

Smarter AI Workplace Writing

Harness AI to improve your writing: reports, emails, memos and procedures

Write better – not just faster – with AI. This practical 1-day workshop shows you how to use AI tools to write clearer texts such as reports, emails, memos and procedures.

Learn how to overcome AI issues including poor structure, unclear reasoning, hallucinations and text that is obviously AI-generated. Writers who have a basic familiarity with generative AI tools will leave with the toolkit and confidence to get the best out of AI.

What you'll learn

- Understand the challenges and define what 'good' looks like
- Build and adapt prompts for your specific writing needs
- Identify what your readers want and how to highlight that information
- Use prompts to improve emails, memos and reports
- Use AI tools to create a complex procedural document
- Spot the telltale signs of AI and restore the human tone

What we include

- A quick questionnaire to help us customise the workshop
- Practice with precise tasks for AI to support your skills
- Trainer feedback on your group writing tasks on the day
- Training material for the day and for your reference after the workshop

How you prepare

Before the day Have your preferred generative AI tool installed on the computer you'll use on the day. If that's a work computer, please check this is in line with your workplace policies.

Fill out your questionnaire using the link we send you. This link closes at midday the day before training.

On the day Please arrive at 9.20 am so we can start on time.

How our workshops run

Training goes from 9.30 am to 4.30 pm (AEST).

All our workshops are highly interactive, with solo and group writing activities.

We take regular breaks, with a short lunch break at around 1 pm.



Enrol [online](#).

Any questions or issues? Please [contact us](#).