aruntastic

Study guide · Section 1

INTRODUCTION TO AGENTIC AI AND AI AGENTS

AI Agents: From Your Idea to Work You Can Use

Direct the work, check it and decide what people use

Keep this guide open while you watch. The webinar team is a made-up example, and the website is Arun's real project, aruntastic.com. Trying the requests is optional.





Arun Nagarathanam

6 lectures · prompts, ideas and checks

BEFORE YOU START

How to use this guide

Keep it open on your phone or a second screen while the lecture plays on your main screen.

ONE

Keep it beside the video.

Watch the lecture, then try the steps yourself.

TWO

Use the prompts.

Every dark window holds a prompt from the lecture. Select the text and copy it.

THREE

Check yourself.

Each lecture ends with one question. Answer it before you move on.

ALL LINKS AND COPY BUTTONS

Every link for this section, and every prompt with a working Copy button, is on one page of our website.

Open the Section 1 page

IN THIS SECTION

6 lectures

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LECTURE 1.0

1.0

What Could AI Agents Make Possible in Your Work?

See how directing an AI agent can turn a postponed idea, a getting-started page and a welcome email for new customers, into a first version your team can open and judge.



IDEAS TO KEEP

01

New customers keep calling to ask how to begin. A clear page and a welcome email could answer them, but making them takes research, writing, design and tools, so the idea stays in a meeting.

02

You can give an agent a goal, the documents that matter and permission to use the files and applications the job needs. It can choose steps, make files, work across tools and bring you a version you can inspect.

03

You respond to that version and the work moves forward. Your team can point to what is missing, decide what to keep and ask for the next version.

04

Once the team has checked the page and email and made them available, a new customer can find the first steps without making the same call.

05

You do not need to code or already know AI terms. The course follows one familiar job first, then shows what lets an agent act, how to direct it and how to recognise a result worth using.

06

You will also see a real website project, aruntastic.com, including how the agent tested the result in a browser.

FOLLOW ALONG

1. Think of one idea at your work that keeps getting postponed because nobody has time to make the first version.
2. Name the first thing people could open and react to, such as a page, an email or a short document.
3. Keep that idea in mind as you watch the webinar example in the next lecture.

FILES AND LINKS

Section-1-Study-Guide.pdf

section-01-webinar-practice-files.zip

Links and copy buttons on the website

CHECK YOURSELF

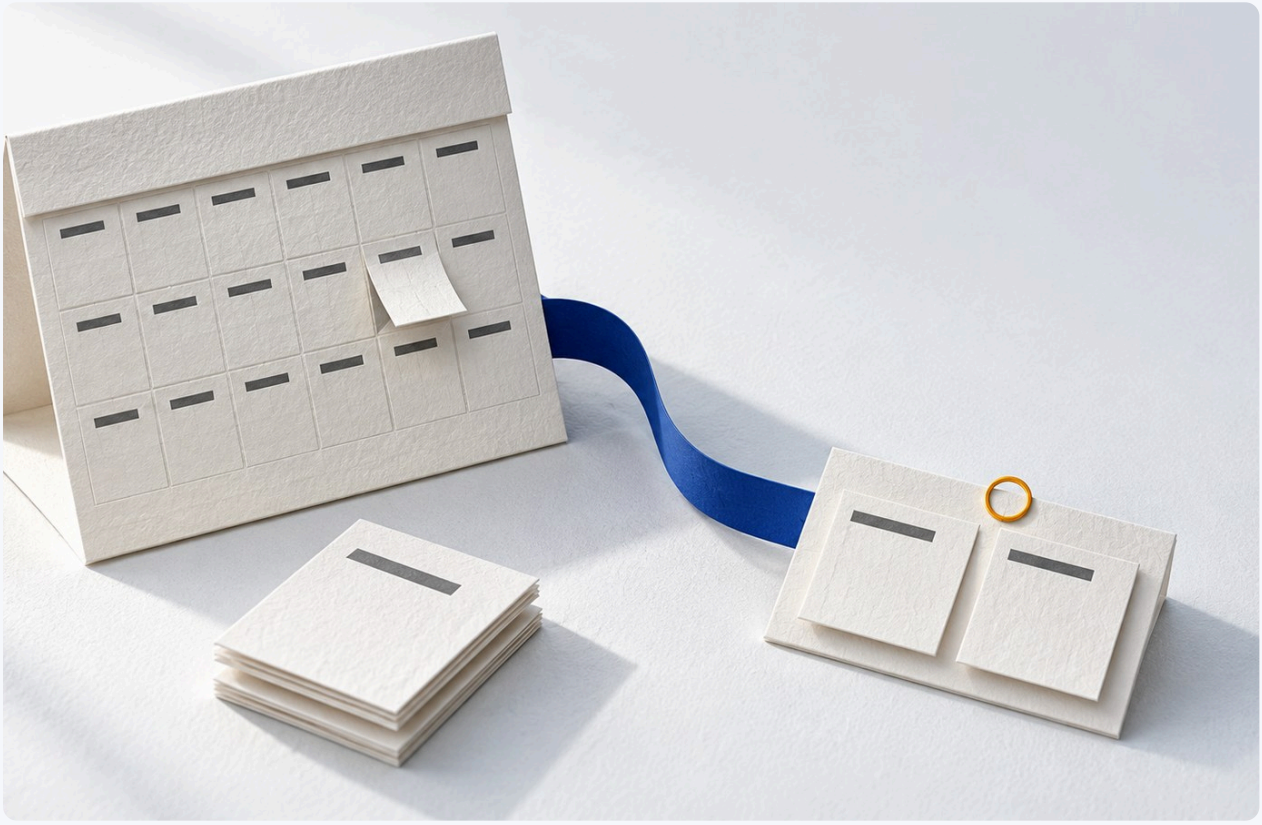
What three things does the lecture say you give an agent before it can work across your files and tools?

