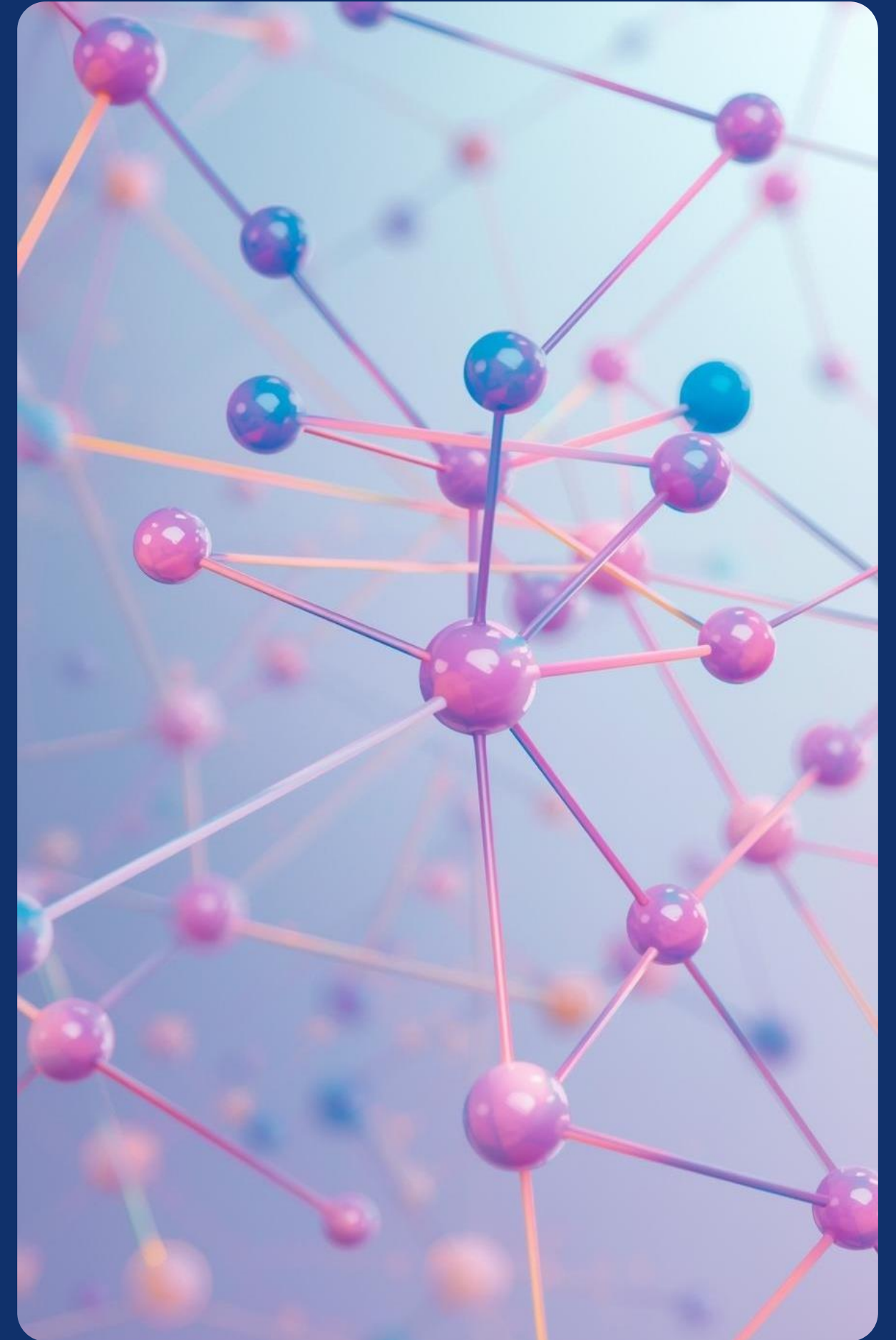


From Messy Notes to Polished Slides: Using AI to Think Faster

A useful, hands-on training

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**AI is not just for writing—it's a
thinking partner for structuring
ideas.**

Pros and Cons of AI

What AI Does Well

- Summarizing long text
- Suggesting structure and formulas
- Cleaning or reorganizing data
- Turning messy information into draft outlines

What AI Does NOT Do Well

- Legal interpretation
- Nuanced policy judgment
- Distinguishing fresh vs outdated information
- Fact-checking itself
- Avoiding bias or hallucination without human review

The Real Problem Isn't Slides

- “We don’t struggle with PowerPoint...”
- We struggle with:
 - messy notes
 - unclear arguments
 - too much information



An isometric illustration on a pink-to-orange gradient background. It features a central laptop displaying a dashboard with a pie chart, a bar chart, and a line graph. Surrounding the laptop are various floating data visualizations: a 3D bar chart, a line graph, a pie chart, and a donut chart. Thin white lines connect these elements, suggesting a network or data flow.

What We Usually Start With

- **notes from meeting**
- **half ideas**
- **stats copied**
- **random quotes**

1. **Structure** → **organize ideas**
2. **Refine** → **clarify argument**
3. **Visualize** → **turn into slides**

Step 1: Turn Notes into Structure

Demonstration

messy notes → structured outline

PROMPT: “Turn these messy notes into a structured outline for a 10-minute presentation. Group ideas into 3–5 themes.”

