

AI for Productivity Enhancement

**AI and the future of social
work.**

Optimising processes to
maximize artificial
intelligence benefits

**One-day summit May 2026,
Birmingham**

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WORKSHOP PURPOSE AND WHAT PARTICIPANTS WILL LEARN



The session explains AI's role within structured workflows for better, consistent results.

AI as Support Tool

AI supports human thinking by following instructions and patterns, not replacing it.

Practical Improvement

Participants explore enhancing one real task with AI to achieve clearer, efficient workflows.

Identifying a routine worthy of AI..ing



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Identifying and Mapping Manual Tasks



Focus on Simple Tasks

Choose a recurring, straightforward task to analyze, like drafting emails or organizing information > **How do you usually approach?**

Step-by-Step Mapping

Write down the 3 to 5 steps usually followed to complete the task.

Identify Repetitive Steps

Notice task parts that are repetitive, time-consuming, or mentally draining for potential AI help.

Foundation for AI Adoption

Understanding workflows clearly ensures AI supports real work, not just assumptions or trends. **How do you translate this routine for AI?**

Things to Consider

AI Relies on Patterns

AI depends on clear patterns and instructions because it does not understand context like humans.

Importance of Clear Workflow

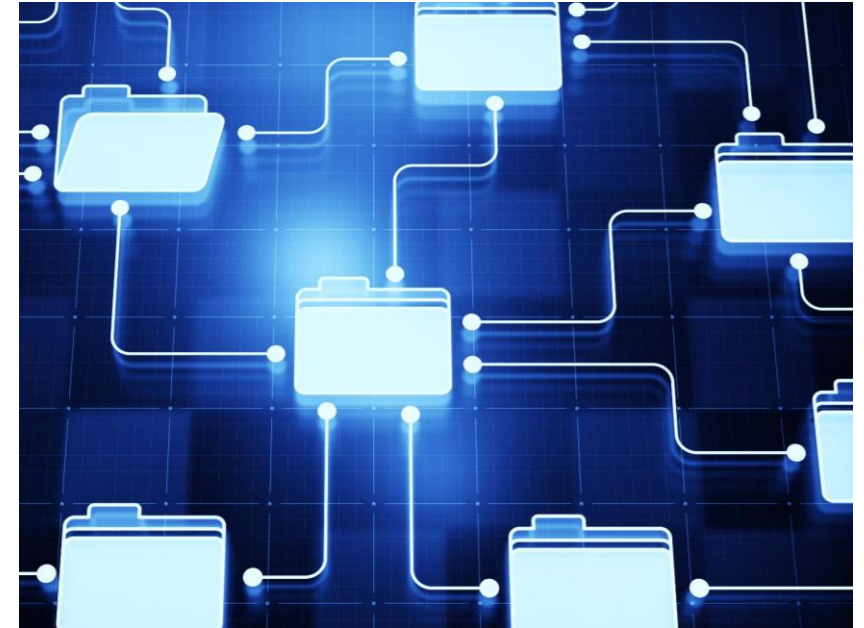
Clear and organised workflows guide AI effectively, improving accuracy and output quality.

Common Workflow Issues

Skipping steps, relying on memory, and mixing tasks confuse AI and reduce accuracy.

Improving Workflow Skills

Enhancing workflow clarity is a learnable skill that boosts AI results without tool changes.



