

Transcript | AI Skills Lab: AI for Documents and Templates

1

00:00:11.020 --> 00:00:26.449

Joel Smith: Hello, everybody! Hello, and welcome! Welcome to today's event. You are in the right place. Welcome, welcome. I will just wait for a few people to join, and we will get this show on the road.

2

00:00:27.020 --> 00:00:28.530

Joel Smith: Okay.

3

00:00:29.610 --> 00:00:44.899

Joel Smith: All right, thank you. Welcome, everybody, to today's edition of our AI Skills Lab, covering AI for documents and templates. My name is Joel Smith, and I'm the Events Manager here at Apolitical.

4

00:00:44.900 --> 00:00:52.010

Joel Smith: Today's session is a compact 30 minutes, tightly focused on building your AI skills for documents and templates.

5

00:00:52.010 --> 00:01:00.589

Joel Smith: We know that as public servants, you are likely short on time, and we want these events to suit your learning needs and work with your busy schedules.

6

00:01:00.590 --> 00:01:19.539

Joel Smith: We'll be looking at how public servants can use AI to work faster on the documents they write again and again. From briefs to meeting summaries, we'll hear how to turn repeat tasks into a workflow that takes minutes instead of hours, with practical demos and prompts you can take straight back to your desk.

7

00:01:19.630 --> 00:01:33.879

Joel Smith: For those of you who may be joining us for the first time, first of all, welcome. Apolitical is the world's largest online network for government, used by over half a million public servants and policymakers across 170 countries.

8

00:01:33.880 --> 00:01:49.509

Joel Smith: Apolitical is a strategic partner to governments, helping them prepare their workforces for the future. We achieve this by upskilling through short online courses and peer communities, as well as by building innovative learning tools designed for and with governments.

9

00:01:49.510 --> 00:02:01.450

Joel Smith: It would be great to hear from all of you too, so please do post in the chat where you're joining us from and what organization you work for. We love to see you posting in there, so please do.

10

00:02:01.540 --> 00:02:20.030

Joel Smith: I'm gonna get into a few quick bits of housekeeping before we dive into today's session. First, I'll mention that this event is recorded for on-demand viewing on the Apolitical website, so please do not record it yourself. Contact details for any privacy concerns are in the Apolitical homepage footer.

11

00:02:20.030 --> 00:02:29.370

Joel Smith: Closed captions are available in your own language, and they can be toggled on or off in your screen settings. My colleague will post the instructions in the chat.

12

00:02:29.650 --> 00:02:41.710

Joel Smith: And secondly, before we get started, I'd love to extend an invitation to join 30,000 of your peers in the public service from across the globe in our AI in Government community.

13

00:02:41.710 --> 00:02:57.100

Joel Smith: This is an online community to share conversations, insights, ideas, and resources on the use of AI in government through connection and conversation with peers across the globe. And this space is open to all, so whether you consider yourself an AI expert or a novice.

14

00:02:57.200 --> 00:03:13.980

Joel Smith: The link is in the resources tab at the bottom of your screen, and my colleague Natalia will also post that link in the chat, so we'd love to see your voices in the community. Okay, I'm just going to quickly dive in. I can see the chat is already going crazy, which is lovely to see, so,

15

00:03:13.980 --> 00:03:30.079

Joel Smith: Hello to all of you. We've got, sunny Peterborough dialing in. Yeah, for those of you not in the UK, we are experiencing a very hot heat wave. I think a lot of Europe is, actually. So it is blazing hot in there, so please do excuse my sweaty forehead.

16

00:03:30.080 --> 00:03:35.460

Joel Smith: We've got, folks down here from Montreal, Winnipeg.

17

00:03:35.500 --> 00:04:00.490

Joel Smith: Canada, extremely hot Vienna, so you've got the heat wave too, York in the UK, Edmonton, Bristol. Wow, these are coming thick and fast. Montreal, Cayman Islands, wow, we love to see, the international audience here. Well, yeah, these are coming too thick and fast for me to read, so welcome all. Please do continue introducing yourself, it is lovely.

