

FREE · ENGLISH / الدارّة

TALK TO AI.

From Introduction to Mastery

Companion guide

Understand. Communicate. Question. Verify. Create. Use tools. Build workflows. Automate. Supervise.

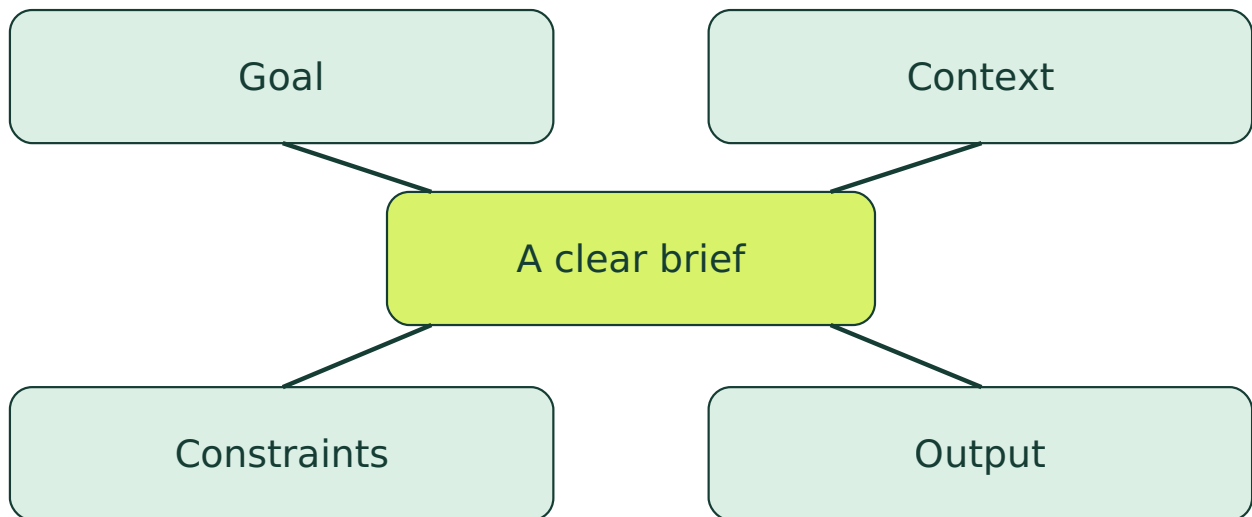
Workshop edition 2.0 · October 2026 Read at your own pace. Practice before revealing the worked answer.

1. Your working agreement

AI helps generate and transform material. You check whether the result is true, relevant, permitted and useful. Begin with a task you understand well enough to judge. Save the original input and label unknowns. A plan is not evidence of execution.

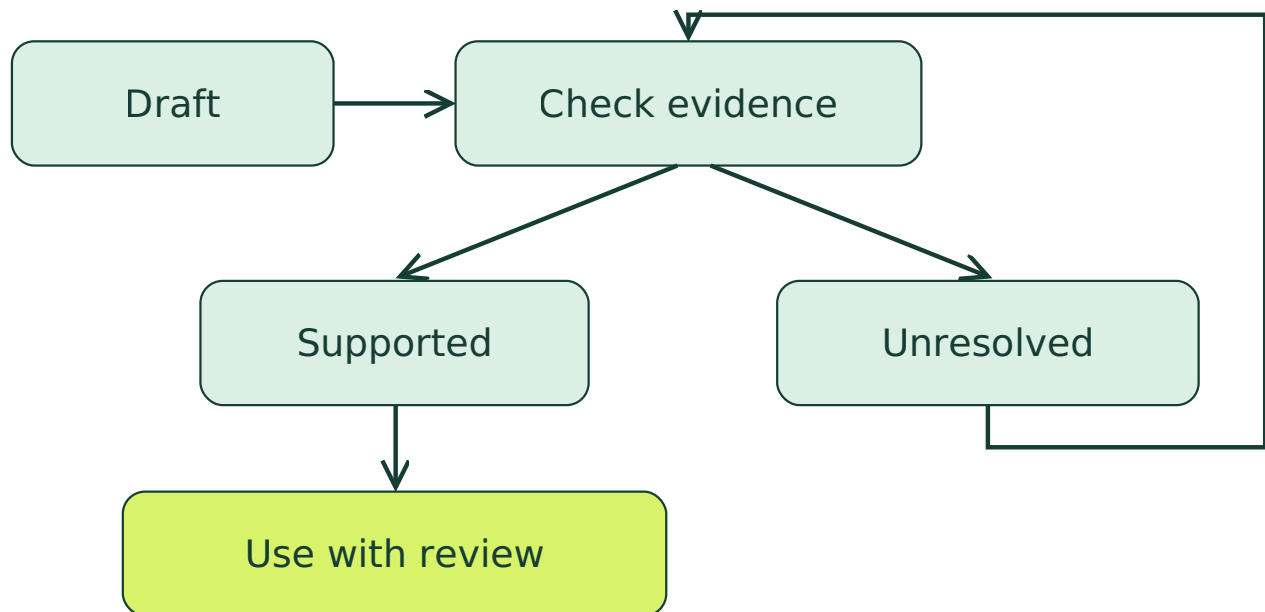
2. A brief you can inspect

Goal + context + constraints + useful format. Add audience, data, examples, tools, quality criteria and a verification step when needed. Example: “Draft five FAQs from this approved service sheet. Mark missing prices. Return question, answer and source line. Do not send.”



