

NEW PROGRAM · 2026

Responsible & Practical Use of AI

for High-Stakes Communication

A ONE-DAY WORKSHOP FOR PARLIAMENTARY
& ELECTORATE OFFICE STAFF

Your staff are already using AI.
The question is whether
they're using it safely.

AI Principles for Our Work



Fairness Transparency Accountability Security Human oversight

"This workshop doesn't tell your team to stop using AI. It equips them to use it well — with clear guardrails, better judgement, and a structured approach that protects your office's reputation."

THE CHALLENGE

Confidence without competence is dangerous.

Generative AI tools like ChatGPT and Claude are fast, accessible and increasingly present in every workplace, including parliamentary and electorate offices. But in a high-stakes environment where every word is public, every fact can be scrutinised, and every misstep carries political risk, the speed that makes these tools appealing is the same quality that makes errors travel fast.

WHO THIS IS FOR

Designed for staff in parliamentary and electorate offices already using — or considering — generative AI tools in day-to-day work. No technical background required. Practical, hands-on and grounded in the real tasks your team handles every day.

WHERE AI GENUINELY HELPS IN YOUR OFFICE

Constituent Correspondence

Draft first-pass responses, rewrite for clarity, and adjust tone for empathy, explanation or firmness.

Media & Public Communication

Draft social posts, adapt messages for different channels, and maintain a consistent voice.

Briefings & Research

Summarise long documents, extract key risks and talking points, and prepare concise MP-ready formats.

THE RISK OF GETTING IT WRONG

Without the right framework, the consequences are real.

- Factual errors published under your name
- Inappropriate tone in sensitive constituent communications
- Over-reliance on outputs that sound confident but are incorrect
- Reputational damage that is difficult — and slow — to recover from

PROPRIETARY FRAMEWORK

Introducing the RAPID Prompt Framework™

Developed by Let's Present, RAPID gives your team a clear five-step method for better, safer AI outputs every time — with human judgement at the centre. Full training included in the workshop.

R

ROLE

A

AIM

P

PARAMETERS

I

INPUTS

D

DELIVERABLES

SESSION STRUCTURE

What the session covers

1 Setting Foundations & Guardrails

What generative AI is and isn't; confidence versus accuracy; human accountability; real-world case studies of what goes wrong without oversight.

2 Research, Information & Fact-Checking

Summarising public documents; asking better questions; identifying assumptions and errors; practical verification techniques.

3 Prompts, Roles & Written Communication

Structuring effective prompts using RAPID; improving weak prompts; creating reusable role-based prompts for correspondence, briefings and media.

4 Visual & Public-Facing Content

Turning information into clear summaries; briefing AI for visual content; assessing outputs for accuracy, tone and suitability.

5 Applied Practice & Discussion

Hands-on exercises using real, non-confidential examples; discussion of risks and judgement calls; practical takeaways to apply immediately.

OUTCOMES

What your team will leave with

- Use generative AI appropriately and confidently in a parliamentary context

- Apply RAPID to produce clearer, better-structured outputs

- Recognise when AI outputs require scrutiny, verification or rejection

- Maintain consistent tone and voice across AI-assisted communication

- Apply practical guardrails to protect the office from reputational risk

- Keep human judgement as a non-negotiable final step

CONFIDENCE RATING

3 → 5
out of 5

"Definitely well worth it. Highly informative and very valuable."

"Enlightening."

Participants rated the session **excellent** and immediately identified applications including constituent correspondence, media releases and social content.

WORKSHOP DETAILS

Everything you need to know

FORMAT	One-day face-to-face facilitated workshop
GROUP SIZE	Up to 6 participants — small enough for genuine hands-on work
TAILORED TO	Your office's real tasks, using non-confidential examples
INCLUDES	Pre-session questionnaire, tailored delivery, and follow-up materials
INVESTMENT	\$3,500 + GST (15% discount on multi-program booking)
VENUE	Arranged directly by your office

YOUR FACILITATOR



Elaine Schillinger

Managing Director & Principal Consultant — Let's Present

With over 20 years' experience in senior sales, marketing and general management roles across boutique and large ASX-listed organisations, Elaine specialises in helping individuals and teams communicate with clarity, confidence and sound judgement, particularly in high-stakes and complex environments.

She holds a Bachelor of Communications (University of Pittsburgh), is accredited in DiSC, certified in the Net Promoter System® and Lominger Leadership Architect®, and has delivered programs for NAB, RMIT University, VicRoads, MYOB and a range of government-adjacent organisations.

Ready to equip **your team?**

Helping people communicate with clarity, confidence and sound judgement.

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