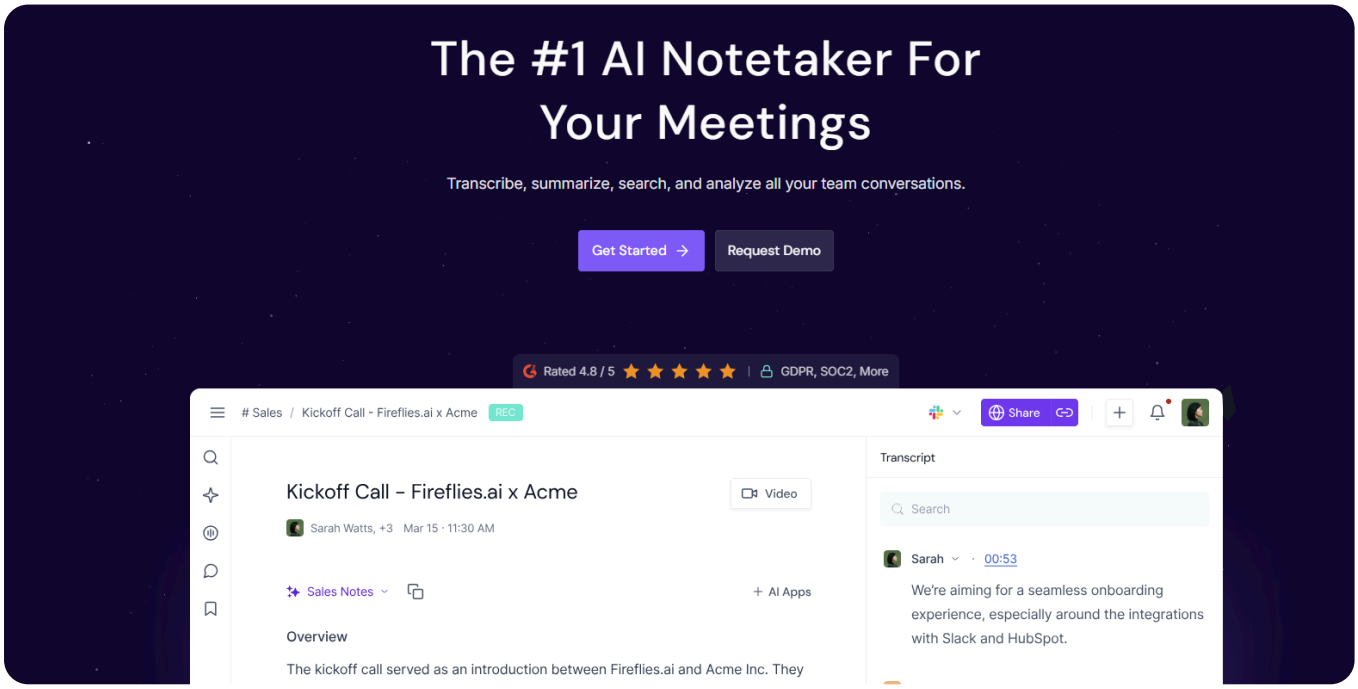
fireflies.ai

Your Meeting Assistant



What it is and why it works for L&D:

Fireflies.ai is an AI tool that captures, transcribes, and analyses discussions. While it integrates smoothly with online platforms like Zoom and Teams, the key feature for L&D is its mobile app for offline use. Simply start a recording in the app during meetings, interviews, focus groups, or training sessions.

It removes the need for manual note-taking and captures insights from both online and in-person interactions.

Key L&D scenarios:

- **SME knowledge capture:** Record and transcribe interviews. Use AI to extract key takeaways, action items, and golden nuggets for course content.
- **Training needs analysis (TNA):** Analyse group discussion transcripts to identify common pain points and learning gaps.
- **Live training sessions:** Record live virtual or in-person sessions, with participant permission, to create a searchable knowledge base. Ask the AI for specifics, such as "What questions did participants ask about compliance?"
- **Administrative and coordination meetings:** Capture and summarise recurring meetings and project syncs to save time on note-taking and ensure clear action items and follow-ups.
- **Feedback synthesis:** Automatically transcribe focus group feedback on a pilot programme.