18

00:04:00.490 --> 00:04:03.010

Joel Smith: To see where you're all coming in from.

19

00:04:03.170 --> 00:04:27.450

Joel Smith: Okay, now onto the main event. It is my absolute pleasure to welcome one of our own, Victoria, who is our speaker for today. Victoria is an event producer here at Apolitical. She designs and delivers high-impact virtual and in-person programs for our global community of public servants. Across her work, Victoria is especially interested in how AI can reduce repetitive tasks.

20

00:04:27.450 --> 00:04:40.599

Joel Smith: improve workflows, and free up time for more strategic, creative work. She is passionate about helping teams spend less time copying, pasting, and formatting documents, and more time creating useful, high-quality outputs.

21

00:04:40.600 --> 00:04:47.179

Joel Smith: You can read Victoria's full bio by visiting the resources tab at the bottom of your Zoom screen and heading to the speaker section.

22

00:04:47.360 --> 00:05:05.260

Joel Smith: Victoria, it is my absolute pleasure to have you with us. I'm going to hand over to you now for the next 15 minutes, and then we're going to have a few minutes reserved for Q&A,

so attendees, please do submit your questions for Victoria in the Q&A tab. But other than that, Victoria, the floor is yours.

23

00:05:05.860 --> 00:05:14.279

Victoria Pallois: Thank you so much, Joel. Well, hello. So, I'm also dialing in from a very warm living room of 28 degrees, so also very hot.

24

00:05:14.290 --> 00:05:31.750

Victoria Pallois: I'm gonna start with a quick disclaimer. I'm not a programmer, I don't know how to code. So you've got a real social scientist in front of you today using technical sciences, and I'm... I use AI daily to speed up my work, repeatable task, and I'm gonna share my own hacks and tips.

25

00:05:31.800 --> 00:05:47.380

Victoria Pallois: You may have cooler ones, so please do share them in the chat, or in the community thread my colleague will post very shortly. So I'm an event producer, one of the team members behind these weekly events, so I hope you like them, by the way.

26

00:05:47.380 --> 00:05:53.039

Victoria Pallois: And I'm going to walk you through one real example from my work, start to finish.

27

00:05:53.060 --> 00:06:06.910

Victoria Pallois: It's a proposal I drafted recently for a joint event with a partner organization called Mushroom Kingdom. And yes, you'll notice that I've replaced all of the original names with Mario Kart-themed names.

28

00:06:06.930 --> 00:06:15.739

Victoria Pallois: And I'm gonna show you exactly how I used AI to take it from a one-line message from my manager to a polished brief.

29

00:06:15.830 --> 00:06:21.380

Victoria Pallois: And along the way, I'll pull out all of the principles you can apply in your own repeatable work.

30

00:06:21.970 --> 00:06:24.230

Victoria Pallois: So before I open the demo.

31

00:06:24.260 --> 00:06:32.060

Victoria Pallois: A little quick thinking time. Like any job, mind has tasks that repeat and look similar each time.

32

00:06:32.060 --> 00:06:46.949

Victoria Pallois: For me, it's event briefs, or speaker briefings, or emails, lots of emails. So, now, please drop in the chat which task is most repeatable in your week. Is it briefs, emails, meeting summaries, whatever it is.

33

00:06:47.130 --> 00:07:03.090

Victoria Pallois: This is going to be your starting point. Before you reach for AI, you need to have a proper think about which task you actually do over and over again in the same format. Is it meeting summaries with the same headings, briefs with the same placeholders?

34

00:07:03.090 --> 00:07:22.190

Victoria Pallois: That's where AI is really gonna save a lot of time. It's not in the one-off creative task, but in the repeatable stuff that eats your week. And I can see on the side of my screen the, like, chat going crazy. I can see emails, briefing notes, meeting summaries, minutes, minutes, yeah. Exactly. We kind of have all the same.

35

00:07:22.250 --> 00:07:37.099

Victoria Pallois: So, the example I'll show you today is one of mine, it's event briefs. I write a lot of them, and they all follow the same template, the same structure, and they all have to be aligned to apolitical's tone of voice. So this is perfect AI territory.