Before

Notes

OPENING IDEA

AI is everywhere now

people using it but... not always happy with outputs

question = are you getting what you want out of it?

usually → problem is NOT the tool → it's how we ask

WHAT IS A PROMPT

basically → your input to AI

like a conversation starter

what you say → determines what you get

think:

simple = “summarize this”

complex = full paragraph w/ instructions

good analogy:

“programming with words”

not magic → it's responsive

After

Theme 1 — The Landscape: AI Is Everywhere (1–2 min)

- **Opening idea:**
 - AI is now part of everyday work and life; everyone is using it, but not everyone is happy with the outputs.
- **Key question:**
 - *Are you getting what you actually want from AI?*
- **Core insight:**
 - Often, the issue isn't the tool — **it's how we ask.**

Theme 2 — What a Prompt Really Is (2 min)

- **Define "prompt":**
 - Your input to the AI — like a conversation starter.
 - What you say determines what you get.
- **Analogy:**
 - Think of prompting as “**programming with words.**” It's not magic; it's responsive.
- **High-level note on how AI works:**
 - Uses NLP + machine learning to predict useful responses.
 - Picks up tone, intent, context → meaning **it adapts**, so **you should guide it.**

Step 2: Strengthen the Argument

Demonstration

weak bullet → sharper message

Step 3: From Outline to Slides

Demonstration

outline → slide titles + bullets

Summarizing Reports Quickly

Demonstration

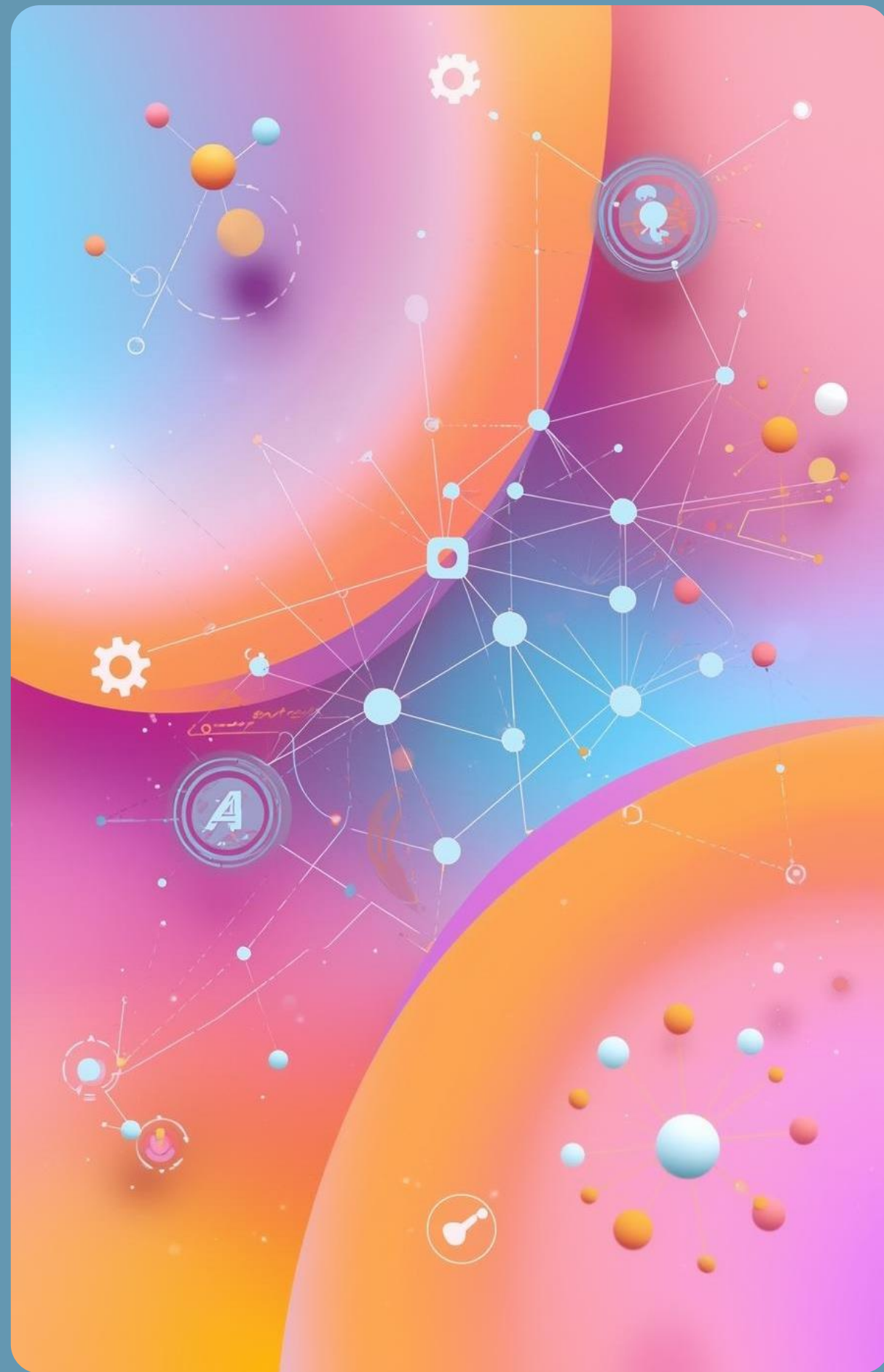
long doc → key points

[illegible]

- **AI helps you think, not just write**
- **Start with structure, not slides**
- **Use AI to iterate quickly**

Q&A





Thank You

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