

ORGANIZATION

Generative AI for Work Productivity

Presenter Emily Johnson

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Instructor Introduction

Morgan Riley

Professional Background

Briefly describe the instructor's career history, key roles, and relevant experience.

Teaching Expertise

Summarize the instructor's main teaching focus, subject-matter strengths, and instructional approach.

Welcome Message

Provide a short, warm greeting to students. Introduce the instructor's teaching philosophy.



Agenda

Overview of Today's Session

1

2

3

4

Add a keyword here

Please provide a more detailed description of specific qualities you want emphasized.

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Learning Objectives

Understand how Generative AI can reduce work hours.



01

Understand how Generative AI can reduce work hours.

02

Identify practical ways to apply AI in your specific role.

03

Learn the core principles of writing effective prompts.

04

Create a personalized prompt that you can apply immediately after the session.

Warm-up Questions

Opening thoughts based on participants' prior experiences

**What do you want
to learn from
today's session?**

Keep it simple and concise to convey the main points easily.

What is Generative AI?

The easiest way to understand the basics of generative AI



1

Core definition

AI technology that generates new text, images, and ideas.

2

Output types

Supports various formats such as documents, images, summaries, and structured content.

3

Difference from traditional AI

unlike rule-based models, generative AI can generate more creative and varied outputs.

4

Benefits

Helps create initial drafts quickly and expands your thinking.

Key Output Types of Generative AI

Text generation

Email drafts, report drafts.

Image generation

Images, thumbnails, design concepts.

Information structuring

Meeting notes organization, key-point summaries.

Idea generation

Campaign ideas, content topic suggestions.

Prompt tip

Results are clearer when you specify the desired format to the AI.

Visual Use Cases

The fastest way to understand GenAI is to see real examples

**“First, look at the outcome AI creates
then learn how to write the prompt that produces it.”**

Rewrite

Real email rewrite
examples (Before/After)

This section can be used to
provide explanation or context
about the examples shown above.

Summaries

Preview of summaries
and organized outputs

This section can be used to
provide explanation or context
about the examples shown above.

Design Concepts

Examples of generated
images or design concepts

This section can be used to
provide explanation or context
about the examples shown above.



Text-based AI Applications

Drafting documents

quickly generating structured first drafts.

Summaries

condensing long documents or meetings into clear summaries.

Idea development

expanding thinking during planning or strategy phases.

Core application areas

Image-based & Design-based AI Applications

Visual work that even non-designers can easily utilize



Generating thumbnails or posters:

creating visuals for presentations, reports, or announcements.



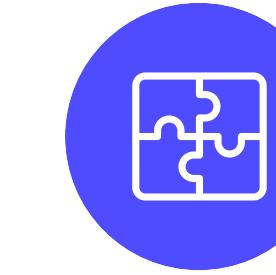
Usage tip:

The more you specify the desired style or tone, the closer the result will be to what you want.



Structuring visual data:

charts, diagrams, and visual layouts.

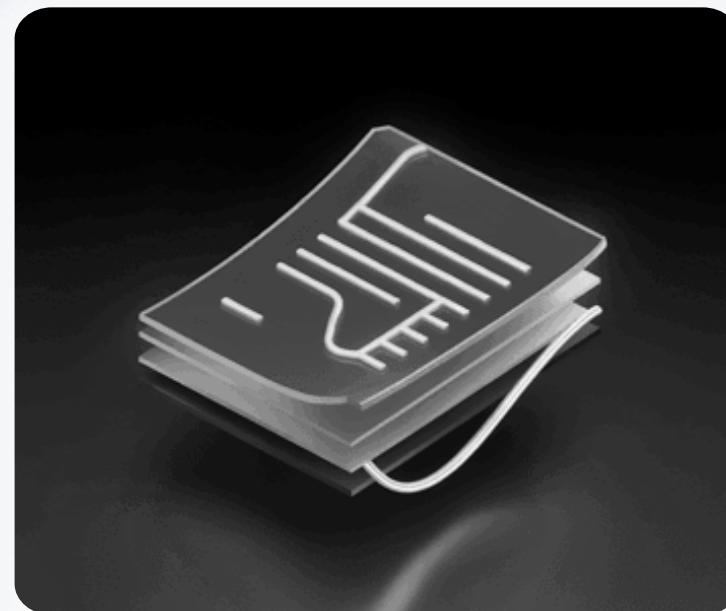


Creating design drafts:

suggesting concepts for advertising or branding content.

Before & After: How Work Changes with AI

Comparing outcomes with and without AI



Reduced document creation time:
automated draft generation quick
refinement and completion.



Improved clarity: AI helps rewrite
long or complex sentences much
more clearly and effectively.



Improved accuracy in summarization
and organization: key information is
extracted more effectively.

Major Benefits of Using Generative AI

Lv.1

Automation of repetitive tasks: organizing, summarizing, and drafting reduces work time.

Lv.2

Expanded ideation: generating new perspectives and stimulating creative thinking.

Lv.3

Consistency in documents: tone and format remain uniform.

Lv.4

Improved work focus: AI handles simple tasks, allowing people to focus on judgment and decision-making.

Role-based AI

Steps for integrating AI into real work

INPUT



Provide context
and purpose.

This section can be used
to provide additional
explanation.

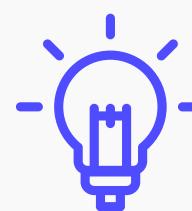
GENERATE



AI creates drafts
or ideas.

This section can be used
to provide additional
explanation.

EDIT



Refine results to fit
your work needs.

This section can be used
to provide additional
explanation.

APPLY



Use the output in
documents, emails,
or reports.

This section can be used
to provide additional
explanation.

Image Examples

Viewing visual outputs generated by AI

Prompt A

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed at efficitur augue, id tincidunt eros. Phasellus pretium pulvinar molestie. Cras quis urna varius, euismod sem eu, ultricies ex. Ut tempor quam nisl, vel ornare metus eleifend vitae.



Image result A



Prompt B

Morbi viverra lacinia tortor. Phasellus laoreet, metus at porta tincidunt, est ipsum fermentum tortor, non faucibus ex lectus sed erat. Fusce dolor justo, rhoncus a mauris a, vulputate placerat sem. Proin consequat eleifend velit, congue tempor enim mollis ultrices.



Image result B



Contact

How to ask questions or reach out



 **Phone**
+123-456-7890

 **Email Address**
visit@here.com

 **Website**
yoursitehere.com

 **Available times**
10:00 AM - 3:00 PM