36

00:07:37.430 --> 00:07:54.320

Victoria Pallois: And you don't need to scramble for notes, because I've prepared a full guide that walks you through every step in detail of what I'm mentioning today, and you just have to comment under Joel's post in the community to receive it, and my colleague will share the link in the chat right now.

37

00:07:55.060 --> 00:07:57.660

Victoria Pallois: So, Here's the situation.

38

00:07:57.700 --> 00:08:16.730

Victoria Pallois: Mario, my manager, sends me a message saying, we need a proposal for a joint event with Mushroom Kingdom, an organization we're partnering with. It's with Rosalina, Rosalina will be involved, it's high level, very strategic, it's normally half a day of work to pull this together.

39

00:08:17.680 --> 00:08:21.840

Victoria Pallois: So, let me share my screen to go through that.

40

00:08:22.180 --> 00:08:24.870

Victoria Pallois: Share.

41

00:08:26.320 --> 00:08:27.320

Victoria Pallois: This one.

42

00:08:28.460 --> 00:08:29.790

Victoria Pallois: Okay.

43

00:08:30.430 --> 00:08:42.459

Victoria Pallois: You will see that I actually don't start with a blank slate. I start in what I think of as my personalized assistant. The LLM in there already knows who I am.

44

00:08:42.620 --> 00:08:49.590

Victoria Pallois: So it knows how... what I do, how I write, what good looks like in my world.

45

00:08:49.660 --> 00:09:07.759

Victoria Pallois: Different LLMs call these things differently, so in Claude, it's a project. In ChatGPT, it's a custom GPT. Copilot calls them agents, Geminis, GEMS, they all have different names for the same idea. It's a workspace where the LLM already knows your context.

46

00:09:08.090 --> 00:09:13.860

Victoria Pallois: I'm just reopening the chat, because I see so many notifications, I want to make sure I don't skip anything.

47

00:09:14.830 --> 00:09:29.339

Victoria Pallois: So you can see that I've, fed my, personalized assistant here, the... a very detailed description of my role and my audience here in the instructions.

48

00:09:30.030 --> 00:09:40.790

Victoria Pallois: And here, in the files, I've uploaded Apolitical's brand rules, our standard brief template, and a few past examples that I think turned out really well.

49

00:09:40.860 --> 00:09:54.189

Victoria Pallois: If you're not sure if your LLM has this version, just ask it. They always know about themselves. And if you're on a free plan, you can get most of the way by stacking all of this context into your first prompt.

50

00:09:54.370 --> 00:10:08.629

Victoria Pallois: And I can see, some questions in the chat. The screenshot you're seeing right now is a screenshot from Claude, but whatever I'm saying today is applicable to any AI tool you are using in your own work.

51

00:10:10.370 --> 00:10:16.719

Victoria Pallois: So, what to do, once you've actually started this,

52

00:10:17.420 --> 00:10:21.919

Victoria Pallois: Once you've actually started your chat, what do you do next?

53

00:10:24.100 --> 00:10:42.689

Victoria Pallois: So, I've reproduced here a workflow of a conversation I had with my LLM, just to erase all the confidential information, but it's the same vibe. So, I dropped in exactly my manager's message, like, literally copied and paste, you can literally see what Mario wrote.

54

00:10:42.830 --> 00:10:45.510

Victoria Pallois: With the instructions of what to do.

55

00:10:46.590 --> 00:10:51.280

Victoria Pallois: And then, very importantly, at the end of this first message, I...

56

00:10:51.460 --> 00:10:59.990

Victoria Pallois: Ask the LLM to flag any uncertainties or questions before doing anything else, and that's the key move. You don't...

57

00:10:59.990 --> 00:11:13.819

Victoria Pallois: ask for the draft straight away. You need to ask, what do you need to know that I haven't told you yet? This is also important, it's also the key stage to submit any other relevant document. For example,

58

00:11:13.920 --> 00:11:20.069

Victoria Pallois: The meeting notes, or past examples, or anything that would be, important for this context.

