



THE AGENCY • AI-GENCY.AI

PARTICIPANT TAKEAWAY • DAY 1 • 23 AUGUST 2026

Foundations of AI

What AI is, how it works, and the one habit that makes it safe to use. Keep this beside your laptop this week.

أساسيات الذكاء الاصطناعي

ما هو الذكاء الاصطناعي، وكيف يعمل، والعادة الواحدة التي تجعل استخدامه آمناً.

Ten terms, plainly

عشرة مصطلحات ببساطة

TERM	المصطلح	WHAT IT MEANS FOR YOU
Generative AI	الذكاء الاصطناعي التوليدي	Software that produces new text, images or code from a written instruction. Claude and Gemini are generative assistants.
Language model (LLM)	النموذج اللغوي	The engine behind the assistant. It predicts the most likely next words — it does not look things up.
Prompt	الأمر / التوجيه	Your instruction. The brief you would give a capable new colleague.
Context window	نافذة السياق	The model's working memory for this conversation. What you paste in is what it can reason about.
Hallucination	الهلوسة	A confident, fluent, wrong answer. Invented quotes, clauses, page numbers, statistics.
Training cut-off	تاريخ انتهاء التدريب	The model learned from data up to a date. It does not know your policies, your people, or last week.
Grounded	مُستند إلى مصادر	Answers drawn only from documents you supplied, with citations. NotebookLM works this way.
Predictive AI	الذكاء الاصطناعي التنبؤي	Scores and rankings learned from past data — CV ranking, attrition risk. Needs the most governance.
Agent	الذكاء الاصطناعي المساعد	An assistant that completes multi-step tasks on your behalf. Human leads, AI enables.
On-device AI	الذكاء الاصطناعي على الجهاز	A small model running on your phone or laptop. The data never leaves the device.

The RCTF frame

إطار صياغة الأوامر

Role · Context · Task · Format. Every strong prompt this week has all four.

Role — who the assistant should be. "You are a senior HR business partner at an Arabic-language news network."

Context — what it needs to know: the situation, the audience, the constraints, the source material (paste it in).

Task — one clear verb: draft, summarise, compare, list, rewrite, critique.

Format — length, structure, language order, tone, what to leave out.

Role: You are a senior HR business partner.
Context: We are announcing a hybrid-work guideline (three office days). Audience: all staff, Arabic and English speakers. Tone: warm, clear, no jargon.
Task: Draft the all-staff announcement.
Format: Under 150 words. English then Arabic, same meaning. End by listing anything you assumed.

Two lines worth adding to almost any prompt

"List anything you assumed." • "Act as a sceptical reader and find three weaknesses in your own answer."

The verification habit

عادة التحقق

Before any AI output leaves your screen, ask three questions:

1. **Could the model have actually known this?** If it is about your organisation, your people, or anything after its training cut-off — it guessed. Check the source.
2. **Is every number, name, date and quote traceable?** If you cannot point to where it came from, remove it or verify it.
3. **What did it assume?** Ask it. Then decide whether the assumption holds.

قبل أن يغادر أي مخرج شاشتك: هل كان بإمكان النموذج أن يعرف هذا فعلاً؟ هل كل رقم واسم وتاريخ قابل للتتبع؟ ماذا افترض؟

Choose the tool to match the risk

YOU WANT TO...	USE	BECAUSE
Draft, rewrite, translate, brainstorm	Claude or Gemini	Fluent, fast, bilingual. Verify facts.
Answer questions from a specific policy or report	NotebookLM	Only uses what you upload; shows the citation; says when the answer is not in the sources.
Compare two answers before trusting one	Claude + Gemini	Disagreement is a signal to check.
Work with something sensitive	Nothing cloud-based	Until your organisation's approved tool and policy say otherwise. (Day 3.)

Ten starter prompts for HR

عشرة أوامر للبداية

1. Rewrite this job description to be gender-neutral and under 300 words; keep all requirements.
2. Turn these raw notes into meeting minutes with decisions, owners and dates. Flag what you could not determine.
3. Summarise this interview transcript for the hiring manager: strengths, concerns, recommended next step.
4. Draft ten competency-based interview questions for this role, each with what a strong answer contains.
5. Translate this announcement into Arabic at the same register; then list any phrase where the meaning may have shifted.
6. Explain this policy clause to a new employee in plain language, in English and Arabic.
7. Create a first-week onboarding checklist for a line manager receiving a new hire in this role.
8. Here are anonymised exit-interview notes. Group them into themes and count how often each appears.
9. Compare these two versions of a policy and list every change in a table.
10. Act as a sceptical reader: what is missing, unsupported, or potentially biased in this document?

Tonight

Pick one task from your own week. Write the RCTF prompt for it. Bring it tomorrow — Day 2 starts with your inventory.

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