

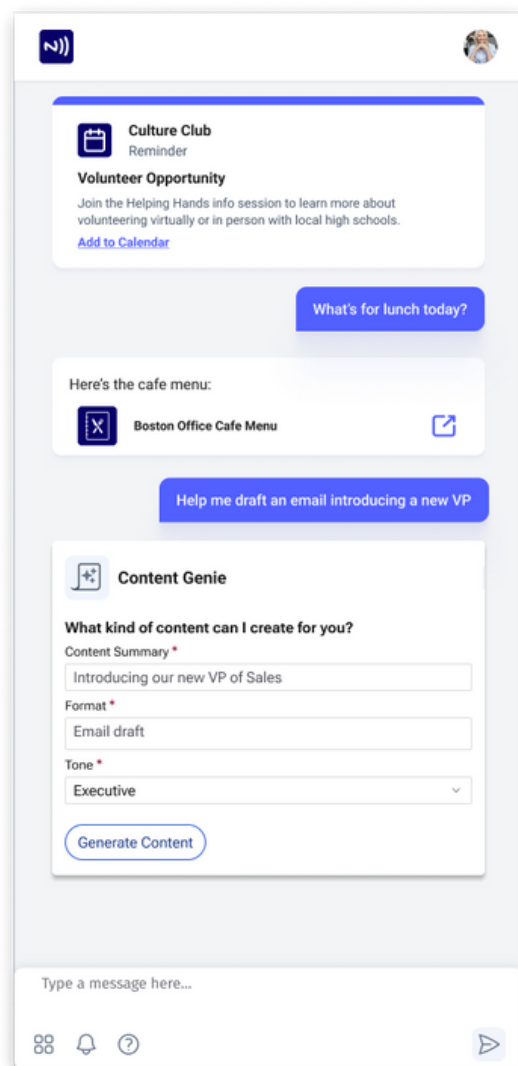
## Workgrid for Internal Communications



Today's workforce faces a peculiar dilemma. Employees are spending an unnecessary amount of effort using technology to get their jobs done.

- **73% of managers** said tech gets in the way of employee productivity
- **74% of managers** can't process approvals in just one day
- **96% of people** said they experience digital friction

Reduce distractions and time-wasting context switching by guiding employees' attention to important tasks, information, and communications through a unified conversational interface.



The screenshot shows a chat interface with a user profile icon in the top right. The chat history includes:

- A reminder card for a "Culture Club" event titled "Volunteer Opportunity" with a "Add to Calendar" link.
- A user prompt: "What's for lunch today?"
- A response card: "Here's the cafe menu: Boston Office Cafe Menu" with a share icon.
- A user prompt: "Help me draft an email introducing a new VP"
- A "Content Genie" card with the question "What kind of content can I create for you?". It has input fields for "Content Summary" (with the text "Introducing our new VP of Sales"), "Format" (set to "Email draft"), and "Tone" (set to "Executive"). A "Generate Content" button is at the bottom.

At the bottom of the chat is a text input field "Type a message here..." and a send button.

### Achieve More with an AI Work Assistant

Workgrid's AI Work Assistant creates a single destination for employees that makes it easier than ever before to perform tasks and retrieve information from across the digital workplace with a user-friendly conversational interface.

#### AI Answers

Simplify access to information through natural language chat. The Assistant connects to systems, documents, and knowledge bases to provide 24/7 support for employees, delivering apps, information, and answers to frequently asked questions in modern UI cards, forms, and more.

#### AI Apps

Help employees understand what kind of content can be created with powerful AI technology. Use AI to generate business content and to aggregate and summarize insights about published content on the company intranet.

#### AI Assist

Centralize communications and office announcements, from organizational updates to crisis communications, all delivered within the flow of work. Deliver helpful information to ensure employees feel engaged and connected including office events, the daily lunch menu, and desk reservation reminders.



### AI Content Generation

#### Generative AI Apps

Use generative AI to draft, edit, enhance, and translate business content. Users simply provide a brief outline, select the desired tone and output, and the Assistant will generate content, from blogs and emails to summaries, key points, and trends. By leveraging built-in prompts, Generative AI apps provide constraints to keep output professional while also helping employees understand what kinds of content can be created with this powerful technology.

#### Stales Content Reminders

Keep content fresh and up-to-date on the intranet with stale content alerts. As a default, this app notifies an author 180 days after content was published. If it no longer engaging readers, the app suggests archiving the content or confirming it's still relevant. Authors can quickly jump to the post or take action on it directly from the notification.



### AI Content Analysis

#### Content Moderation & PII Analysis

Scan blogs, forums, and wikis for personally identifiable information or potentially offensive content by sending an alert to administrators when content should be reviewed.

#### Sentiment Analysis

Glean powerful insights about what employees say, think, and feel. Leverage AWS Comprehend or Azure Language to help content authors understand how their content is being received by readers. The app sends a notification with sentiment analysis (positive/negative/mixed/neutral) of its comments a day after a blog article, forum topics, or wiki article is posted.



### Corporate News

#### Department News

Help employees stay informed and connected with routine announcements and updates.

#### Organization Announcements

Provide employees timely access to key announcements to keep them informed and aligned with company strategy.

#### Events

Make sure notifications about upcoming events aren't lost in the chaos of email. Target communications to employees based on key persona criteria such as department, location, or role.



### One-time and Recurring Communications

Whether you need to send a one-time alert or weekly reminders, send an array of announcements and communications using the AI Assistant. Simply curate your message and select send date, time, and audience for a seamless experience.

#### Crisis Communications

Ensure all employees have access to critical updates and information in times of uncertainty.

#### Employee Recognition

Boost morale and foster a positive company culture with recognition such as work anniversaries and promotions.

#### Team Note

As a persistent app, Team Note enables employees to send notifications to their manager, peers, and direct reports from within the AI Assistant. Users can draft a notification that includes a title, summary, and optional detail and choose to send to any combination of audience.

#### Workplace Resources

Make it easy for employees to access the resources they need, whenever they need them, from protocols and employees handbooks to guidelines and more.

#### Cafe Menu

Answer the question that's on everyone's mind... "What's for lunch?" Out of the box, the cafe menu app uses values from an excel template to send out a notification each business day with the office lunch menu.



### Reading Recommendations

#### Recommended Content

Reinforce employee engagement by recommending new wikis and blogs based on topics and authors they've previously engaged with.