59

00:11:20.790 --> 00:11:21.840

Victoria Pallois: Then.

60

00:11:21.980 --> 00:11:31.990

Victoria Pallois: In this case, it's Claude, but it can be any LLM, is going to show what is very clear about this task, and what information is missing.

61

00:11:32.160 --> 00:11:51.779

Victoria Pallois: So, I have a couple of questions that I need to answer, and then, you know, I have to find the answers to these questions, some of which I do know, and some of which I don't know the answer to the question. And so, I asked the LLM to draft me a Slack message to send to my manager, Mario, for these, answers to these questions.

62

00:11:53.840 --> 00:12:00.639

Victoria Pallois: I then, I have this message, and I finally have the answers to all of the questions.

63

00:12:01.820 --> 00:12:08.240

Victoria Pallois: So then, the LLM is going to show me 3 design options for this event.

64

00:12:08.900 --> 00:12:17.980

Victoria Pallois: the... you may have the question of, why at this point does it ask 3 design... does it propose 3 design options? This is because in my personalized assistant.

65

00:12:18.110 --> 00:12:30.010

Victoria Pallois: I have set it up to always offer alternatives, and not always one option, because I like to actually see different opinions, and then pick, you know, a bit of the best from everything.

66

00:12:30.400 --> 00:12:32.330

Victoria Pallois: So then, I select

67

00:12:32.510 --> 00:12:43.000

Victoria Pallois: an option I prefer, but then I add extra, you know, details, like no icebreakers, remove anything that sounds operational, and all of that, and then...

68

00:12:43.190 --> 00:12:45.869

Victoria Pallois: I asked for a draft, brief.

69

00:12:46.130 --> 00:13:05.270

Victoria Pallois: You will also see in this sentence that in the way that I asked for the draft brief, I don't say, draft me something. No, I actually... you have to repeat that this draft should follow the apolitical's tone of voice. Your... it should follow the structure that you've outlined in your project, etc, etc.

70

00:13:05.980 --> 00:13:22.150

Victoria Pallois: And here we have a draft brief. Ta-da, it's everything. So, this is the format and the structure that I have asked this personalized assistant to always structure it the same way, because this is how I work. But obviously, you can,

71

00:13:22.260 --> 00:13:24.659

Victoria Pallois: Tailor this to your own needs.

72

00:13:25.580 --> 00:13:40.920

Victoria Pallois: So, you have the different round tables, and then the different options that I actually preferred, so I chose option A and B as an alternative. And, you know, I go back saying, oh, these three tables are... these three titles

73

00:13:40.920 --> 00:13:48.610

Victoria Pallois: are nice, but don't use any jargon. So, then the LLM comes back with new titles without any jargon.

74

00:13:50.020 --> 00:14:13.790

Victoria Pallois: So, here, I want to point out that this is a conversation. It's not a one-shot prompt of, I have this task, do it for me. No. That's why the word chat actually means. The LLM raises questions, I answer, I clarify, maybe I'm looking for the answer myself, you know? And so, by the time I have this draft, the LLM knows exactly what I want.

75

00:14:14.250 --> 00:14:22.159

Victoria Pallois: And again, this is a draft, it's not the final answer. I need to go through it properly, I need to challenge the bits that kind of feel off.

76

00:14:22.230 --> 00:14:35.479

Victoria Pallois: And I rewrite anything that maybe the LLM picked up the wrong angle. And so, this gives me 80% of the work. And then the remaining 20% is where my own judgment comes in.

77

00:14:36.100 --> 00:14:38.559

Victoria Pallois: And that's actually saved me a lot of time.

78

00:14:38.680 --> 00:14:39.500

Victoria Pallois: This...

79

00:14:39.710 --> 00:14:47.139

Victoria Pallois: whole conversation. Obviously, I didn't do it live, because, you know, it takes a bit of time to load the answer, but it's about, like.

80

00:14:47.230 --> 00:15:03.109

Victoria Pallois: 30 to 45 minutes of work, and then, just to then prove this final draft and change it myself, you would add 30 minutes. So that's like an hour of work, an hour and 30 max. When it would have been without an LLM, it would have been, like, half a day.

