



ASBO INTERNATIONAL



Using AI for Communication

A practical guide for using AI to draft, refine, and communicate with clarity and confidence.

Essential Mindset

AI can improve clarity and efficiency in communication, but it should *support* your expertise – not replace your judgment, voice, or context.

Where SBOs Are Using AI



Drafting emails



Board summaries



Simplifying financial language



Tone refinement

How to Use It Well



Edit based on audience



Verify key information



Add personalization



Adjust tone

How Much Should You Edit



Board/Public → Full Review

Colleagues → Moderate Review

Internal → Light Edit

For informational purposes only; not legal advice.

FOLLOW A SIMPLE COMMUNICATION FLOW

Draft → Refine → Review → Personalize → Final Check

USE AI TO ENHANCE COMMUNICATION WHILE PRESERVING YOUR VOICE AND JUDGMENT.