LECTURE 1.1

1.1

What Can an AI Agent Do Beyond Giving You an Answer?

Follow up a team meeting about a postponed customer webinar, and compare what an answer-only chat gives you with what an agent can save, draft and add for you.



IDEAS TO KEEP

01

The situation: your team's customer webinar is next Friday. Nina manages the signup page and Omar prepares the invitation slides, which still advertise Friday and say registration is open.

02

The signup form breaks. Nina can fix and test it by Thursday, but the team wants customers to have several days to register, so it postpones the webinar and will choose a new date once the page works.

03

Your follow-up has three parts: a short written update for the manager (a brief) saved in the shared team folder, a draft of updated invitation slides for Omar to review, and Nina's and Omar's tasks on the online project board.

04

An answer-only chat states the facts correctly, but nothing has been saved, the slides still advertise Friday and the board has no tasks.

05

Given the transcript, the current slides, access to the folder and a working board connection, the agent finds the decisions, marks the date 'to be confirmed', removes the open-registration claim, saves the brief and the slide draft, and adds both tasks.

06

In this course, an AI agent means an application making choices and taking actions toward a goal. The same application may answer a question in one task and do connected work in another.

FOLLOW ALONG

1. Read the 'What changed?' prompt and the answer the chat gives in the lecture.
2. List what is still undone after that answer: the brief, the slides and the board tasks.
3. Read the agent request below and notice that it names the results but not which slide or which part of the transcript to change.
4. Optional: open the practice files, give an AI application that can read and save files the transcript, the slides and the request, and compare its brief and slide draft with the lecture.

Request · Answer-only chat — PROMPT

```
What changed?
```

Use in: An answer-only AI chat, with the meeting transcript pasted in

Request · Prepare the follow-up — PROMPT

```
Prepare the follow-up from this meeting. Save a short manager brief and a draft of the updated invitation slides in our team folder, and add the agreed tasks to our project board. Leave any undecided details open.
```

Use in: An AI application that can read and save files in your team folder and is connected to your project board

FILES AND LINKS

section-01-webinar-practice-files.zip

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CHECK YOURSELF

The chat's answer was correct. Name the three results that still did not exist after it.

LECTURE 1.2

1.2

What Does an Agent Need to Work on Your Job?

Work out what each source and each connection lets the agent read or change, and what it still cannot do without them.

IDEAS TO KEEP

01

The transcript records why Friday was postponed, Nina's Thursday repair and the decision to choose a date after registration works. The agent needs those facts for an accurate brief.

02

The current slides show the Friday date and the open-registration claim customers would see. Those are the parts the agent changes in Omar's draft.

03

You choose the transcript and slides, because you know which meeting and which customer event the job is about. Without the transcript the update can be polished but miss the decisions. Without the slides the invitation stays unchanged.

04

Reading a file and changing it are different. Saving the brief and the slide draft needs permission to change files in the team folder.

05

The project board needs its own working connection and permission to add tasks. Without it, the agent can still write task descriptions for you to add. Check the board to see which result you actually got.

06

No connection can supply a decision the team has not made, so the new date stays marked as undecided.

07

A draft email to registered customers can be reviewed now. Sending it is a separate action that waits for your team's approval.

08

On the website project, the agent used the site's page files and notes and changed a test copy Arun could open in a browser, while visitors kept using the public site.

FOLLOW ALONG

1. For each item, say whether it gives the agent information or a place to make a change: the transcript, the slides, the team folder, the project board.
2. Imagine the board connection is off. Say what the agent can still produce.
3. Decide which action in this job should wait for your team's approval.

CHECK YOURSELF

What is the difference between a description of Nina's task and a task Nina can see on the board, and how would you find out which one you got?

