Workshop Worksheets: Generative AI for Office Productivity in Public Policy

# Day 1: Foundations & Smart Workflows

## 📝 Worksheet 1: Identify Your Productivity Gaps

Objective: Map your daily tasks and identify where GenAI can help.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task/Responsibility | Time Taken Weekly | Pain Point | Can AI Help? (Y/N) | AI Use Idea |

## 📝 Worksheet 2: Writing with GenAI

Objective: Transform a professional paragraph using GenAI to different formats.

Prompt Example: Rewrite this paragraph in plain language for the general public.

Original: The inter-agency council recommended legislative streamlining to facilitate accelerated budgetary approvals.

AI Output: The council suggested making the law simpler so budgets can be approved faster.

Now You Try:

1. Plain English:  
  
2. Executive Summary (3 lines):  
  
3. Email Version:

## 📝 Worksheet 3: Draft a Policy Brief (AI Co-Write)

Objective: Collaborate with GenAI to build a 1-page brief.

Instructions: Provide the AI with bullet points for:

- Policy topic  
- Key issue  
- Recommended actions  
- Target audience

Prompt AI: “Draft a 1-page policy brief using this information.” Review the draft and improve it using human judgment.

# Day 2: Use Cases, Ethics & Integration

## 📝 Worksheet 4: AI-Powered Research Comparison

Objective: Use GenAI to compare two approaches to a policy issue.

|  |  |  |  |
| --- | --- | --- | --- |
| Policy Topic | Option A | Option B | AI-Generated Comparison Summary |

## 📝 Worksheet 5: Public Outreach Campaign Draft

Objective: Design a public campaign with GenAI.

Prompt: “Create a slogan, outreach plan, and 3 social media messages for a public awareness campaign on [topic] targeting [audience].”

|  |  |  |  |
| --- | --- | --- | --- |
| Topic | Audience | Slogan | Key Messages |

## 📝 Worksheet 6: AI Ethics and Boundaries

Objective: Reflect on ethical use of AI in your work.

Prompt: “Where would using GenAI raise ethical concerns in your role?”

|  |  |  |
| --- | --- | --- |
| Scenario | Risk (Bias, Misinformation, Privacy?) | Would You Use AI Here? Why/Why Not? |

## 📝 Worksheet 7: My AI Workflow Blueprint

Objective: Design your own AI-powered productivity routine.

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Tool/AI | Prompt Template | Expected Output |