

BOOSTING PRODUCTIVITY WITH AI:

Smarter Ways to Work

Supported by:



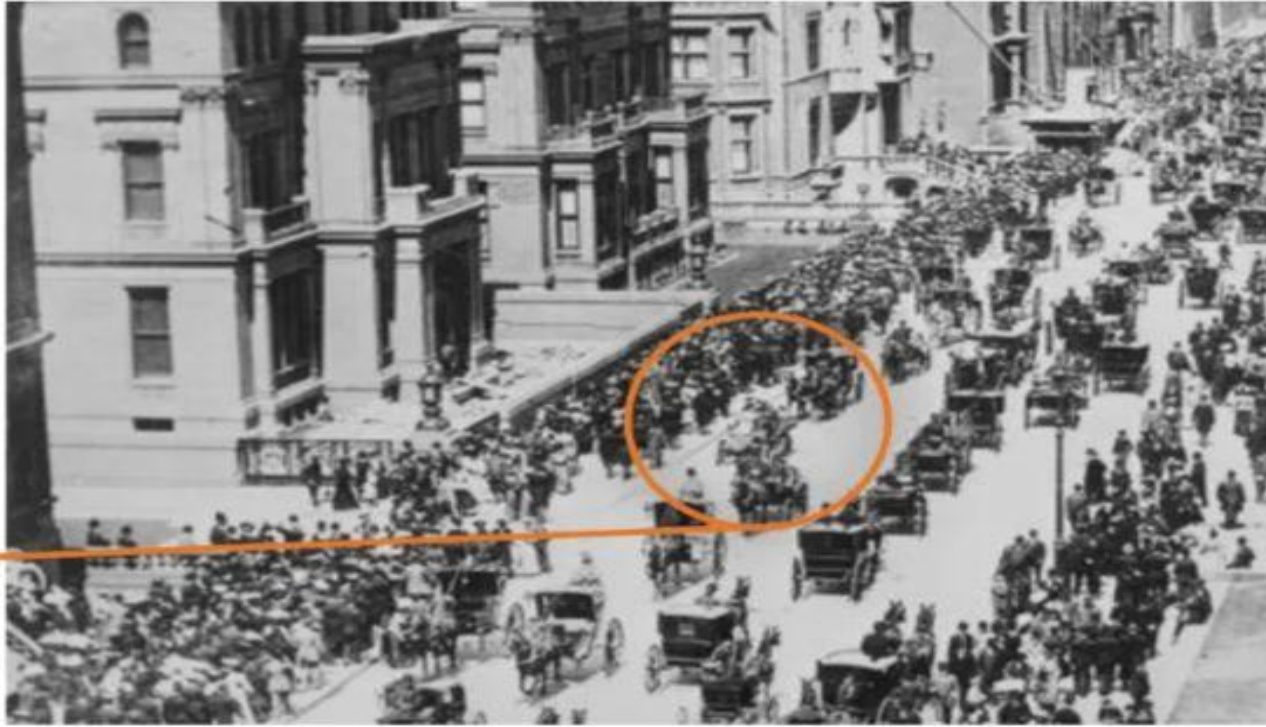


Boosting Productivity with AI: *Smarter Ways to Work*