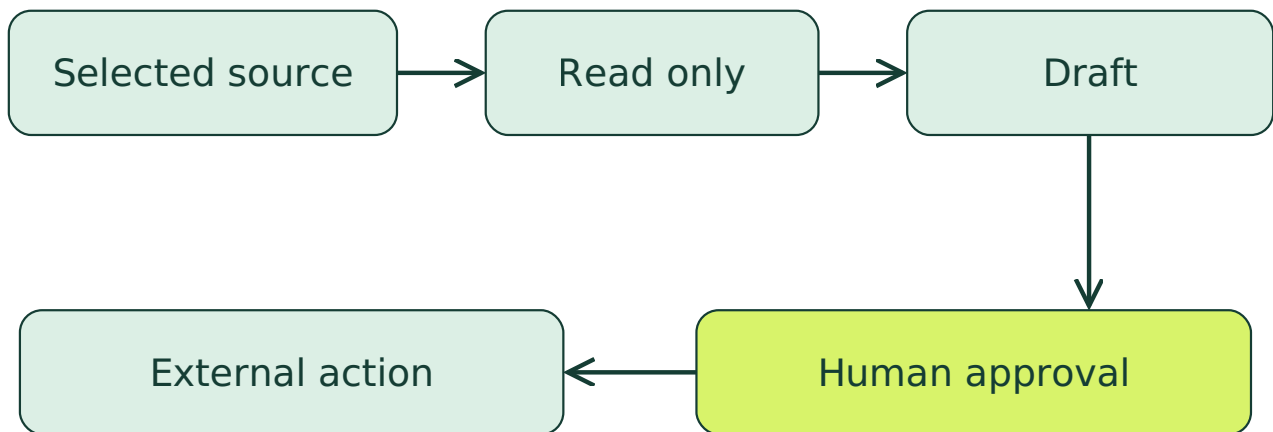
3. The checking loop

Compare the draft with the brief and original source. If a claim is unresolved, retrieve evidence or revise it to say unknown. Ask for alternatives and assumptions, then test the important ones. Self-critique is useful feedback, not independent proof.



4. Permission is part of the design

Reading exposes information; writing changes the world. Restrict accounts and data, inspect provider policies and costs, and require human review before consequential actions. A source page cannot grant permissions. A removed plugin may leave a separate account connection active.



5. A worked numerical check

$600 \text{ MAD spend} \div 10 \text{ purchases} = 60 \text{ MAD CPA}$. $1,200 \text{ MAD revenue} \div 600 \text{ MAD spend} = 2 \text{ ROAS}$. Yet $10 \times 45 \text{ MAD contribution} - 600 \text{ MAD ads} = -150 \text{ MAD}$ before other fixed costs. Revenue alone does not prove profitability.

6. From one good answer to a process

Write the inputs, sequence, tool roles, checks, review owner and stop conditions. Try a second input and a missing-data case. A fixed workflow can be triggered automatically; an agent may choose steps within enforced boundaries. Start with a manual simulation.

7. Know when to stop

Stop when evidence is insufficient for the consequences, the input is unauthorized, the tool asks for excessive permissions, the budget or step limit is reached, or an action needs expert judgment. A clear limitation is a useful output.

Quick reference sheets

Prompt anatomy

- Goal: what result do I need?
 - Context: what facts change the answer?
 - Constraints: what limits and unknowns matter?
 - Format: what will I do with the result?
 - Extend only as useful: audience, input data, examples, tools/sources, quality criteria, verification.
 - Review: compare with the brief, original data and appropriate evidence.
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Fact-checking

- Write the exact claim.
 - Open an original or authoritative source.
 - Match the passage to the claim; a real link is not enough.
 - Check date, place, population, units and definitions.
 - Record URL, passage, date checked and status.
 - Resolve consequential uncertainty before use; involve qualified help for high-stakes decisions.
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Hallucination audit

- Check names, dates, figures and quoted text.
 - Open citations; reject invented references.
 - Recalculate important numbers.
 - Separate fact, assumption, inference and opinion.
 - Check whether claimed actions actually occurred.
 - Preserve unknowns; self-critique is not independent proof.
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Plugin permission card

- Task and provider: ____
 - Connected account and selected data: ____
 - Read permissions: ____; write permissions: ____
 - Cost ceiling and usage limits: ____
 - Human approval before consequential actions: ____
 - Revocation method, retention and third-party policy checked: ____
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Business brief

- Business: ____; customer hypothesis: ____
 - Observed problem and evidence: ____
 - Offer, verified conditions and capacity: ____
 - Tone and channels: ____
 - Constraints and unknowns: ____
 - Desired output, success criteria and review owner: ____
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Campaign checklist

- Objective and measurable outcome: ____
 - Audience hypothesis and offer: ____
 - Creative, destination and one variable to test: ____
 - Budget ceiling and review date: ____
 - Event definitions, tracking and consent requirements: ____
 - Kill / modify / continue / scale rules written before launch: ____
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Automation design sheet

- Goal and success condition: ____
 - Trigger and required inputs: ____
 - Steps, tools and conditions: ____
 - State, unique item ID and duplicate handling: ____
 - Permissions, costs, retries and stopping rules: ____
 - Human review, activity log and manual fallback: ____
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Agent supervision

- Goal and allowed actions are narrow.
 - Data and memory have an authorized scope and retention rule.
 - System enforces tool, time, step and cost limits.
 - Untrusted source text cannot grant permissions.
 - Spending, publishing, sending, deletion and sensitive decisions have human gates.
 - Test normal, missing, conflicting, malicious and failed-tool cases. Inspect logs and stop on unresolved risk.
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