

VIRTUAL – NINETY MINUTES

## AI-Powered Writing

In today's fast-paced and digitally driven business environment, effective communication is more critical than ever. It can be challenging to keep up with the increasing demands of constant connectivity and the need for clear, concise, and impactful communication. While generative AI promises to save time by acting as writing partner, many people find it cumbersome, confusing and time consuming.

This hands-on webinar shows you employees how to best integrate AI into your everyday business writing to save time and create more impactful documents. You learn how to use AI to draft simple messages, and how to collaborate with AI to come up with the best ideas, give you feedback and proofread your drafts.

### Who should attend

This 90-minute webinar is for anyone who wants to learn how to integrate generative AI (Microsoft Copilot) into their day-to-day business writing. We recommend up to 100 participants.

### You learn to

- Recognize potential risks of relying too heavily on AI-generated content
- Generate ideas that enrich your written communications
- Summarize and analyze large documents or email chains to save time
- Write prompts that result in high-quality drafts
- Use AI as a writing coach to improve your own writing skills

### What to expect

We know people learn best by doing, so this webinar gives you opportunities to practice as you learn. You participate in individual activities and small group discussions. You leave with an action plan for using AI in your daily work to become a more effective and confident communicator.