Generative AI at work: five safe uses to get started

Équipe L’Akadémie · 2026-10-13

Rephrase, summarise, structure: five low-risk uses to save time this week.



Why start small

First uses should be easy to check and carry no critical stakes. You save time, learn the tool’s limits and build the team’s confidence.

Five uses to start with

1. **Rephrase** an email to make it clearer.
2. **Summarise** a document you have already read, to check the summary.
3. **Structure** a meeting or presentation outline.
4. **Brainstorm** titles, questions or examples.
5. **Translate and adapt** a short text before human review.

Safeguards

Do not enter personal or confidential data into a tool you do not control, always review the output and keep the final decision. See our free course “Generative AI — Understand it and use it well”.

Original article : https://akademiedudigital.com/en/blog/ia/generative-ai-five-safe-uses