



Less busywork. More human work.

A hands-on AI workshop for HR · 1–5 pm

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Watch it. Try it. Make it yours.

Breaks: 2:00–2:10 and 3:40–3:50

1:00–2:00	A practical reset: context, voice, browsers and agents.	01
2:10–2:50	Build your reusable HR workspace.	02
2:50–3:40	Build an assessment-review assistant together.	03
3:50–4:25	Scheduling, a morning brief and an ideas assistant.	04
4:25–5:00	Build clinic, questions and show-and-tell.	05

01

Start with what is possible

A fresh introduction. Then a few small things you can try immediately.

“

**I finally described
what I wanted.**

After years of trying to set up Notion, I asked Claude to build the system with me. The starting point was a conversation.

Ask. Act. Automate.

01

Ask

Explain, draft, compare, think with you.

02

Act

Use an available tool to do a defined job.

03

Automate

Repeat a defined job on a schedule.

Start with a useful result. Add tools and repetition when they help.

It needs the brief you would give a colleague.

A VAGUE REQUEST

Write an onboarding email.

Assume the audience and details.

Hope the tone is right.

A USEFUL REQUEST

-
- 01 Who it is for and what happens next.
 - 02 The facts and an example to follow.
 - 03 What to leave out or ask about.
-

Let AI interview you.

You do not have to know how to write the perfect request.

YOU

I need to improve a repetitive HR task. Ask me one question at a time to understand the task before suggesting a solution.

ASSISTANT

What is the task, and what part of it takes the most time?

05 minutes

Bring one annoying task.

01

Do

Ask AI to interview you about a repetitive task.

02

Answer

Give it two or three answers. Use fictional details.

03

Check

Can it explain your task and the result you want?

Dictation and conversation solve different problems.

Aa ...

Wispr Flow

Speak a detailed brief.

Turn speech into text.

Review the text before sending.



ChatGPT Voice

Have a back-and-forth conversation.

Practice explaining something.

Rehearse a difficult discussion.

Practice the conversation before the conversation.

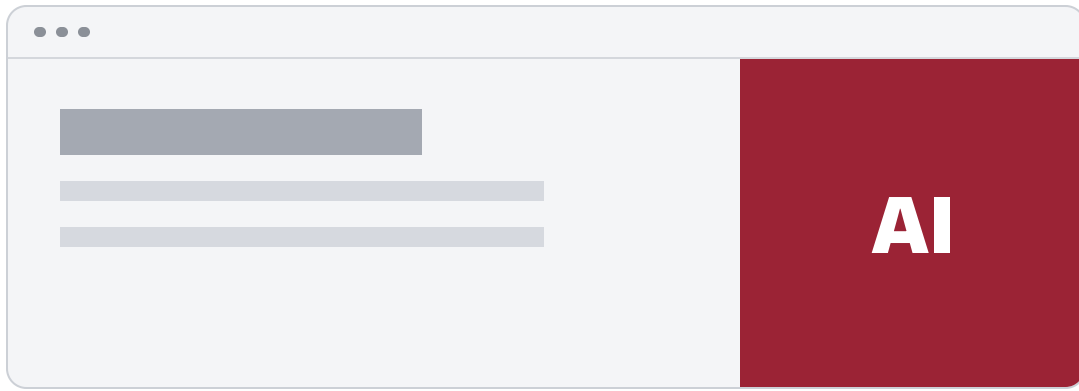
A fictional employee is frustrated by a schedule change.

SAY THIS ALOUD

Role-play that employee. Let me respond. After two exchanges, step out of character and coach me on clarity and empathy.

Let's practice. What changed about my schedule?

