COURSE SYLLABUS

AI for Government Writing & Briefings (Self-Paced)

Use AI for the two ways government communicates up: writing the memos and briefs, and preparing and delivering the verbal briefings you give to colleagues and leadership.

Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/ai-government-writing-briefings



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Course Outline

Module 1: AI for the government writer

- How AI assists writing – and its limits
- Documents it speeds up most
- Setting up a reliable drafting workflow
- What to never delegate to AI

Module 2: Drafting briefs, memos, and correspondence

- From outline to first draft
- Summarizing reports, threads, and research
- Briefing papers, talking points, and decision memos
- Matching tone for leadership audiences

Module 3: Editing, plain language, and accuracy

- Rewriting for clarity and plain language
- Tightening and trimming
- Fact-checking and verifying AI output
- Records and PII cautions for drafts

Module 4: From document to verbal brief

- Condensing a long document to a BLUF-first brief
- Building the read-ahead and one-pager that travels with it
- Structuring the spoken brief – what to say, in what order
- Talking points vs. a word-for-word script

Module 5: Anticipating the room: Q&A prep

- Using AI to generate the questions your principal and stakeholders will ask
- Preparing crisp, accurate answers in advance

- Red-teaming the weak spots in your brief
- Handling pushback and ‘I don’t know’ gracefully

Module 6: Delivering and following up (capstone)

- Rehearsing and tightening to time with AI
- The spoken-not-written voice
- Reading the room and adjusting on the fly
- Capturing decisions and action items after the brief