81

00:15:04.430 --> 00:15:18.939

Victoria Pallois: Another principle that runs through this conversation is the first output is never the final output. You have to treat your personalized assistant like a clever new joiner who's just done the legwork. They've given you the draft.

82

00:15:19.030 --> 00:15:27.540

Victoria Pallois: But your job is to actually read it properly, push back, ask for a tighter version, a different audience, maybe a sharper opening, you know?

83

00:15:27.660 --> 00:15:45.610

Victoria Pallois: And here's the thing, like, LLMs invent rubbish as confidently as humans do, because they're built by humans, so they're gonna sound entirely confident while being completely wrong. So, it's your job to always challenge back, you shouldn't accept the first output that is given to you.

84

00:15:47.510 --> 00:15:55.860

Victoria Pallois: So, another example of how I work with LLMs that's completely changed the way I work is

85

00:15:56.270 --> 00:16:10.690

Victoria Pallois: when you have drafted something good, you need to save the prompt. And not in your memory, don't rely on the brain. So I save them in what I call a prompt library. For me, it's literally a Word document.

86

00:16:10.690 --> 00:16:19.109

Victoria Pallois: Where I just put a little title of what this prompt is about, so here it's the value proposition, here it's the event description.

87

00:16:19.230 --> 00:16:36.300

Victoria Pallois: And then, I paste the prompt that was very successful, and I replace all of the task-specific information with, placeholders. So, for example, the date, or the location, or the angle, the topic, whatever is needed.

88

00:16:36.470 --> 00:16:50.450

Victoria Pallois: So that whenever you... this specific task comes up, you just have your prompt library, you do copy and paste, you replace all the different, information, and boom! You have your result. This is gonna save you so much time.

89

00:16:50.690 --> 00:17:01.790

Victoria Pallois: It's true that building it is gonna be... take a while, because you, you know, you don't do all of your tasks in one day, but once you've actually built it.

90

00:17:02.170 --> 00:17:06.290

Victoria Pallois: this is where it's gonna save you a lot of time. And it's a bit like cooking.

91

00:17:06.390 --> 00:17:24.599

Victoria Pallois: If you're too lazy to prepare, and you dump something in the oven, you're gonna have a real taste of your own laziness. But if you chop and stir and prep properly, you get a really good meal. And it's the same thing. The care you put into setting up your AI, you get back tenfold.

92

00:17:26.390 --> 00:17:34.180

Victoria Pallois: A final hack, completely different, not necessarily related to AI, but I really like it for especially...

93

00:17:34.580 --> 00:17:41.769

Victoria Pallois: Long documents, where you have information, unknown information, that keeps coming up.

94

00:17:42.450 --> 00:17:50.309

Victoria Pallois: So, it's for, placeholders. So, if you have... if you create templates for your entire team, for example.

95

00:17:50.460 --> 00:18:04.179

Victoria Pallois: Or, you are writing, drafting a document where you have a lot of information that you don't know. So in my case, it's gonna be Speaker 1, Speaker 2, or Event, Venue, or something like that.

96

00:18:04.570 --> 00:18:24.379

Victoria Pallois: You could do the trick of, like, you know, doing replace, so you find... you put the placeholders, and you find speaker 1, and the day you know that Speaker 1 is going to be Luigi, then you replace all. That's... yes, you could do that, but it means also that you have to type Speaker 1. And also, I kind of like techie hacks.

97

00:18:24.380 --> 00:18:26.640

Victoria Pallois: So I'm gonna show you smart chips.

98

00:18:26.920 --> 00:18:32.800

Victoria Pallois: These are available in Word documents, or in Google Word, any kind of Word tool.

99

00:18:33.230 --> 00:18:38.210

Victoria Pallois: They are, you can just select

100

00:18:38.610 --> 00:18:52.440

Victoria Pallois: a word, or a variable, that is going to come again, a lot of... repeat itself a lot of times in your document, and you create a new variable, so here it's going to be speaker2,

101

00:18:54.280 --> 00:18:56.050

Victoria Pallois: I'll just put Speaker 3.