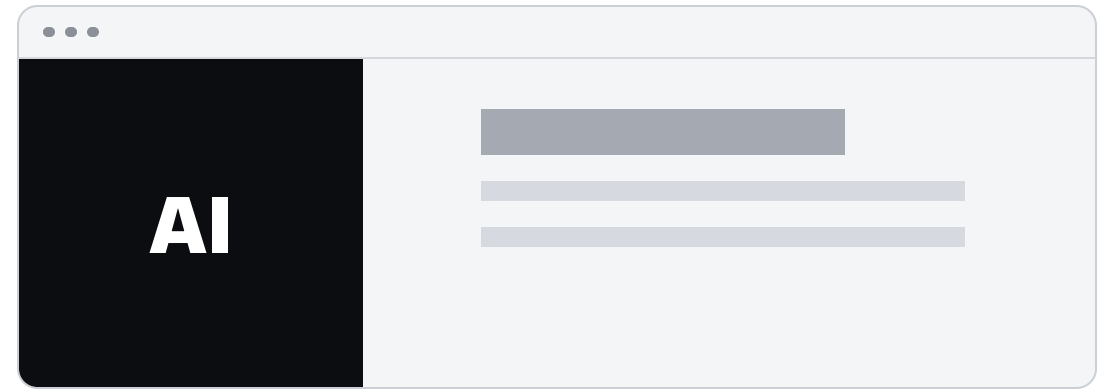
Ask for help where the work happens.



Browser extension

Use a supported extension to discuss the page you are working on.

Available actions depend on the tool and the access you give it.



In-app browser

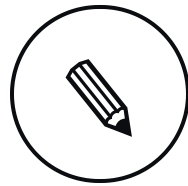
Work with the assistant and its browser side by side.

Explain it. Prepare it. Check it.



Explain

What does this page ask me to do?



Prepare

Fill a draft using the fictional details.



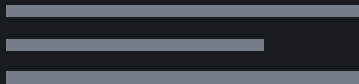
Review

Show the entries. Stop before submitting.

Three places. One conversation-driven workflow.

01

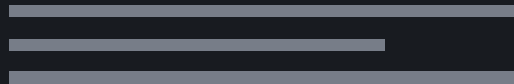
Your chats



Choose the project and the work you are managing.

02

Your agent



Explain the outcome, ask questions and review progress.