LECTURE 1.3

1.3

Can You Guide an Agent Before You Know the Final Result?

See how a rough request gives you a version to judge, and how one round of specific feedback makes it useful to a busy manager.



IDEAS TO KEEP

01

A rough request can produce a brief where every fact is correct but the order follows the meeting, so the manager reads the page problem and the repair before finding out the webinar is postponed.

02

If your manager only reads the first two sentences, those sentences should hold the decision and who is responsible.

03

Specific feedback names what goes first: the postponed webinar and the undecided date, then Nina's repair and Omar's slides, then the reason.

04

The same facts become more useful because you changed their order.

05

Clear direction helps from the start. Rough direction still gives you a version to judge, followed by specific feedback.

06

On the website, early visual directions looked dated to Arun. He gave the agent website-design videos showing styles he preferred, chose and refined a later direction, approved a test copy and then made a separate decision to make the site public.

FOLLOW ALONG

1. Read the rough request and the first brief it produced in the lecture.
2. Before you read the feedback below, decide what you would put in the first two sentences.
3. Compare your choice with the feedback and with the revised brief.

Request · A rough first request

PROMPT

Turn the planning meeting into a short update for the manager.

Use in: An AI application that can read the meeting transcript

Request · Feedback that reorders the brief

PROMPT

Lead with the postponed webinar and the undecided date. Then name Nina's Thursday page repair and Omar's review and final revisions to the invitation slides. Put the registration problem and reason for postponing after those decisions.

Use in: The same conversation, after the first brief

FILES AND LINKS

section-01-webinar-practice-files.zip

Links and copy buttons on the website

CHECK YOURSELF

The first brief had no wrong facts. What made it hard for the manager to use?

LECTURE 1.4

1.4

How Can an Agent Check the Work It Has Done?

Ask an agent to check its own drafts against the source, then watch an agent test a real web page like a visitor and spot-check what it reports.



IDEAS TO KEEP

01

Before handing work over, ask the agent to compare the brief and slide draft with the transcript and report any mismatch, missing decision or undecided detail shown as confirmed, with the source passages.

02

If a draft announces a new webinar date, the transcript shows the team has not chosen one. You get a specific correction to review instead of hunting for every difference yourself.

03

Read the report, then spot-check a fact that matters, such as Nina's Thursday deadline. The agent helps with the comparison; you decide whether the result is ready.

04

A website needs checks of what a visitor can do, not only of the words. With a browser, the agent can choose which links to follow and which buttons to try, so you do not have to describe every click.

05

In the recording, the agent tests the student resource library for Arun's SEO course. Choosing Toolkit leaves only toolkit resources. The agent also opens the main toolkit on its own.

06

The agent flags 'Fix the Technical SEO Problems That Google Hates': its description calls it a toolkit but it is tagged Guide, so the Toolkit filter hides it.

07

If a test finds a problem, ask the agent to fix it and repeat the same check, such as correcting a claim and comparing it with the transcript again, or repairing a button and trying it again.

FOLLOW ALONG

1. Read the comparison request below and name the three kinds of problem it asks the agent to report.
2. Open the SEO course resource library from the website page and choose Toolkit, as the agent did.
3. Look at what remains and open the main toolkit, 'Course Tools & Resources: Your Complete Reference Guide'.
4. Find 'Fix the Technical SEO Problems That Google Hates', the resource the agent flagged, and check its tag and description yourself.
5. Optional: give the visitor-test request to an AI application with a browser and point it at a website you look after.

Request · Check the drafts against the transcript — PROMPT

Compare the manager brief and updated invitation slides with the original meeting transcript. Report any mismatch, missing decision or undecided detail presented as confirmed. Show the source passages behind your findings.

Use in: An AI application that can open the brief, the slide draft and the transcript

Request · Test a website like a visitor — PROMPT

Test my website like a visitor. Go through the main pages, follow links and try the buttons. Tell me what you checked, what worked and what needs fixing.

Use in: An AI application with a browser, such as Claude Code in the Claude desktop app

FILES AND LINKS

section-01-webinar-practice-files.zip

Links and copy buttons on the website

CHECK YOURSELF

?

The agent's report says the Toolkit filter works. What would you look at yourself before trusting that, and what did the agent find that the filter hides?

LECTURE 1.5

1.5

What Could You Put an Agent to Work On?

Break a larger customer-help project into jobs you can name and direct, and see how the same approach repeats for the next webinar meeting.



IDEAS TO KEEP

01

Start with what you already have: your company's existing instructions and the questions customers keep asking. Ask for a one-page guide to the first steps, saved in the shared folder.

02

Judge the guide with plain questions. Does it answer those customer questions? Does it put the first action first? If it leaves out how to get help, point to the support information and ask the agent to include it.

03

Ask the agent to compare the revised guide with the company instructions, then check the answers customers are most likely to rely on.