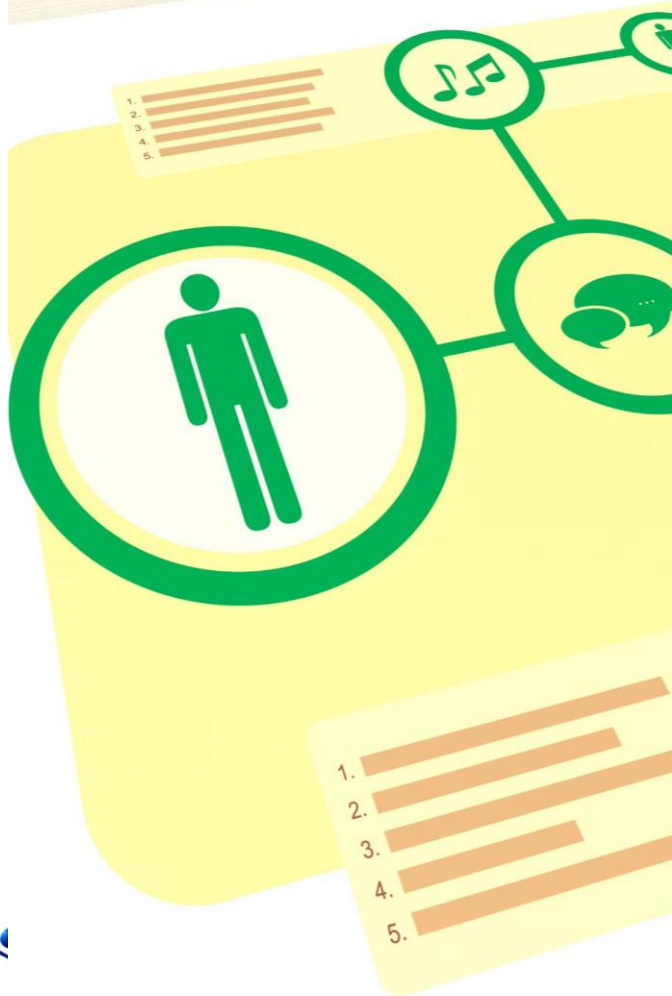
Recognising AI-Ready Opportunities



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Spotting Tasks That AI Can Support Safely



AI Suitable Task Types

AI performs best with repetitive, pattern-based, or text-heavy tasks like summarising and drafting content.

Think about & make a mental list of repetitive task you currently have in your organization

Human-led Sensitive Tasks

Tasks needing judgement, emotional sensitivity, confidentiality, or final approvals should remain human-led.

What criteria are requisite for these task? E.g., confidentiality, lines of authority etc.

Guiding Questions for AI Use

Simple questions help identify suitable AI steps, reducing risk and building user confidence.

Collaborative AI Integration

Effective AI use is collaboration between humans and tools, saving time without replacing people.

How does the automation help your team, not just you?

Designing AI-Enabled Workflows



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Creating a Simple AI-Supported Workflow

Note: Do not overload the process. Start simple and build

Redesign Workflow with AI



Insert AI support thoughtfully to enhance one specific step in a manual workflow, focusing on simplicity and control.

Human Review Essential



Maintain human final review and decision-making to ensure accuracy and control in AI-supported workflows.

Consistent Workflow Benefits



Repeated use of the same workflow improves AI output quality by clarifying inputs and increasing consistency.

Encourage Practical Application



Participants create their own AI-supported workflow based on personal tasks, making the exercise actionable and relevant.

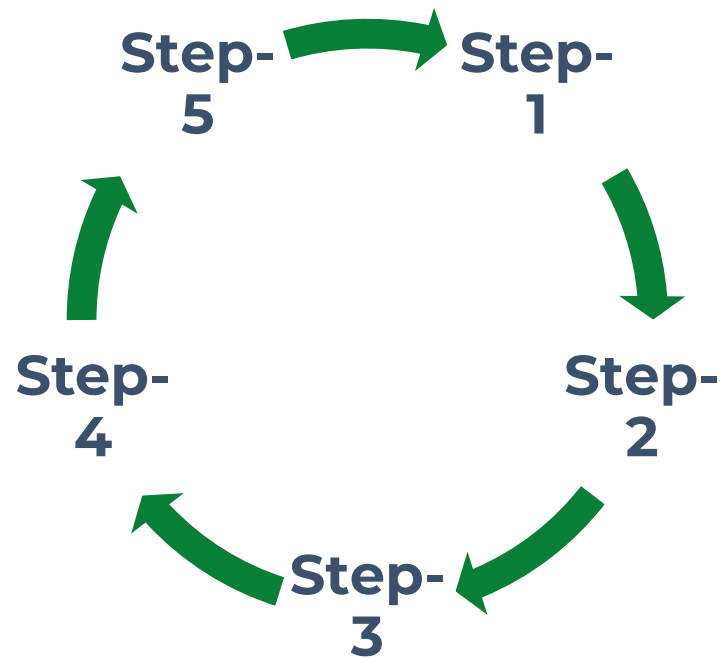
Build a Repeatable Template



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Using a Practical Workflow Template for Daily Work



- **Reusable Workflow Template**

- A reusable workflow template removes guesswork and promotes consistent daily habits across tasks.