102

00:18:56.510 --> 00:18:57.670

Victoria Pallois: And then...

103

00:18:57.890 --> 00:19:09.540

Victoria Pallois: you put it again and again when they come up, and also I would advise to actually do this while you're typing, obviously, and not, like, as I'm doing now, but that's just for the purpose of demonstration.

104

00:19:10.040 --> 00:19:21.899

Victoria Pallois: And when this variable has been, you know, confirmed, so we know that Princess Peach is going to be Speaker 3, then, ta-da! It updates everywhere!

105

00:19:24.080 --> 00:19:42.150

Victoria Pallois: Can this be done for PowerPoint presentation notes? I don't think so. It's not in presentation notes, I think it's just in, Word documents. So for specifically, here, it's Insert Smart Chips, and you can see that you have so many of them, but I just use variable.

106

00:19:42.440 --> 00:19:49.060

Victoria Pallois: And then you can just name the variable you want. So, I have speaker 1, 2, 3, EventBenu, all of that.

107

00:19:51.700 --> 00:20:08.369

Victoria Pallois: Okay, so this will also be super useful if you are designing, like, a master template for your team, for your entire team, from which people copy and paste, so that, you know, they can just copy and paste this document, and then

108

00:20:08.670 --> 00:20:16.290

Victoria Pallois: Then they upload their own variables. You know, this time I know it's gonna be Bowser who's gonna be, reading.

109

00:20:18.220 --> 00:20:25.530

Victoria Pallois: So, if you have to remember 4 things for me today, it's gonna be, firstly, find the task you actually repeat.

110

00:20:25.750 --> 00:20:28.940

Victoria Pallois: Secondly, set up your personalized assistant.

111

00:20:29.400 --> 00:20:34.240

Victoria Pallois: Thirdly, build a prompt library. The most important one, I would say.

112

00:20:34.350 --> 00:20:40.209

Victoria Pallois: And fourthly, always chat back, always challenge the output, ask for improvements.

113

00:20:40.440 --> 00:20:50.199

Victoria Pallois: All the details are in my post-event resource, you just have to comment under Joel's post in the community to receive it, and I look forward to your questions!

114

00:20:52.530 --> 00:21:12.409

Joel Smith: Brilliant. Thank you so much for that brilliant presentation, Victoria. Remember, everyone, to please keep sharing any questions you have. We have a lot of questions from you already, both pre-submitted and in the chat. If you can try and get your questions in the Q&A, that would be great. It ensures they don't get lost, and we can kind of

115

00:21:12.410 --> 00:21:28.440

Joel Smith: help prioritize them, people can upvote them, so do post your questions in the Q&A if you can, at the bottom of your screens. And as Victoria mentioned, don't forget to comment under my post in the AI for Government community to receive Victoria's full guide with all of those, useful

116

00:21:28.440 --> 00:21:46.220

Joel Smith: useful tips. So, on to the Q&A. So we have a few questions here. First one, one of our watchers has asked, at the beginning of your presentation, you showed that you uploaded documents as examples.

117

00:21:46.220 --> 00:21:55.690

Joel Smith: Do you upload these documents each time you ask the LLM to do a brief, or are they kept in a kind of memory area? Is that part of the project, or...

118

00:21:55.780 --> 00:21:56.690

Joel Smith: Agent.

119

00:22:00.240 --> 00:22:20.600

Victoria Pallois: So, these questions, I... they are part of the memory area of the project. So, for example, my project is called Event Producer, and every time I start a chat, I just select, this chat will belong to this project, Event Producer. And all of these documents are already part of the AI's knowledge.

120

00:22:20.600 --> 00:22:22.860

Victoria Pallois: But you obviously can

121

00:22:22.860 --> 00:22:37.250

Victoria Pallois: upload any extra documents. So, for example, if I'm doing, a PowerPoint, presentation, and I know that I did one last week that was really good, I'm just gonna upload last week's and be like, copy this one.

122

00:22:37.300 --> 00:22:41.310

Victoria Pallois: But with this content, and... Yeah.