Peter Nyarkoh, 14 Sept 2025 @12PM BST

5th AVE NYC
1900

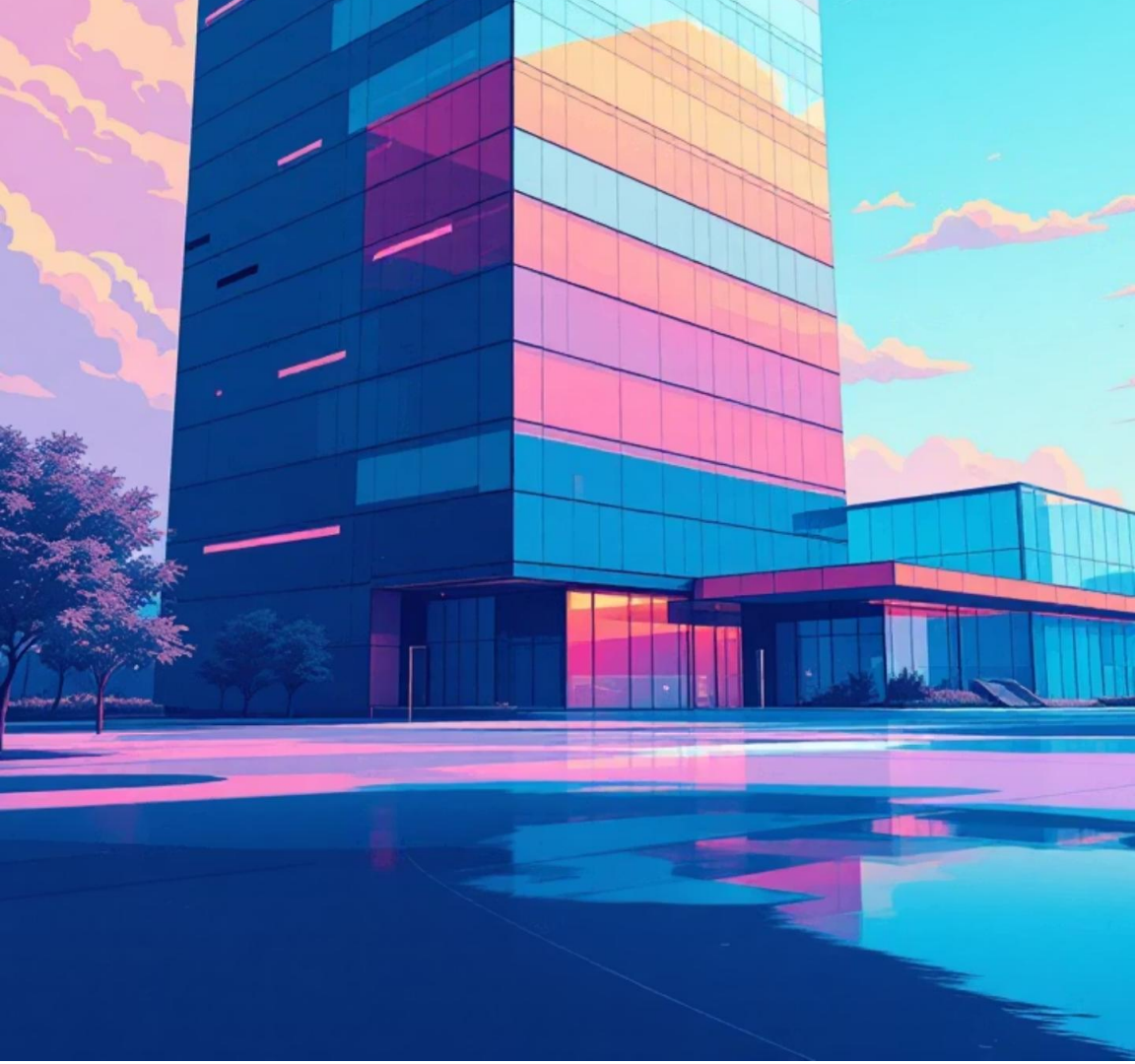
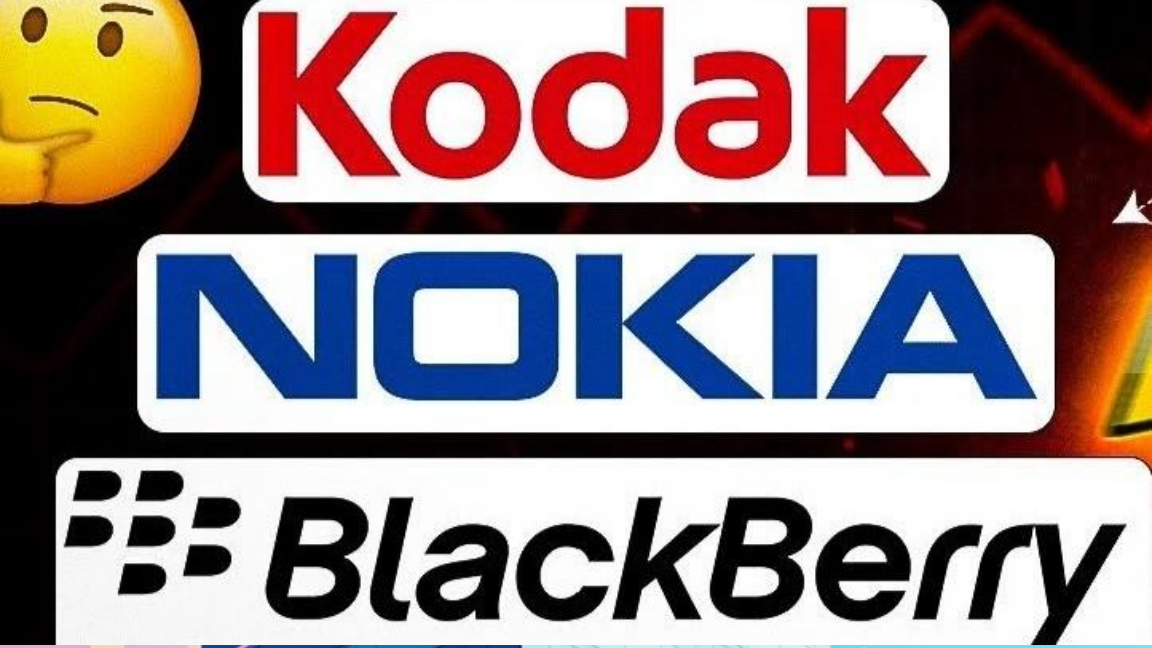
Where is
**the
car?**



