



CARIBBEAN ASSOCIATION OF HOME ECONOMISTS INC.

C.A.H.E 1972

HOME ECONOMICS FOR A BETTER CARIBBEAN COMMUNITY

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PRECONFERENCE WORKSHOP 2027

“Leveraging Basic Artificial Intelligence (AI) Tools to Enhance Professional Productivity”

OVERVIEW

Artificial Intelligence (AI) is rapidly transforming how professionals work, communicate, and create. The use of AI in the workplace is increasingly becoming an expectation. Staff have access to paid subscriptions to facilitate improving productivity, strengthening professional communication, supporting creative output, and enhancing everyday workplace effectiveness. This interactive five-hour workshop is designed to equip home economists with practical user-friendly AI tools that can save time and enhance the quality of everyday professional tasks.

Participants will gain hands-on experience using AI to draft professional letters, prepare reports and press releases, write effective prompts, create slogans and jingles, design eye-catching posters, create quick response code (QR codes), short links and other individual projects. They will also explore how to edit and enhance media for professional presentations, publications, and social media platforms.

The workshop will also explore best practices for using AI responsibly, ethically, and effectively while maintaining accuracy, originality, and professionalism. By the end of the session, participants will be better prepared to navigate the increasing demands of the job by integrating



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This workshop reflects a collaborative process between the author and AI which was used as a thinking partner to generate ideas, improve clarity, and refine language. Final judgments, interpretations, and conclusions are solely those of the author.

basic AI tools into their daily work, enabling them to communicate more effectively and foster the creativity required to compete in this fast paced digital world.

This workshop is intended for home economists and related professionals with beginner to intermediate technology skills who want practical, immediately applicable AI strategies for communication, content creation, productivity, and ethical decision-making.

OBJECTIVES

- Explain how basic AI tools can enhance professional productivity and communication.
- Identify and use basic AI tools for everyday professional tasks.
- Develop effective prompts to obtain high-quality AI-generated content.
- Produce professional documents, including letters, reports, and press releases, using AI.
- Edit and enhance photographs using AI-powered tools.
- Create attractive posters and promotional materials with the assistance of AI.
- Generate creative content, including slogans and jingles, for professional and social media use.
- Apply ethical principles and best practices when using AI in professional settings.

CONTENT

1. Explain the benefits and limitations of AI in the workplace.
2. Identify and use basic AI tools for everyday professional tasks.
3. Write clear and effective prompts for AI applications.
4. Produce professional quality written documents in less time.
 - Create Quick Response Codes
 - Create short links for documents
5. Enhance images for presentations and publications.
 - Crop images
 - Adjust colour/resolution



- Restore photos
- Adjust positions
- 6. Create engaging marketing and communication content.
 - Develop event themes
 - Write slogans
 - Generate images
 - Create posters
 - Create jingles
- 7. Use AI responsibly while maintaining accuracy, originality, confidentiality, and professional standards.
 - Accuracy and fact checking
 - Copyright and plagiarism
 - Privacy and confidentiality
 - Human oversight and professional judgment

LEARNING EXPERIENCES

- Discussions
- Structured interactions (Think-pair-share)
- Collaborative problem solving
- Constructive feedback
- Reflection.

