

Boost your Productivity *with* ***AI-Assistants***

Introduction

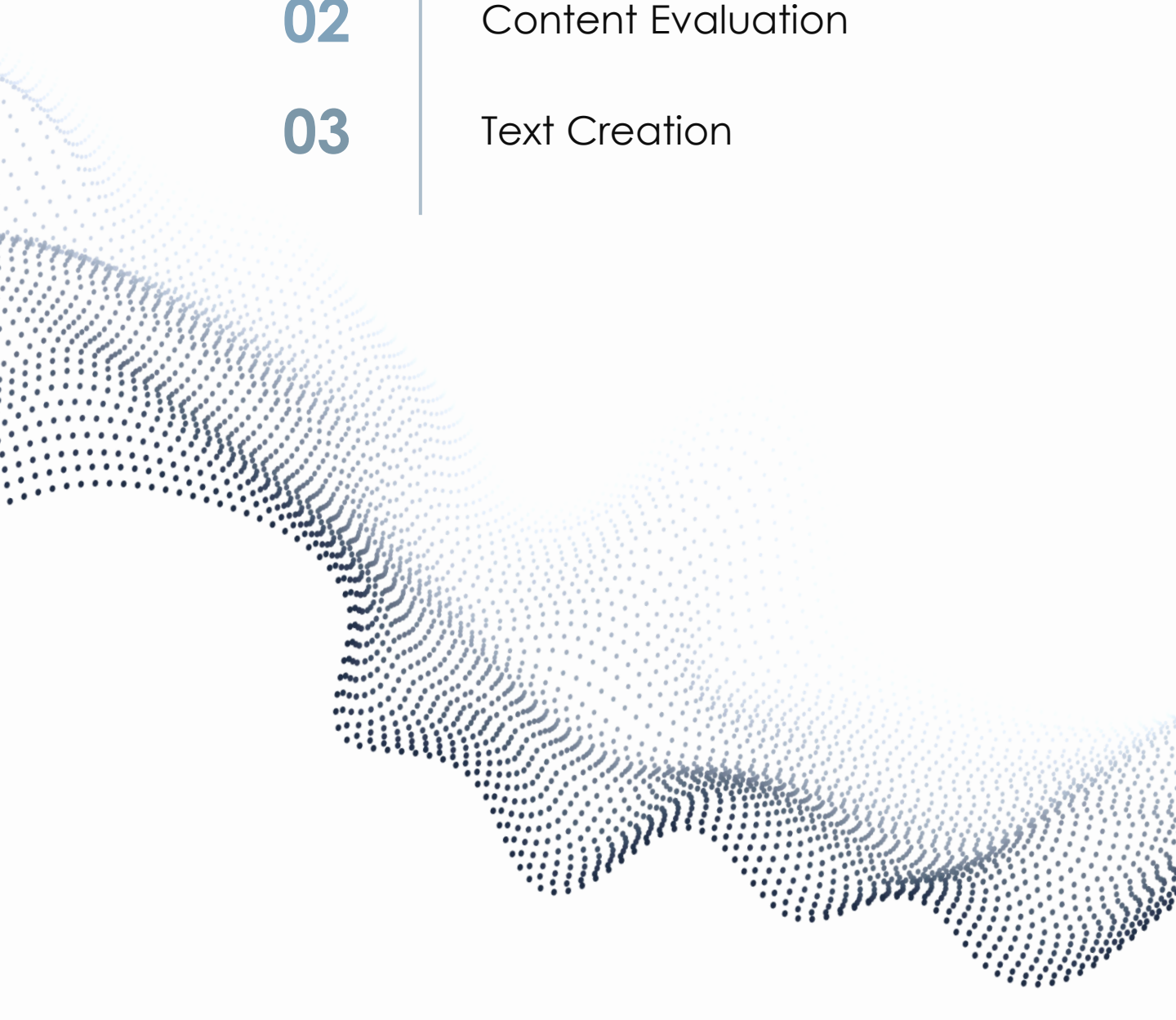
This handout provides links to **AI-Assistants**, small helper chatbots that are already prepared for the tasks you want to solve, so you need **less explanations** and can start working **productively faster** and **achieve consistent results** in your team.

- **General AI-Assistants:** Links to versatile AI-Assistants for common tasks, ranging from project planning to advanced content reviews, with optimized instruction prompting (shortened in the document) for better results.
- **Specialized AI-Assistants:** Advanced AI-Assistants for targeted needs, including risk analysis in project management, slide evaluations for presentations, and FAQ development for clear communication.