5th AVE NYC
1913

Where is
**the
horse?**





The Rise and Fall of Industry Giants

Nokia
49.4% global market share in 2007, shipping 437 million handsets
Key Learning: Disrupt your own model before competitors do

BlackBerry
20% smartphone market share in 2009, 50+ million subscribers
Key Learning: Narrow focus can lead to obsolescence

Kodak
90% US film market, 85% camera sales, £16bn revenue in 1990s
Key Learning: Fear of self-disruption can be fatal



AI Adoption is Accelerating

78%

Organisations
Using AI

Up from 55% last year

40

Hours Saved
Weekly

UK firms save ~£29k
annually

£10M

Klarna's Savings

**Annual marketing
cost reduction with
GenAI**

By 2030, 70% of job skills will have changed. Demand rising for digital literacy, adaptability, and ethics.

What is AI?

Pattern Recognition

Identifying trends and connections in complex data sets.

Language Understanding

Processing and generating human-like text and speech.

Problem Solving

Analysing situations and proposing intelligent solutions.

Learning & Decision Making

Adapting from experience and making informed choices.

AI enables machines to sense, reason, learn, and act through automation, natural language processing, computer vision, and advanced generative capabilities.

Understanding AI: From Narrow to Super



Narrow AI (Weak AI)

Built for specific tasks like chatbots, fraud detection, facial recognition. Can outperform humans in its domain but can't think outside its scope.



General AI (AGI)

Hypothetical AI that understands, learns, and applies knowledge across any domain like a human. Not yet achieved.



