

AI AUTOMATION FOR BUSINESS PRODUCTIVITY

Overview

This program is designed to equip users with practical AI capabilities to automate and enhance productivity throughout the meeting lifecycle—before, during, and after domestic and international meetings.

Participants will learn how to use AI to:

- Capture accurate multilingual meeting transcripts
- Automatically generate meeting minutes, executive summaries, and formal memos
- Extract statistics, KPIs, and actionable data insights from meeting discussions
- Convert meeting outcomes into data-driven slides and reports.

The program emphasizes hands-on application, government-ready documentation, and responsible AI use aligned with public sector data governance requirements

Course Objectives

By the end of this program, participants will be able to:

1. This program is designed to equip participants with practical AI capabilities to automate and enhance productivity throughout the meeting lifecycle—before, during, and after domestic and international meetings.
2. Participants will learn how to use AI to:
3. Capture accurate multilingual meeting transcripts
4. Automatically generate meeting minutes, executive summaries, and formal memos
5. Extract statistics, KPIs, and actionable data insights from meeting discussions
6. Convert meeting outcomes into data-driven slides and reports
7. The program emphasizes hands-on application, government-ready documentation, and responsible AI use aligned with public sector data governance requirements

Duration

2 Days

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Who Should Attend

This program is designed for:

- **Staff** involved in policy-making, service delivery, project management, and administration.
- **Managers and team leaders** seeking to improve departmental productivity and decision-making with AI tools.
- **Public sector staff** who want to enhance daily tasks such as report writing, data analysis, presentations, and communication.
- **Non-technical professionals** – no programming or IT background is required.

AI Tools / Platforms Needed

- **Microsoft Copilot** (Word, Excel, PowerPoint, Outlook, Teams) – for drafting, summarising, and automating office tasks.
- **ChatGPT (or equivalent LLM tools)** – for writing support, policy drafting, and brainstorming.
- **Meeting AI** (Microsoft Teams or Zoom transcription/summary tools).
- **Canva AI / PowerPoint Designer and Gamma AI** – for AI-powered slide creation and visual storytelling.
- **Power BI Copilot (optional)** – for turning data into insights (if available in department).

Access & Licenses

- Each participant should have a laptop with internet access.
- Trial or enterprise licenses for Microsoft 365 Copilot and/or ChatGPT Plus
- Demo datasets for safe practice – no real government data will be used.

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Outline

DAY 1: SMART MEETINGS, DOCUMENTATION & DATA CAPTURE

Module	Module Title	Objective	Key Topics
1	AI for Government Productivity & Decision Support	Build foundational understanding of AI for public sector productivity	• AI in government operations • AI vs automation vs analytics • Policy & reporting use cases • Risks & governance
2	Intelligent Meeting Transcription (Domestic & International)	Enable accurate capture of meeting content	• Live vs recorded transcription • Speaker identification • Handling accents & trade terms • Multilingual meetings (BM & English)
3	Automated Meeting Minutes & Action Tracking	Convert transcripts into official meeting minutes	• Government-standard minute structure • Decisions, actions, timelines, owners • Operational vs policy minutes
4	Executive Summaries & Formal Memos	Produce concise summaries for management & Ministers	• Executive writing style • Memo & briefing formats • Strategic vs operational tone
5	Data & Statistics Extraction from Meetings	Transform discussion into structured data	• Identifying numerical data in text • Trade figures, KPIs, timelines • Structuring unstructured text

AI-DRIVEN MEETING DOCUMENTATION, ANALYTICS & REPORTING

Outline

DAY 2: STATISTICS, INSIGHTS, VISUALISATION & SLIDES

Module	Module Title	Objective	Key Topics
6	Statistical Analysis & Trend Detection	Generate insights from meeting data	• Descriptive statistics • Frequency & trend analysis • Comparing commitments across meetings
7	Data Visualisation for Policy & Trade Reporting	Present insights visually for decision-makers	• Selecting appropriate charts • Visualising trade & policy data • Avoiding misleading visuals
8	Automated Slide Creation from Meetings & Data	Convert meetings into presentation decks	• Slide structuring from transcripts • Integrating data & insights • Narrative flow for briefings
9	End-to-End Meeting-to-Insight Workflow	Apply a complete, repeatable workflow	• Meeting → transcript → minutes → data → insights → memo → slides
10	Responsible AI, Data Governance & SOP Alignment	Ensure safe and compliant AI usage	• Data confidentiality • Validation & human-in-the-loop • SOP alignment