



THE AGENCY • AI-GENCY.AI

PARTICIPANT TAKEAWAY • DAY 2 • 24 AUGUST 2026

Simplifying Tasks & Processes

Which tasks to hand to AI, the templates for your core documents, and how to build a workflow that stays safe.

تبسيط المهام والعمليات

أي المهام تُسند للذكاء الاصطناعي، وقوالب مستنداتك الأساسية، وكيفية بناء منهجية عمل آمنة.

The suitability score

مقياس ملائمة المهمة

Score each recurring task from 1 to 5 on four lines. Fourteen or more: start there. Below ten: leave it alone for now.

DIMENSION	1	5
Volume	Once a quarter	Daily, many times
Rules	Every case is different, judgement-heavy	Clear rules, predictable structure
Language-heavy	Mostly numbers, systems, conversations	Mostly drafting, summarising, translating
Low risk	Names a person, leaves HR, has legal weight	Internal, reversible, easily checked

MY INVENTORY					
TASK	VOL	RULES	LANG	RISK	TOTAL

Document templates

قوالب المستندات

Four prompts in the RCTF frame. Replace the bracketed parts. Always end with the self-check line.

Job description / role profile

Role: Senior HR business partner at [organisation].
Context: Hiring a [title] in [team], reporting to [role], [location/hybrid]. Must-haves: [3-5].
Level: [grade/seniority].
Task: Write the job description: purpose (2 sentences), 6 responsibilities, 5 requirements, 3 nice-to-haves.
Format: Headings and bullets, under 300 words, gender-neutral, English then Arabic at the same register. Then list anything you assumed.

Policy excerpt / guideline

Role: HR policy writer.
Context: Here is our current [policy] and the change we are making: [change]. Legal review will follow; this is the first draft.
Task: Draft the revised clause and a one-paragraph plain-language explanation for staff.
Format: Clause in formal register; explanation in plain language; English and Arabic. Mark every place where a number or date must be confirmed.

Official letter

Role: HR officer writing on behalf of [organisation].
Context: Letter type: [offer / confirmation of employment / warning / reference]. Recipient role: [role]. Facts to include: [list]. Do not invent any fact.
Task: Draft the letter.
Format: Formal, under 250 words, placeholders in [brackets] for names and dates. English and Arabic versions with identical content.

Bilingual all-staff notice

Role: Internal communications lead in HR.
Context: Announcing [what], effective [when], affecting [who]. Why it matters: [one line]. Where to ask questions: [channel].
Task: Write the notice.
Format: Under 150 words. English then Arabic, same meaning and tone. One clear action for the reader. List anything you assumed.

Quality check before anything leaves HR

فحص الجودة قبل الإرسال

- ☐ Every fact, number, name and date traced to a source I can point to
- ☐ Arabic and English carry the same meaning — back-translated with a second assistant
- ☐ Nothing invented: no policy clause, benefit, deadline or entitlement that I did not supply
- ☐ Gender-neutral, no proxy language (age, nationality, family status)
- ☐ Register matches the audience — formal letter, warm notice
- ☐ I asked "what did you assume?" and resolved each assumption
- ☐ A second person has seen it if it names an individual or leaves HR

The assisted workflow template

نموذج منهجية العمل المُعانة

Redesign one process. The AI step is narrow. Human review points sit wherever a person is named, a number appears, or something leaves HR.

STEP	WHO / WHAT	INPUT	OUTPUT	REVIEW POINT?
Trigger				
Prepare	Human		Source material, anonymised	
AI step	Claude / Gemini / NotebookLM	RCTF prompt + sources	Draft	
Review	Human — named owner	Draft + quality check	Corrected draft	Always
Finalise	Human		Final document	Second person if it names someone
Log	Human		Prompt saved to library	

Before / after

Before: ___ steps, ___ minutes, ___ people. **After:** ___ steps, ___ minutes, ___ people. What still requires a human, and why: _____

Tonight

Save your five best prompts from today in one document. That document is the start of your personal playbook (Day 4).

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