Superintelligence

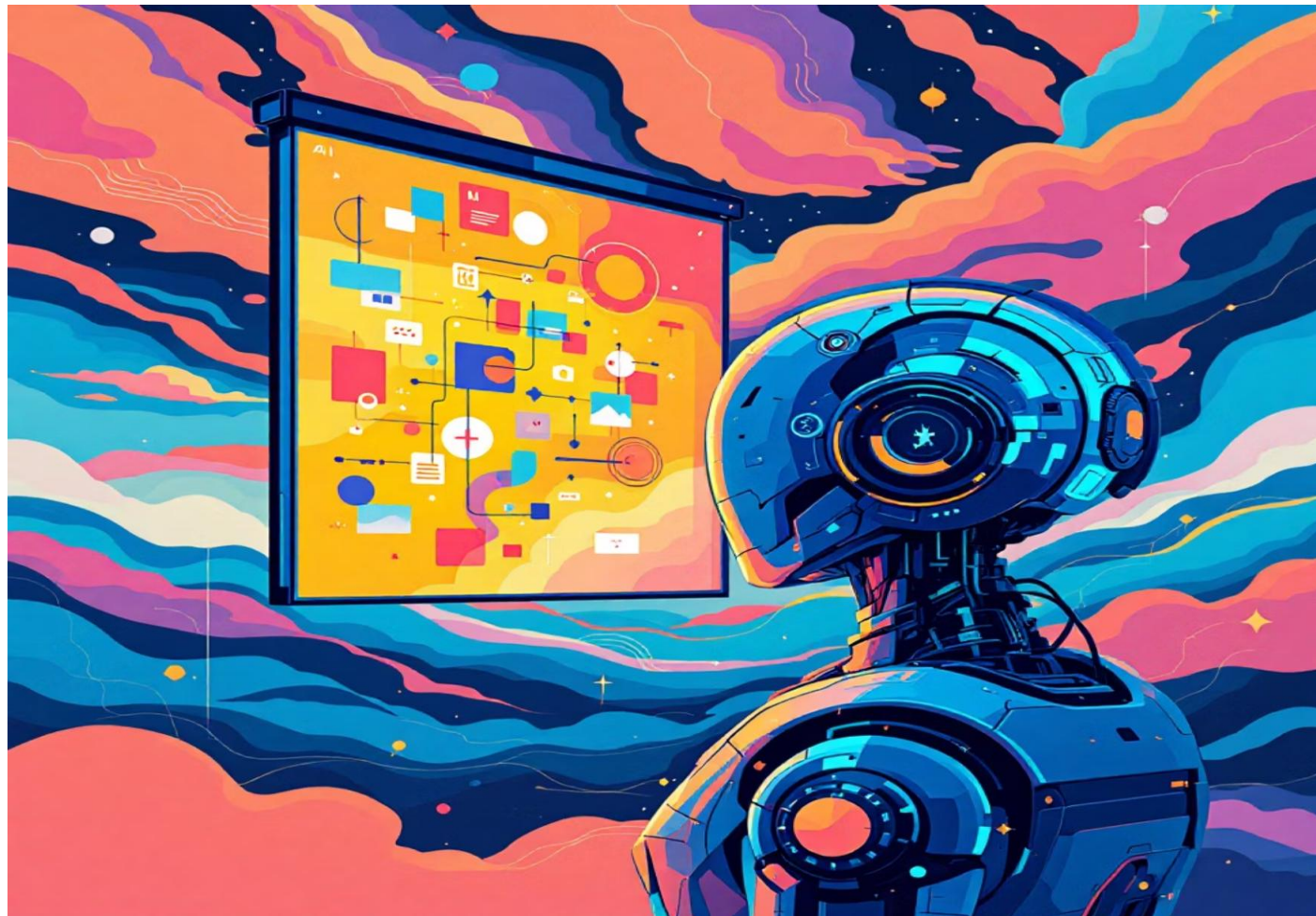
AI surpassing human intelligence in creativity, reasoning, problem-solving, emotions, and strategy. Theoretical concept.

Generative vs Agentic AI

Generative AI

Focused on creating new content – text, images, audio, video, code.

- ChatGPT, DALL·E, MidJourney
- Generates outputs but doesn't act
- Perfect for content creation



Agentic AI

AI that acts autonomously to achieve goals, not just generate content.

- Plans, decides, and takes actions
- AutoGPT, Microsoft Copilot workflows
- Built on LLMs + tools + memory



Mental Models for AI Success

AI as a Highly Educated Intern

Smart but inexperienced. Can generate ideas and analysis, but human judgement is critical. Always review outputs before use.

AI Drafts, Humans Check

Treat outputs as drafts and suggestions. Reduces cognitive load and frees your brain for strategic thinking.

Confidentiality Matters

Set "Do not use my data for training" when privacy is a concern. Know which tasks are safe for AI.

Synthesis, Not Search

AI synthesises and generates new content rather than simply finding existing information like Google.



Safe AI Usage & Confidentiality

⊗ Data Privacy Checklist

- **Set "Do not use my data for training" in AI settings**
- **Use temporary chats for sensitive information**
- **Monitor for potential data logging**
- **Know which tasks are safe vs. require caution**

Understanding how AI tools handle your data is crucial for maintaining confidentiality and compliance in professional settings.



AI vs Automation vs Manual Work



Manual Work

Full control, high effort, maximum flexibility for complex decisions.



Automation

Replaces repetitive tasks with predictable, consistent outcomes.



AI Enhancement

Adds creative capacity, pattern recognition, and intelligent draft generation.

The key is understanding when to use each approach and how to combine them for maximum impact.