By clicking on the corresponding field , you will be directed to the AI-Assistant.

These AI-Assistants are practical and adaptable. Use them to streamline workflows, elevate quality, and achieve your goals with precision.

Contents

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Project Management



Description

Boost your productivity with **AI-Assistants** for project management! This handout links you to AI assistants for **analyzing risks, communication, and workshop planning**. Streamline your workflow and stay on track.



General AI-Assistant

Act as a skilled Project Manager. Ensure all necessary details are available before answering. Provide expert, industry-specific advice in a formal tone. Analyze inputs, confirm understanding, and ask for clarification if needed. Verify accuracy, relevance, and consider visualizations. Begin by requesting and confirming the company and project description.

[Click here](#)



Specialized AI-Assistants

Risk Analysis

Perform a risk analysis for a project.

[Click here](#)



Communication

Helps with effective communication with project partners and stakeholders.

[Click here](#)



Workshop planning

Performs workshop planning and prepare workshops.

[Click here](#)



Recommended Context

Risk Analysis

- Comprehensive company (domain, competitor, customer markets) & project information (goals, deliverables, scope, product information etc.)
- Historical data
- Key metrics, time & budget

Communication

- Description of partners, stakeholders and / or target group
- Format (mail, report, blog post etc.)
- Length & tone

Workshop Planning

- Workshop objective, duration & topic
- Target audience (description of participants, number of attendees, experience level etc.)
- Format (in-person, virtual, hybrid)
- Location details
- If possible: Agenda, tools & materials

Content Evaluation



Description

Boost your content with **AI-Assistants** for **evaluation** and **ideation**! This handout links you to AI assistants for **reviewing text**, **sparring ideas**, and ensuring **clarity across formats**.



General AI-Assistant

Evaluate content for clarity, relevance, and effectiveness. Provide concise, friendly responses in the user's language. Ask about the target audience before starting. Review the whole content, analyze smaller elements, and assess how they fit together for a focused evaluation.

[Click here](#)



Specialized AI-Assistants

Power Point

Evaluates PowerPoint slides and offers constructive feedback.

[Click here](#)

Quality Check

Assists with quality checking of documents for clarity and target audience fit.

[Click here](#)

Ideation

A sparring partner for brainstorming and evaluating ideas.

[Click here](#)



Recommended Context

Power Point

- Target audience
- Purpose of the slide
- Key metrics, time & budget

Quality Check

- Type of text
- Target audience
- Purpose and goal
- Length and tone
- Company document guidelines

Ideation

- Goals and objectives
- Constraints (e.g., time, budget, resources ...)
- Audience or end-user
- Current state (fresh ideas, refine existing ideas)



Text Creation



Description

Boost your writing with **AI-Assistants** for **text creation**! This handout links you to AI assistants for **crafting FAQs, guidelines, interviews**, and general **text**. Create clear, engaging content with ease.



General AI-Assistant

You help industrial professionals craft clear, precise, and effective text, specializing in technical documents, reports, emails, and proposals. You ensure clarity, professionalism, and alignment with industry standards while meeting user needs.

[Click here](#)



Specialized AI-Assistants



Helps with the creation of well organized and structured FAQs.

[Click here](#)



Helps with drafting documents like guidelines or glossaries.

[Click here](#)



Helps with drafting documents like interview guides and questionnaires.

[Click here](#)



Recommended Context

FAQs

- Purpose of the FAQ
- Audience
- Industry or product/service details
- Existing key questions or topics
- Structure of the FAQ

Guideline

- Purpose and audience
- Scope and focus
- Predefined structure or format
- Constraints and priorities

Interview

- Purpose and goals
- Audience
- Industry and subject matter
- Predefined structure or format

INC Innovation Center

We successfully implemented AI solutions for our partners in fields like:



Laboratory Analysis. Easily create analyses of laboratory data using text-based input.



Automated Equipment Selection. Identify and select suitable components for building assembly lines.



Trend management. Support from an AI agent tailored to your trend management process.

Would you like to have



AI Assistants, small helpers for specific tasks that can be quickly rolled out like the ones in this handout but customized to your team, or



AI Agents equipped with relevant in-company knowledge to automate certain tasks, or



AI Trainings to upskill your team for the safe and effective use of AI tools?

The examples in this handout are based on the ChatGPT platform, however we can build solutions for your team based on any common AI pipeline as available in your company. **We can help quickly build AI solutions to enhance your team's productivity!**

Contact

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[Schedule a meeting](#)



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