

+ Ask anything...



How to Get Comfortable Using AI at Work



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A quick orientation

Generative AI

What most people mean by "AI" right now

Produces text, analysis, summaries, code, images on request.
ChatGPT, Claude, Copilot, Gemini.

Automation

NOT the same as AI

Deterministic: one input → one output, every time. No learning, no judgment. Macros, scripts, rules.

Agentic AI

The fast-growing frontier

Takes actions: scheduling, web access, multi-step tasks.
Showing up inside the tools you already use.

Traditional AI

Predictive, and already in your systems

Learns patterns from past data to predict or flag: forecasting, fraud detection, spam filters, recommendations.

Climb slowly, don't leap.

Find your rung. The goal today is one rung up, not the top.

5

Orchestrate

Agents and workflows hand work to each other. You design the system.

4

Build

Custom assistants and tools your team reuses.

3

Apply

Saved prompts and repeatable workflows that produce real deliverables. The time savings start here.

2

Converse

Back-and-forth. You refine, push back, and correct.

1

Search

One question, one answer. A smarter search engine.

Before you automate, ask:

01

Eliminate

Should this exist?

Stop the work with no
strategic purpose.

02

Simplify

Is this as clean as it can be?

Redesign before you
automate. Clarify who
decides.

03

Automate

Can AI take the first pass?

Hand off the routine,
repeatable work. You
approve.

04

Elevate

Does this require YOU?

Protect this time. Judgment.
People. Coalitions.
Ambiguity.

Fix the process first. Then hand AI the part that's left.

Kris's Prompt Formula

Good prompting is just good communication. That's it.



Example prompt:

"Act as a senior policy advisor. Draft a concise email to a division chief explaining that our AI pilot is delayed by two weeks due to data integration issues. Keep the tone professional, transparent, and solutions-oriented. Include next steps and an offer to brief live if needed. Limit to 200 words."

Evaluate what goes in and out.

Three colors for what goes in. The CLEAR test for what comes out.

GOING IN • THE THREE COLORS



GREEN • Go

Public info, process descriptions, your own non-sensitive drafts. No identifiable person in it.



YELLOW • Check first

Internal or pre-decisional work, anything marked CUI. Only in a tool your agency approved for it.



RED • Never

Names, PII, anything about a specific person, procurement-sensitive. Copy the text you need; never upload the file.

COMING OUT • THE CLEAR TEST



Correct

Is it factually accurate?



Legitimate

Is the reasoning sound? Can I verify it?



Expected

Did it answer what I actually asked?



Appropriate

Right tone, format, and level?



Responsible

Would I put my name on it?

ACCESS AND AUTONOMY MAP · RISK LIVES AT THE INTERSECTION

Place any agent here before you field it.

		AUTONOMY →		
		LOW AUTONOMY	MEDIUM AUTONOMY	HIGH AUTONOMY
ACCESS ↑	HIGH ACCESS	Calendar ReviewMANAGEABLE You paste your data. It analyzes. You act. Access is high; autonomy is yours.	Calendar AgentBUILD CAREFULLY Scoped connection. Earning levels deliberately. Reviewed before it writes.	DANGER ZONEHIGH RISK Your data. Unreviewed action. Don't be here yet.
	MEDIUM ACCESS	Admin DraftingLOW RISK Your notes, your data. Drafts for your review. Human decides every time.	Meeting Prep AgentMANAGEABLE Scoped threads. Drafts prep; you approve. Blast radius: one meeting.	Action AgentELEVATED RISK Acts in connected systems without your review. Ask: what could it do wrong?
	LOW ACCESS	Q&A / LookupLOWEST RISK You ask, it answers. Public knowledge only. You decide what to do with it.	Research DigestLOW RISK Scheduled summaries. Public sources, periodic review. You verify before acting.	Morning News BriefLOW RISK Public sources only. Runs itself, delivers a brief. Blast radius: a bad magazine.

One small thing.

01

Name it

What hurts every week?

A real, recurring pain your team feels. It can be small (and it's often better if it is)

02

ESAE it

Eliminate? Simplify?

Fix the process first. Then ask what AI could take off your plate.

03

Prompt it

Role · Task · Constraints ...

Brief it like a sharp new teammate. Then refine.

04

Check it

Green going in? CLEAR coming out?

Gate what goes in. Run CLEAR on what comes out.

Drop your one small thing in the chat!

KS



Thank you.

Stay curious.

Find me on LinkedIn:



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