Tackling Inbox Overload

01

Build Knowledge Base

Create FAQ hub for common queries. AI helps draft and maintain content, reducing repetitive emails.

02

AI-Powered Triage

Categorise emails automatically and suggest standard responses or FAQ links.

03

Personal AI Agent

Draft replies based on your style: "Summarise this 12-email thread" or "Draft polite decline".

04

Advanced Email Tools

Use Superhuman or Copilot for prioritisation, snoozing, and batch processing.

Real SME Use Cases: Banking



Client Meeting Prep

AI generates 1-page briefings from news, portfolio data, and financials. Saves hours, sharper interactions.



Automated Call Notes

AI transcribes and generates structured notes plus action items for consistency and compliance.



Cross-Sell Opportunities

Predictive AI analyses client portfolios to identify revenue opportunities across services.



Regulatory Summaries

AI summarises complex FCA policies into clear, actionable guidance for faster compliance.



Recruitment Consultants



Job Ad Drafting

Creates engaging, consistent job descriptions that attract top talent.



CV Screening

Summarises and scores CVs quickly for efficient candidate evaluation.



Personalised Outreach

Tailored LinkedIn and email outreach at scale for better response rates.



Client Reporting

Polished shortlists and candidate fit analysis for client presentations.



Public Sector Applications

Document Summarisation

Extract key points from lengthy reports and applications automatically.

Policy Summaries

Create "what you need to know" briefs from complex regulations.

Red Flag Detection

Highlight anomalies and inconsistencies in forms and documents.

Data Migration

Detect duplicates, map fields, and validate data transfers efficiently.

Perfect for States of Guernsey staff managing complex administrative processes.



COO Multi-Division Support



Compliance Monitoring

Automated regulation digests for safety and fire standards across divisions.



Project Reporting

Generate client updates from site notes and timesheets automatically.



Resource Scheduling

Optimise workloads and balance resources across teams and contractors.



Predictive Maintenance

Flag assets likely to fail before costly breakdowns occur.

Transform operational complexity into streamlined, data-driven decision making.

Real-World AI Applications by Industry

Finance & Wealth

Automated KYC summaries, compliance briefs, client meeting prep, and tailored performance reports.

Communications

Plain language conversion, content repurposing, media monitoring, and crisis scenario planning.

Recruitment

Job ad drafting, CV screening, personalised outreach, and client reporting packs.

Property Management

Guest communication, dynamic pricing, maintenance coordination, and financial reporting.

Public Sector

Document summarisation, anomaly detection, policy briefs, and data migration automation.

Executive Support

Formal letter drafting, briefing summaries, diary scheduling, and minute-taking automation.

Essential AI Tools Landscape

Generative AI

- **ChatGPT**
(OpenAI)
- **Claude**
(Anthropic)
- **Gemini (Google)**
- **Jasper AI**
- **Harvey AI**

Document Processing

- **Microsoft
Copilot**
- **ABBYY
FlexiCapture**
- **Hyperscience**
- **Glean AI**
- **Diffbot**

Meeting & CRM

- **Otter.ai**
- **Salesforce
Einstein**
- **HubSpot AI**
- **Fireflies.ai**
- **Zoom AI
Companion**



Mastering Prompt Engineering

01

Use Structured Frameworks

Context + task + constraints + style.

Instead of "Write a report," try: "Write a 300-word report for senior management on Q4 sales trends, highlighting risks and opportunities, in professional tone."

02

Ask AI to Question Your Prompt

Tell AI: "Before answering, ask me clarifying questions if my prompt is ambiguous." This reduces wasted iterations.

03

Let AI Generate the Prompt

Ask: "Generate the best prompt to create a project update from these notes, optimised for clarity." Then use AI's suggested prompt.

C.O.R.E. Framework

Context

Set the scene and background information

Objective

Define what you want to achieve

Role

Specify the AI's expertise perspective

Example

Provide a sample of desired output

Perfect for: Fast, focused outputs like code, API docs, or concise technical summaries.



C.R.E.A.T.E. Framework

01

Context

Background and situation

03

Example

Sample output format

05

Tone

Communication style

02

Role

AI's expertise area

04

Audience

Who will use this content

06

End Goal

Ultimate objective

Ideal for: Comprehensive documentation like manuals, system guides, or user instructions.