- **Five Key Workflow Steps**

- The template includes collecting info, organizing inputs, AI assistance, reviewing outputs, and producing results.

- **Benefits of Consistency**

- Consistent workflows help identify problems, improve prompts, reduce errors, and build user trust.

- **Scalable AI Integration**

- Templates can be shared and reused, helping organizations scale AI use responsibly and effectively.

Repeatable Test Case

Case-1

- Think about a specific task that you do on a daily/weekly or monthly basis. Can be an email, report etc.
- What are the key attributes of this task?
- Define the areas that can be automated? Should the task be automated?
- Are there specific criteria that need to be met?

- **Draw a simple flow chart that illustrates the overall task and its main elements**
- **Take a picture of your drawing and upload to an AI**
- **Ask the AI to create a streamlines workflow w/the requisite prompts to help structure the automation**

Key Takeaways and Next Steps



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Practical Lessons to Apply Immediately

Workflow Clarity Boosts AI

Clear and structured workflows improve AI accuracy and predictability in practical applications.

Start Small and Learn

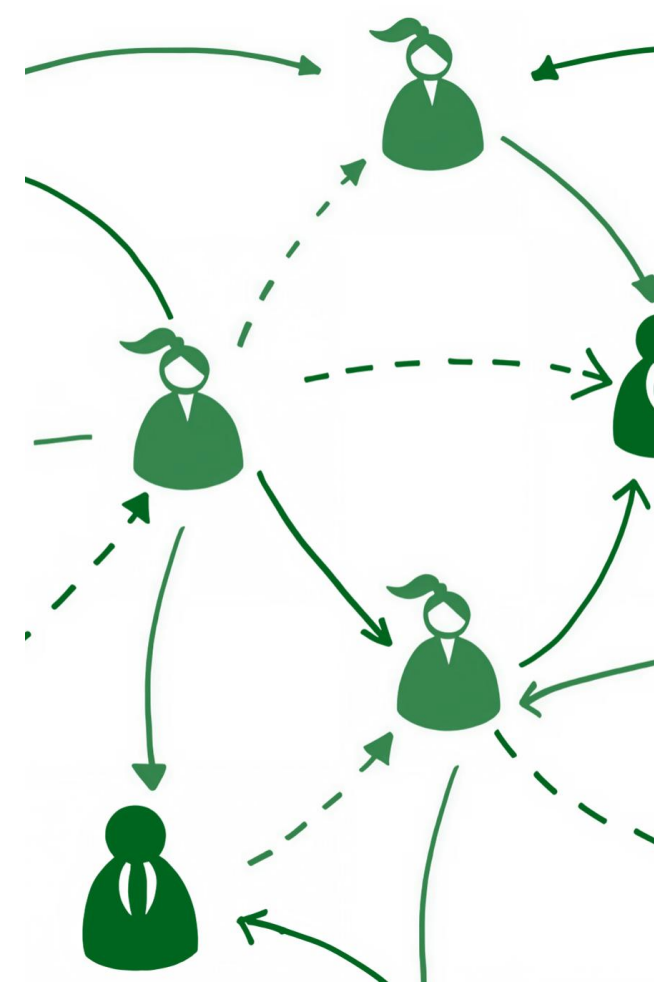
Begin with one task and improve gradually to reduce risk and build effective learning.

Human Oversight Essential

Human review ensures AI output quality and builds trust by preventing errors.

Value in Time and Focus

AI's true benefit lies in saving time and freeing mental space, not just automation.



Thanks for your time



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