03

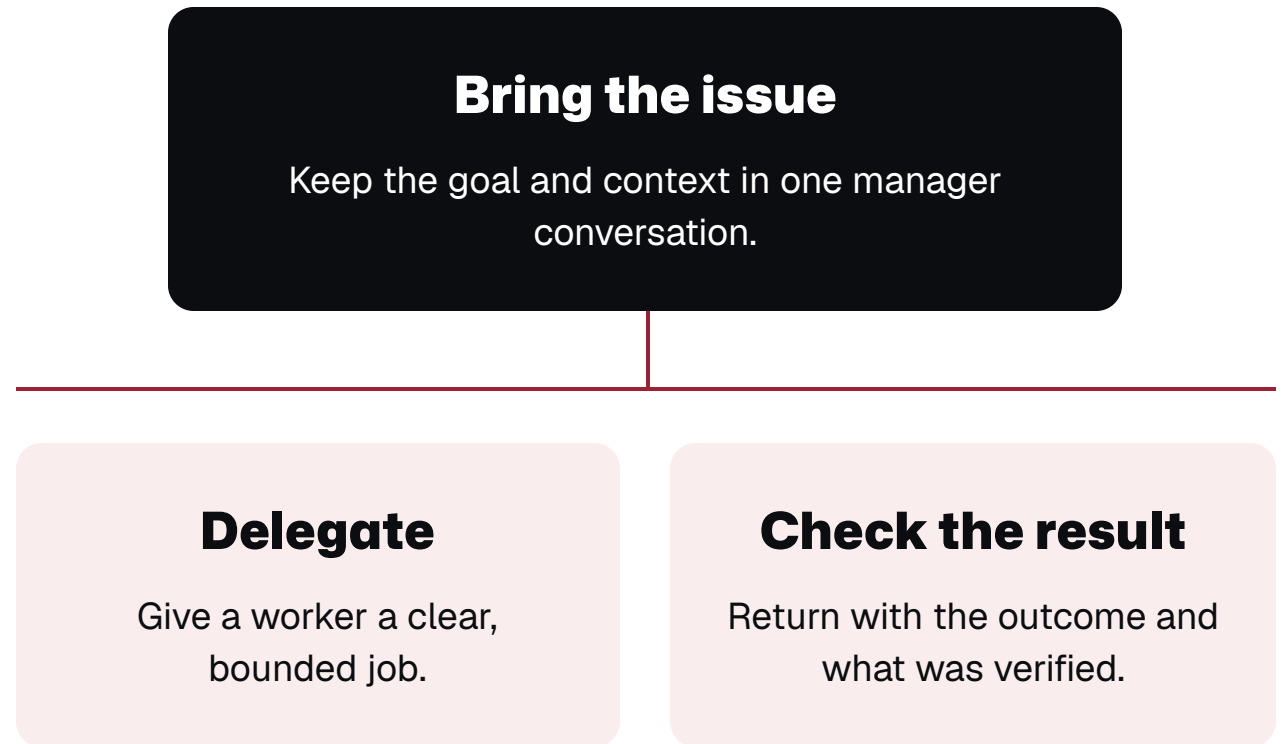
Your browser



See the page and check what actually happened.

TJ's view: more work will happen through a conversation like this.

One manager. Focused workers.





What would you try on your own work?

Explain a tool. Dictate a brief. Rehearse a conversation.
Build a reusable assistant.

BREAK · 10 MINUTES

10

MINUTE BREAK

Back at 2:10.

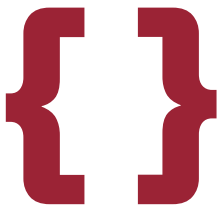
Keep your laptop open. Next, we build something you can reuse.

02

Build your reusable workspace

Give AI the context once. Improve the instructions as you learn.

Five parts. Plain language.



Role	Help me draft HR communications. The kind of help
Context	Our audience is busy field staff. Who and why
Task	Draft a welcome message. One clear job
Format	Under 120 words, with a short checklist. What good looks like
Guardrails	Use supplied facts. Ask about missing details. What not to invent

Write your assistant's brief.

☐ **Do** Describe your role, audience and recurring tasks.

☐ **Add** Your tone, preferred format and an example of good work.

☐ **Check** Does it ask before inventing a missing fact?

Give the work a home.

Your workspace

01 **Save instructions**

Use a project or keep them at the top of a dedicated chat.

02 **Add an example**

A fictional sample or an approved template.

03 **Try one request**

Ask for a short welcome message.

The second instruction is often the useful one.

UNHELPFUL FEEDBACK

Make it better.

That sounds like AI.

Try again.

USEFUL FEEDBACK

Cut it to 90 words.

Use shorter sentences and one next step.

Remove any detail not in my source.

Would you actually use it?



01

Read

Show a neighbor the request and the result.

02

Check

Facts, tone, missing details and next step.

03

Keep

Save the instruction that made the biggest difference.

Build the assessment assistant

Tony's idea, built together: consistent evidence, useful summaries and a human decision.

03

A score needs something behind it.

01 **Evidence**

The exact answer passage supporting each observation.

02 **Suggested score**

A rubric result with the calculation shown.

03 **Strengths and gaps**

What the response demonstrates and what it leaves unanswered.

04 **Follow-up**

A useful question for the human reviewer to ask next.

Agree on the measuring stick.

CRITERION	LOOK FOR EVIDENCE OF	SCALE
Prioritization	Does the response identify what needs attention first?	0123
Communication	Does it explain what to say, to whom and why?	0123
Completeness	Does it address the requested parts of the task?	0123
Follow-through	Does it state next steps and how to check completion?	0123

Equal weights · 0–3 per criterion · Missing evidence stays unscored.

Same task. Two fictional responses.

Open the practice case, rubric and Candidate A / Candidate B responses. No employee or applicant records needed.