123

00:22:42.540 --> 00:22:56.740

Joel Smith: Brilliant, thank you. Another question here, this, watcher has asked, I'm interested to know if projects can be shared with colleagues, so that you, the LLM, and other colleagues can collaborate together.

124

00:22:57.320 --> 00:23:12.069

Victoria Pallois: Yes, they can. You can... when you create one, you can select if you want to create it as an individual or as organization-wide, and even if it's individual, you can then select, you know, pick and select to whom you share it.

125

00:23:12.730 --> 00:23:29.309

Joel Smith: Okay, perfect, thank you. A question in there, there was one question on the Smart Chips that I think you answered on the PowerPoint presentation notes. Someone else asked, do they have to use the online version of Word to access, sort of, Smart Chip features, do you know?

126

00:23:29.450 --> 00:23:44.980

Victoria Pallois: I'm not 100% sure, because I don't use the, desktop version, but I would say yes. I mean, it's a... it's a smart feature, so it should be available on the desktop version.

127

00:23:45.710 --> 00:23:56.449

Joel Smith: Okay, cool. Another question here, do we need to use a paid version of the LLM, or is this... these kind of capabilities available on free?

128

00:23:56.880 --> 00:24:06.530

Victoria Pallois: So, some LLMs don't have, when it's free, they don't have the, projects, or gems, or custom GPTs.

129

00:24:06.580 --> 00:24:19.279

Victoria Pallois: But you can... you can go around this by having a very, very long first prompt, where you save all of the project's information. So in your first prompt, you're gonna add.

130

00:24:19.280 --> 00:24:32.660

Victoria Pallois: your audience, your role, your, tone of voice. It's gonna be pretty long, but it's gonna be the same information. But you have to start this over and over again as soon as you start a new chat.

131

00:24:33.270 --> 00:24:35.250

Joel Smith: Yeah. Okay, cool.

132

00:24:35.380 --> 00:24:43.749

Joel Smith: Thank you. Wow, we're flying through these, which is lovely. Let me see what else we've got here...

133

00:24:46.440 --> 00:24:58.029

Joel Smith: Oh, someone else, a pre-submitted question we had in, was asking, can this be applied to work planning, management updates, and work tracking templates?

134

00:24:58.270 --> 00:25:03.110

Joel Smith: Could this kind of be used across the board for things other than briefs, I guess?

135

00:25:03.380 --> 00:25:06.859

Victoria Pallois: Yeah, that's a great... that's a great question.

136

00:25:07.060 --> 00:25:26.809

Victoria Pallois: I actually use it, in my personal life for trip planning, because, you know, there are some variables that never change for you. So, for example, my... like, I live in London, so I'm always going to leave from London, things like that. So, you can set up your project

137

00:25:27.430 --> 00:25:35.930

Victoria Pallois: By saying your role, and also the purpose of this project, like, it's for a specific task, and what type of task it is.

138

00:25:35.930 --> 00:25:52.490

Victoria Pallois: And that kind of feeds to the first exercise I asked you about which task is repeatable, and in what way. Is it because it's always the same headings, or the same structure, or the same audience? So, you can apply it to anything, you just have to think about

139

00:25:52.600 --> 00:26:02.569

Victoria Pallois: how to structure it, and I would say the best tool to think about this is actually your LLM. If you want to create a personalized assistant with the LLM,

140

00:26:02.570 --> 00:26:18.490

Victoria Pallois: just chat with it, and say, okay, I want to create this. This is kind of, you know, my first idea. Tell me how I can best set it up. And then you're gonna chat, and they're gonna... the LLM is gonna give you the best instructions possible for them.

141

00:26:19.570 --> 00:26:35.760

Joel Smith: Sure, makes sense. Lovely, thank you. Another question here, someone has asked, can you clarify the advantage of using AI over simply creating your own, sort of, templates in Word? Say, I guess, in the brief example.

142

00:26:36.380 --> 00:26:39.720

Victoria Pallois: For me, the main advantage is speed. Like.

