technical experts and stakeholders. Why this matters for Facilitators? With this background, you can:

- Translate between technical jargon and everyday language.
- Guide diverse groups toward informed, balanced decisions during discussions.
- Spot gaps in the process where crucial voices or perspectives may be missing.



Data ARE The Foundation

All AI tools begin with data. Facilitators should recognize that the “quality, diversity and fairness” of data sets used directly shape the tools reliability.

Questions to explore: *Where is the data from? Does it represent all relevant perspectives?*

Models ARE The Brain



The AI model processes data to make predictions or suggestions. Facilitators benefit from understanding that “different models have different strengths” and that interpretability and transparency matter when building trust.

Questions to explore: *Is the model understandable? Transparent?*

Testing IS The Reality Check



AI isn't “done once” it works in the lab. Tools need real-world testing to reveal blind spots. As a facilitator, you can create space for users and developers to share feedback loops and practical insights.

Questions to explore: *Has this been tested in contexts like ours (depends on topic of discussion)?*

Humans ARE The Decision-Makers



AI should support, not replace, human judgment!! Your role is to ensure conversations emphasize “human oversight, control measures and accountability”.

Questions to explore: *Who has final control? How do we override AI if needed?*

Impact IS The Bigger Picture



Even a technically perfect AI can have unintended consequences. Facilitators help groups consider “ethical, societal, and long-term impacts”, ensuring solutions align with values and goals.

Questions to explore: *Who benefits? Who could be harmed?*

REMEMBER: You are not here to build the AI, you are here to help ensure it is built and used wisely. Always keep the focus on values and make sure all voices are heard. This will help you facilitate AI related discussions more effectively and inclusively.

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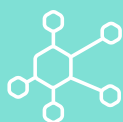
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AI Tool Creation - Facilitators Cheat Sheet



Data ARE The Foundation

Verify data quality, diversity and fairness: *ask where the data originates and who might be excluded.*



Models ARE The Brain

Models serve specific functions: *ensure if the used models are clear and transparent for effective understanding.s and who might be excluded*



Testing IS The Reality Check

Testing must reflect real-world conditions: *confirm if the AI tool has been trained and tested in similar environments.*



Humans ARE The Decision-Makers

Humans guide decisions: *clarify who holds final authority and how AI outputs can be overridden when necessary.*



Impact IS The Bigger Picture

Evaluate broader outcomes, including ethical and social impacts: *consider who benefits or might be harmed.*



Empowering facilitators to bridge AI and people. Scan the QR or visit our website **eu•fficient.eu** for more insights on CEF AI/ DIGITAL led by University of Maribor, Faculty of Electrical Engineering and Computer Science.

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