How to get started:

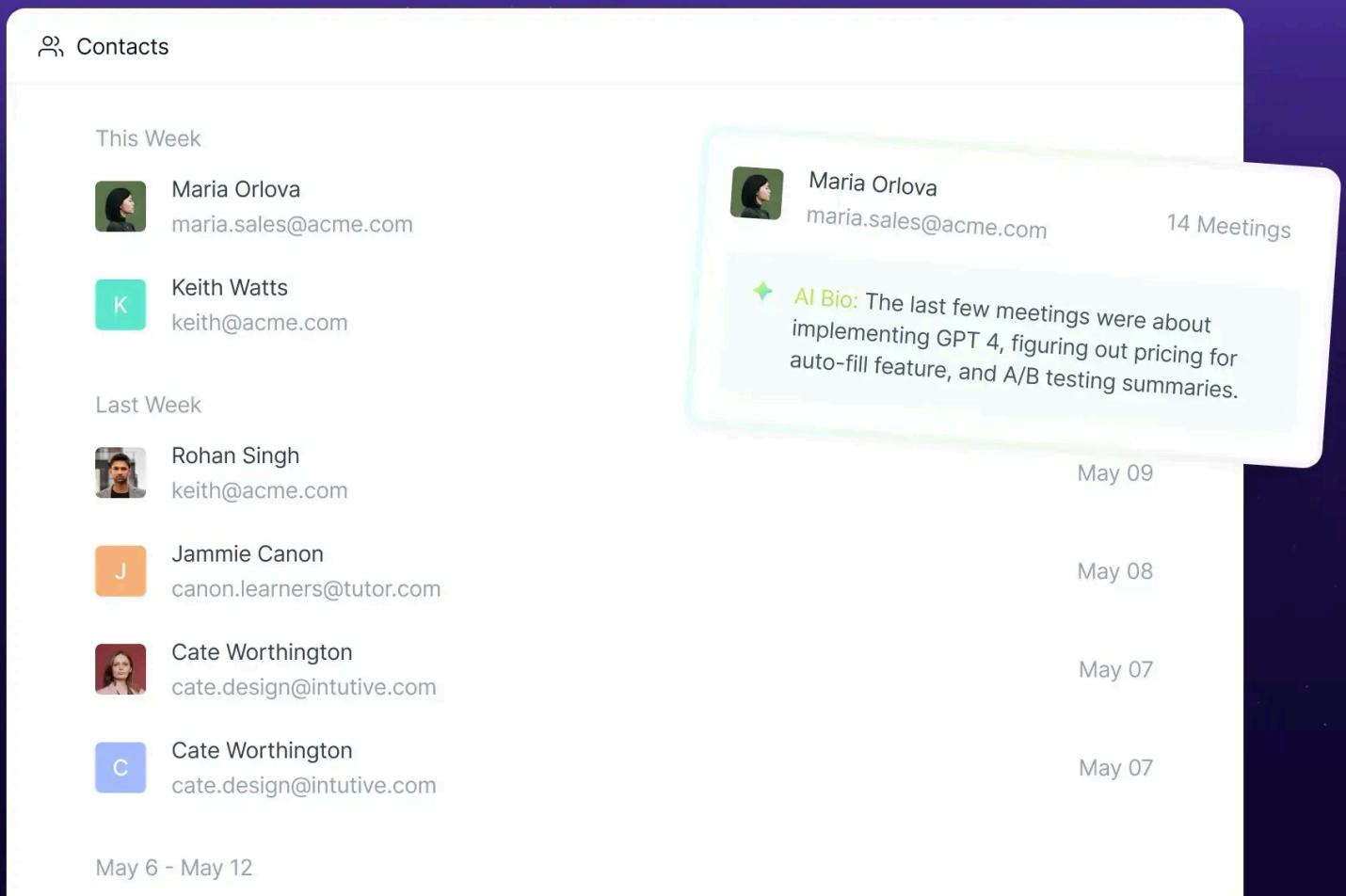
1. **Sign up** at fireflies.ai
2. Connect your calendar and grant access to your video conferencing app.
3. **For your next meeting:** Add invite@fireflies.ai as a participant, or use the Fireflies Chrome extension to start recording.
4. After the meeting, open Fireflies. Your full transcript, summary, and soundbites are ready.

You can also find a detailed step-by-step guide with screenshots here.

Pro Tip:

Don't forget the mobile app for in-person discussions. Start a recording during any SME interview, workshop, or post-training debrief, even offline. Fireflies will automatically transcribe the live conversation, so you don't miss key insights.

Note:

Fireflies offers a free forever plan with basic transcription, limited AI summaries, 800 minutes of storage, and useful tools, such as the AskFred AI assistant, Chrome extension, and mobile app. Paid plans provide unlimited summaries, additional storage, downloads, advanced analytics, and team collaboration tools. Start with their 7-day free trial of the Business plan to fully explore the advanced features before committing.

Free your mind from hectic note-taking. Let Fireflies handle the capture, so you can be fully present in the conversation and strategic with the insights.