143

00:26:39.850 --> 00:26:46.450

Victoria Pallois: I would never have been able to do an event brief in one hour without

144

00:26:46.540 --> 00:27:01.390

Victoria Pallois: without an LLM. Because, firstly, it's not just about the template, it's about filling in this template, you know? Because, yes, the template, I have it in Word, but, you know, filling in all the task-specific placeholders.

145

00:27:01.790 --> 00:27:11.989

Victoria Pallois: you know, when it says, like, write event description, it takes you a while to write an event description. So, it's actually speed of filling it in, and then reviewing it.

146

00:27:12.980 --> 00:27:32.069

Joel Smith: Great, lovely, thank you. We've had a few questions in around, kind of, people basically saying they're using Copilot, does this type of demo work for Copilot, etc. I think you did cover it at the beginning, would you mind just clarifying that these tips, you know, do they work across all the LLMs available?

147

00:27:32.270 --> 00:27:46.759

Victoria Pallois: Yes, so the screenshots that you've seen are drawn from Claude, because this is the LLM I personally use at work, but they are applicable to any LLM. The workflow and idea is the same everywhere.

148

00:27:48.260 --> 00:27:54.519

Joel Smith: Perfect. All right, great. I think we've got time for one more question.

149

00:27:54.520 --> 00:28:08.420

Joel Smith: Oh, this is quite a good one that popped up in the chat. Any idea on how much time using AI in this manner has saved you? This person says, as an accountant, our stakeholders want to know how much dollar they are saving.

150

00:28:09.410 --> 00:28:14.120

Victoria Pallois: I don't track, like, minute by minute, but I would say

151

00:28:14.560 --> 00:28:21.860

Victoria Pallois: one day, ChatGPT crashed, and I felt helpless. So, I would say...

152

00:28:22.080 --> 00:28:24.420

Victoria Pallois: I can do an event brief.

153

00:28:25.310 --> 00:28:33.459

Victoria Pallois: like, from A to Z completely in 2 hours with an LLM. Without, I think it would take me...

154

00:28:33.640 --> 00:28:34.859

Victoria Pallois: triple the time.

155

00:28:36.090 --> 00:28:42.860

Joel Smith: Nice. Okay, so that's a solid time-saving that you, you could report back to those stakeholders.

156

00:28:42.860 --> 00:29:07.859

Joel Smith: All right, brilliant! Well, we've had some incredible wisdom from Victoria today, so I'd like you all to join me in giving her a huge virtual round of applause, and most importantly, thank you to you, the attendees, for investing in learning and being so engaged in the topic. I can see the emoji reactions are firing off, which is really lovely to see. The team is going to pull up a quick poll to find out how you felt about today's event.

157

00:29:07.860 --> 00:29:18.059

Joel Smith: Which will help us to continue improving our content. We really appreciate your response. Just a vote on a scale of 1 to 10, how much this was a valuable use of your time.

158

00:29:18.060 --> 00:29:38.519

Joel Smith: Before you go, and while you're responding to that poll, I want to share a few more events that you can register for to join us again soon. If you're not available to join live, remember that you can always register for the event in order to get sent the recording to catch up whenever suits you. So, coming up in July, we've got Hacks for Working with Claude, so if you are, kind of.

159

00:29:38.520 --> 00:29:46.840

Joel Smith: using or allowed to use Claude in your department, dial in for that, and check out what the LLM Claude does differently, and where it can fit into your toolkit.

160

00:29:46.840 --> 00:30:03.970

Joel Smith: In August, we have AI for data visualization on how to best use AI to turn long spreadsheets into impactful visuals. And to catch up on all the past editions of the AI Skills Lab, do check out the AI Skills Lab Hub. My colleague Natalie is just posting the links to all those in the chat.

161

00:30:04.220 --> 00:30:23.369

Joel Smith: Okay, that really is all we have time for. We hope you found it helpful. A huge thank you again to Victoria and to all of you for taking time out of your busy days. Keep an eye out for the email coming your way with today's recording and resources, and we hope to see you at another apolitical event very soon. Have a great day, everyone. Bye-bye.