R.I.S.E.N. Framework

Role

Define AI's analytical perspective

Input

Data and information to analyse

Scenario

Context and constraints

Expectation

Desired depth and format

Nuance

Subtle considerations and edge cases



Best for: Deep evaluations, trade-off analysis, or system comparisons.

R.O.A.D. Framework



Recognise

Identify the decision point and key factors



Options

Generate and explore possible solutions



Analyse

Weigh pros, cons, and implications



Decide

Recommend the optimal path forward

Essential for structured decision-making and strategic technical choices.

P.E.T.E.R.

The Personal Favourite

Transform chaotic thoughts into precision prompts with this iterative approach.



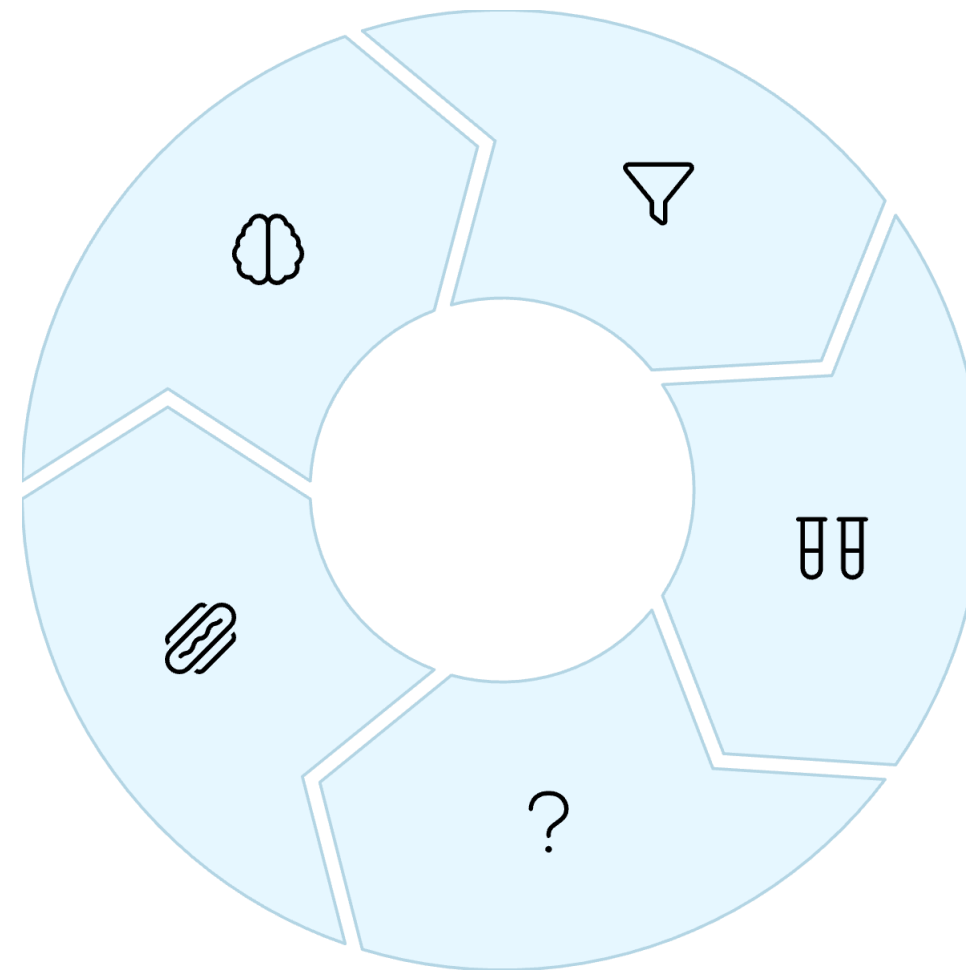
P.E.T.E.R. Framework Breakdown

Personal Brain Dump

**Write raw thoughts and context
without structure**

Refine to Perfection

**Iteratively improve until sharp and
actionable**



Extract Key Elements

**Let AI identify and refine critical
components**

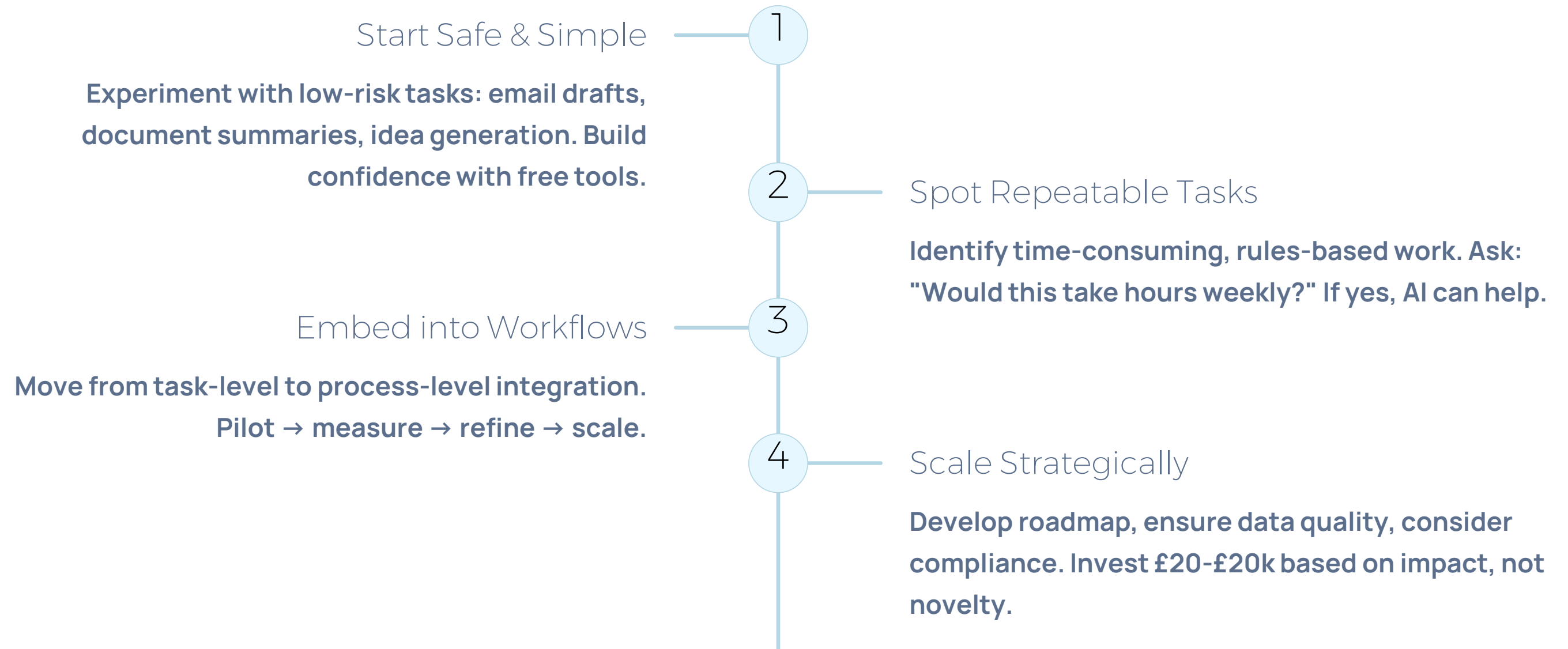
Test the Draft

**Review AI's refined prompt for
accuracy**

Engage with Questions

**Let AI challenge and reveal missing
details**

Your AI Implementation Framework



Time to act is now. Early adopters gain competitive advantage through compound efficiency gains.

Your AI-Powered Future Starts Now



Start Small

Begin with simple tasks like email drafting or document summarisation.



Combine Tools

Use AI alongside existing software for maximum productivity gains.



Scale Gradually

Expand AI usage as you build confidence and identify new opportunities.

Remember: AI is your intelligent assistant, not your replacement. Use it to amplify your capabilities and focus on what humans do best—strategic thinking and creative problem-solving.



How can I help, Mike?

+ Ask anything



📎 Add photos & files

📖 Study and learn

🖼️ Create image

💡 Think longer

🔍 Deep research

⋮ More >

🌐 Web search

✎ Canvas

📁 Connect Google Drive

☁️ Connect OneDrive

🌐 Connect Sharepoint

|| app.zoom.us is sharing your screen.

Str