04

Once you are happy with the guide, ask the agent to prepare the website page and a welcome email that tells new customers where to find that page. Your team reviews both before anything is published or sent.

05

The larger project is four jobs you can name: write the guide, check its instructions, make the page and prepare the email.

06

On the website redesign, the agent changed the home page, course pages and articles and helped create and place 211 refreshed article images. Arun compared designs, chose how to present his courses and tools, asked for a visitor test and approved making the site public.

07

A familiar job repeats: after the next webinar planning meeting, give the agent the new transcript and current slides. If a date has now been chosen, the update and slides should show it.

FOLLOW ALONG

1. Pick one larger job at your work that people keep postponing.
2. Write down the material you would give the agent, such as instructions, common questions or a meeting record.
3. Split the job into named pieces you could judge one at a time.
4. Mark the step where your team reviews before anything is published or sent.

FILES AND LINKS

Section-1-Study-Guide.pdf

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CHECK YOURSELF

What are the four named jobs inside the customer-help project, and where does your team's review come in?

REFERENCE

Words used in this section

AI agent

In this course, an AI application making choices and taking actions toward a goal: deciding where to look and what to change, and using files and connected services to produce results.

Answer-only chat

An AI chat that replies with text. It can state facts correctly while the files, slides and tasks stay unchanged.

Webinar

An online presentation for customers. In Section 1 it is the made-up event the team postpones.

Transcript

A written record of what everyone said in a meeting.

Brief

A short written update, here for the manager who missed the planning meeting.

Project board

An online board where a team tracks its jobs as task cards.

Connection

A working link between the AI application and another service, such as the project board, that lets it read or change things there.

Permission

What the application is allowed to do with a file or service. Reading a file and changing it need different permission.

Test copy

A private working version of a website you can open in a browser while visitors still use the public site.

Spot-check

Checking one or two important things yourself instead of relying only on the agent's report.

Filter

A button on a page, such as Toolkit, that narrows a list to one kind of item.

Understand how AI agents work

Next comes Section 2, where you see how an agent reads a document like your meeting transcript, decides which changes to make and then carries them out.

About the course | Section 1 on the website | aruntastic.com





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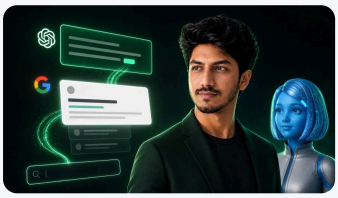
Written by Arun Nagarathanam
Part of Introduction to Agentic AI and AI Agents



KEEP BUILDING

More from Aruntastic

Practical courses for people who want to build useful things with AI.



AI SEO Course 2026: From Zero to Page-One Results

Research search demand, structure useful pages, and work through technical and off-page SEO.

Open the course



AEO, GEO, AI SEO: Get Cited by ChatGPT, Google, Perplexity

Study how AI search finds information, and make your pages clear enough to be cited.

Open the course



Claude Code Without Coding: AI That Does Real Work for You

Start with the installation, give Claude Code a real project, and learn how to check what it changes as you build.

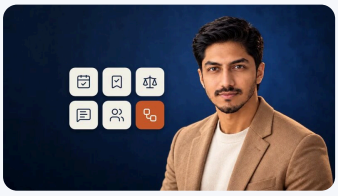
Open the course



Microsoft PowerPoint Presentation 2026 for Professionals

Learn visual hierarchy, slide composition, typography and animation through practical work.

Open the course



AI Agents for Leaders Who Have No Time to Learn AI

If you can delegate to a person, you can delegate to an AI agent. You keep the judgment. For managers and founders.

Open the course

Go deeper



TOOLKIT

SEO Accelerator Toolkit

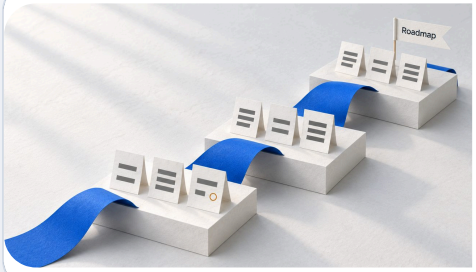
150+ copy-paste AI prompts for audience research, keywords, content, technical SEO and link building.



TOOLKIT

GEO Accelerator Toolkit

100 detailed AI prompts for GEO audits, entity building, content structure and client reporting.



PROGRAMME

GEO Authority Accelerator

A complete GEO programme on our learner platform: nine modules and a 30, 60, 90 day roadmap. The GEO Accelerator Toolkit is included.

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Preparing for a Claude certification?

Practice exams written by Arun: 600 questions across 4 mock exams and 2 drill banks. Unofficial preparation, not affiliated with Anthropic.



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Architect Foundations



CCAO-F
Associate Foundations



CCDV-F
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CCAR-P
Architect Professional