[Open the workshop materials](#)

FICTIONAL

A

Candidate A

FICTIONAL

B

Candidate B

Build the first review.

01

Do

Give AI the task, rubric and one fictional response.

02

Request

Evidence, suggested scores, gaps and follow-up questions.

03

Check

Can you trace every score to the response?

Find one thing you would challenge.

**Show the
evidence.**

-
- | | | |
|----|----------------|--|
| 01 | Compare | Review the second fictional response with the same rubric. |
|----|----------------|--|
-
- | | | |
|----|------------------|--|
| 02 | Challenge | Find an unsupported claim, weak quote or inconsistent score. |
|----|------------------|--|
-
- | | | |
|----|---------------|--|
| 03 | Revise | Improve the instruction and review the changed result. |
|----|---------------|--|

One shared recipe. Separate candidate reviews.

Keep a master

Task, rubric, instructions and output example.

02

Start a case

Use the same recipe with a separate assessment.

03

Human review

Check the evidence and record the final judgment.

BREAK · 10 MINUTES

10

MINUTE BREAK

Back at 3:50.

Next: scheduling help, a morning brief and your own workflow.

04

Make the useful work repeatable

From one good result to a workflow you can use again.

Proposing a time is not booking a meeting.

Without calendar access	With supported connections
Compare availability you provide.	Check the calendars it can access.
Suggest times and flag conflicts.	Create the event if authorized.
Draft the invitation and follow-up.	Verify the meeting link and invitees.

Find a time.

Make the next step obvious.

FICTIONAL EXERCISE · WED OCT 21

30 MINUTES · CENTRAL TIME

Attendee	9:30-10 AM	10-10:30 AM	2-2:30 PM	2:30-3 PM
Candidate	Available	Available	Available	Available
HR	Available	Available	Available	Available
Manager	Unavailable	Available	Unavailable	Available

Do

Paste the fictional availability and meeting length.

Ask

Find two options, state the time zone and draft the invite.

Check

All attendees fit. No invented booking or meeting link.

A trigger. A job. Somewhere you will see it.



When

A clear time and time zone.



What

A narrow task with named sources.



Where

A result and notification you will actually notice.

Repeat the useful work

Three useful things. Ready before the day starts.

Public sources. Short explanations. One practical next step.

THE ASSIGNMENT

Find three recent HR or construction-workforce developments. Link the sources, show dates, explain relevance, and suggest one action to consider.

Here is what changed, why it might matter, and where to verify it.

**Try it once.
Then ask for it
again tomorrow.**

- | | | |
|----|---|---|
| 01 | Choose
The topic, delivery time and time zone. | ✓ |
| 02 | Schedule
Save the recurring task and check its schedule. | ✓ |
| 03 | Notice
Enable the available task notification, including email. | ✓ |

Turn an interesting link into a useful decision.

A reusable ideas assistant can apply the same questions every time.

SAVED INSTRUCTIONS

When I share an article, summarize its claim, check the evidence, explain relevance to my work, and recommend: try, investigate or skip.

Try

Investigate

Skip

My recommendation is to investigate this one question before trying it.

05

Now make it yours

Pick one real task. Use fictional details. Build something worth keeping.

15

MINUTES TO BUILD

One task. One useful result.

01

Choose

A task you repeat or regularly avoid.

02

Build

Give context. Let AI ask questions. Request a first version.

03

Improve

Make one specific revision and save the instructions.

Would you put your name on it?



Correct

The facts match the sources you gave it.



Useful

Someone can see what to do next.



Honest

Unknowns are visible. Drafts are not claimed as completed actions.

Show us the useful part.

Your turn.

01

The task

What were you trying to get done?

02

The improvement

Which instruction made the result better?

03

The next use

When would you use this again?



texas AI lab

Start with one task. Keep the useful part.

Ask for help. Give context. Check the result. Your prompts and practice materials are in the workshop companion.

Workshop companion