

Should Administrators use AI, to Streamline Work Processes?

Presented By: Mr. Vernon Johannes

My Challenge

Help convince you to take AI a little more seriously... especially as it relates to using AI with your work processes.

WHY?



AI IS MOVING AT LIGHTNING SPEED!

Those who keep up:

- ★ Will be doing things faster than us,
- ★ Potentially better than us...because AI is a reasoning model.



If we keep up:

- ★ Provide a better service,
- ★ Inject more motivation in what we do!

Purpose

Extend an invitation for us to consider starting a Central AI administrative Committee.

Share best practices among Faculties and Departments!

Teach our colleagues!





Law Faculty
Administrative
AI Committee

Its function is to investigate (day-to-day) administrative processes that could be streamlined with the help of AI.



USE CASES

**FACULTY OFFICE
Q&A
MANAGEMENT**

**REGISTRATION
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ASSISTANCE.**

**FINAL YEAR
ELECTIVE MODULE
BLURBS**



Fared Moosa <fmoosa@uwc.ac.za>

to me, Riekie, Hazel ▾

It is quite good. Please proceed.



Fared Moosa

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NotebookLM

FEEDBACK



Tinashe Kondo <tkondo@uwc.ac.za>

to me, Riekie, Hazel ▾

Dear Vernon,

I trust you are well. This is on point.

Best

Tinashe

Wed, Dec 17, 2025, 9:01 PM



**FINAL YEAR
ELECTIVE
BLURBS**



Yvette Basson <ywiid@uwc.ac.za>

to me, Riekie, Hazel ▾

Dear Vernon,

Thank you for your email. The video is great! It puts my little **blurb** to shame 🙄 You are most welcome to go ahead and use both. Thanks for the video!

Y

Dr Y Basson

LL.B LL.M (cum laude) LL.D (UWC)

Thu, Dec 18, 2025, 7:26 AM



Kitty Malherbe <kmalherbe@uwc.ac.za>

to me, Riekie, Hazel ▾

Dear Vernon

Thank you for your email and the accurate - and very enthusiastic - AI video **blurb**. Please use it. Well done on the initiative!

For the Word document, could you please amend 2025 to 2026?

Kind regards

Kitty



Elsabe Huysamen <ehuysamen@uwc.ac.za>

to me ▾

Hi Vernon

Thank for this - looks very nice.

All in order to send.

Regards.



USE CASES

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ANY QUESTIONS?

Workspace Studio



A screenshot of the Gmail interface. The top navigation bar includes a search box, a menu icon, a status indicator (Active), a help icon, a settings gear, the Workspace Studio icon (a blue circle with a white 'W'), a star icon, a grid icon, and a profile picture. The main email list is visible on the left, with the selected email titled 'Last year's EMEA strategy deck'. On the right, the Workspace Studio sidebar is open, showing the 'Studio' header, a search icon, and a close icon. Below the header are three tabs: 'Discover' (selected), 'My agents', and 'Activity'. A card titled 'Follow up on files' is visible, with the text 'Auto-create tasks when files are added to a folder' and two icons (Google Drive and a checkmark).

Workspace Studio



Googles workplace automation platform.

Like an assistant that helps you handle repetitive tasks (and take actions on your behalf) across the Google's ecosystem i.e. gmail, drive, docs, sheets, etc.

Workspace Studio



ANY QUESTIONS?