Boosting Office Productivity with Generative AI

# Slide Deck Outline: Boosting Office Productivity with Generative AI – A Practical Workshop for Public Policy Professionals

# Slide 1: Title Slide

Boosting Office Productivity with Generative AI

A Practical Workshop for Public Policy Professionals

Date: [Insert Date]

Facilitator: [Your Name]

# Slide 2: Objectives

- Understand how GenAI can enhance productivity in the public sector

- Learn practical tools and workflows

- Apply GenAI to real-world policy and communication tasks

- Discuss ethical and strategic considerations

# Slide 3: What is Generative AI?

- AI that creates new content: text, images, music, code

- Trained on large datasets

- Examples: ChatGPT, Claude, Copilot, Gemini

# Slide 4: GenAI in the Public Sector

- Drafting policy briefs

- Summarizing legislation

- Public communication

- Administrative efficiency

# Slide 5: Writing & Communication Tasks

Use Cases:

- Emails, memos, official notices

- Simplify legal/policy jargon

- Create tone-specific drafts

Exercise: Rewrite a complex memo using GenAI in plain language

# Slide 6: Drafting Policy Briefs

GenAI can help with:

- Outlining structure

- Comparative analysis

- Summarizing data points

Exercise: Use bullet points to generate a policy brief draft

# Slide 7: Meeting Productivity

- Generate agendas

- Summarize transcripts

- Identify action items

Tools: Fireflies, Otter.ai, Notion AI

Exercise: Summarize a meeting transcript using GenAI

# Slide 8: Research Assistance

GenAI for:

- Synthesizing multiple reports

- Comparing policies

- Building evidence-based summaries

Exercise: Prompt GenAI to compare two policy models

# Slide 9: Creative Campaigns

- Brainstorm slogans, visuals

- Draft public outreach messages

- Social media content

Exercise: Generate a slogan and post for a civic campaign

# Slide 10: Ethics & AI in Government

Concerns:

- Bias & fairness

- Transparency & accountability

- Misuse & misinformation

Group Activity: Debate: Should AI draft policies?

# Slide 11: Building Your AI Toolkit

Key Tools:

- ChatGPT / Claude / Copilot

- Wordtune / Grammarly

- Fireflies / Otter / Notion

Checklist:

- What tasks will you automate?

- Where will human oversight stay crucial?

# Slide 12: Wrap-Up & Resources

- Key Takeaways

- Links to tools and guides

- Suggested readings:

- OECD AI Policy Observatory

- The GovLab Resources

- Partnership on AI

Thank You!