

AI AGENTS FOR LEADERS WHO HAVE NO TIME TO LEARN AI

Delegate more without creating another job to manage

Agentic Workflows

This guide goes beside the Section 6 videos, the last in the course. Victor, Maya, Alex and their figures are prepared fictional examples.



Arun Nagarathanam

6 lectures · prompts, ideas and checks

How to use this guide

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

ONE

Watch first.

Every lecture makes sense without practice. The steps are there when you choose to try one.

TWO

Use the requests.

Every dark window holds a request from the lecture. Select the text to use it in an AI product your employer permits.

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 6 page

6 lectures

6.1	Will AI delegation give you more to manage?	Page 4
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Will AI delegation give you more to manage?

See how adding more AI drafts and agents can leave a leader with more supervision, and learn the one standard this section uses to judge delegation.





IDEAS TO KEEP

01

In a prepared example, Victor set up several AI prompts to summarize project threads, draft weekly status reports and flag schedule risks across his department.

02

By Friday afternoon he spent more time comparing 3 conflicting drafts and hunting down outdated numbers than he used to spend writing the update himself.

03

More agents or more completed actions do not prove a better workflow. Speed of generation means very little if the output leaves you supervising and cleaning up.

04

Worthwhile delegation is judged by your total effort and the quality of attention it leaves you with.

05

For Victor, useful delegation means one clear summary to decide from, a clear reason for any item returned to him, and final authority over consequential actions.



FOLLOW ALONG

1

Pick one recurring job in your week where you are tempted to add more automation.

2

Estimate the minutes you spend explaining it, reviewing the result and correcting it.

3

Before you widen the setup, ask whether the change would lower that combined effort.

GOOD TO KNOW

Victor is a prepared fictional example written for this course. His Friday afternoon illustrates the problem and is not a recorded AI run.



FILES AND LINKS

[README.md](#)

[This lecture on the website](#)



CHECK YOURSELF

Why does the speed of an AI draft tell you little about whether the delegation was worthwhile?

Can several agents help without giving you more to manage?

Watch Maya pressure-test her phased Meridian proposal with 2 reviewer subagents, and see why the coordinator keeps their disagreement instead of averaging it.





IDEAS TO KEEP

01

One chat asked to both build and attack a preferred answer can anchor on it and offer only mild criticism. Two separate chats compared by hand bring back the reconciliation burden.

02

A subagent is a separate agent that receives a bounded job from a coordinating agent and returns its findings to it. A skill is a saved set of instructions guiding how one agent does a method.

03

The Case-For Subagent gets the shared records plus Maya's preferred phased proposal. The Independent Evidence Subagent gets the same records and criteria without her preferred answer.

04

Withholding your preferred answer reduces one source of confirmation bias, though it never guarantees unbiased judgment.

05

The coordinator returns 4 sections: where the reviewers agree, where they materially disagree, what evidence is missing, and which uncertainty needs Maya's judgment.

06

In ChatGPT Work, subagents are available on eligible accounts, and running several agents at once uses more of your plan than one agent does.



FOLLOW ALONG

- 1 Pick one high-stakes proposal you want tested before you commit to it.
- 2 Ask your agent to prepare 2 reviewer briefs for your confirmation, giving your preferred answer to only one of them.
- 3 Check what each subagent can see, so the independent reviewer cannot read your main conversation.
- 4 Ask for the 4-section return and read the disagreements first.

Request · Two reviewer briefs and a coordinator that keeps disagreement

PROMPT

We are pressure-testing our Meridian Manufacturing proposal using the permitted RFP scope summary, our team capacity record, and our 4 decision criteria (delivery requirements, specialist capacity impact, viable alternatives, and decision-changing assumptions).

Prepare 2 distinct reviewer briefs for my confirmation before running the review:

1. Case-For Reviewer Subagent: receives the source records, the 4 criteria, and my preferred narrower phased proposal. Its job is to build and test the strongest case for the phased proposal.
2. Independent Evidence Reviewer Subagent: receives the exact same source records and 4 criteria, without seeing my preferred phased proposal. Its job is to evaluate the options from scratch and look for evidence in the records that contradicts the timeline or capacity assumptions.

Once both subagents return their findings, do not average their conclusions. Compare their cited sources and return 4 sections: where they agree, where they materially disagree, what evidence is missing, and which uncertainty requires my judgment.

Use in: ChatGPT or another AI product your employer permits, with the permitted records attached

GOOD TO KNOW

Maya and Meridian Manufacturing are prepared fictional examples. The reviewer findings and the week-5 conflict are authored teaching material, not output from an observed subagent run.



FILES AND LINKS

[practice/subagents-permissions-and-capstone-files.md](#)

[prompts/section-06-prompts.md](#)

[This lecture on the website](#)

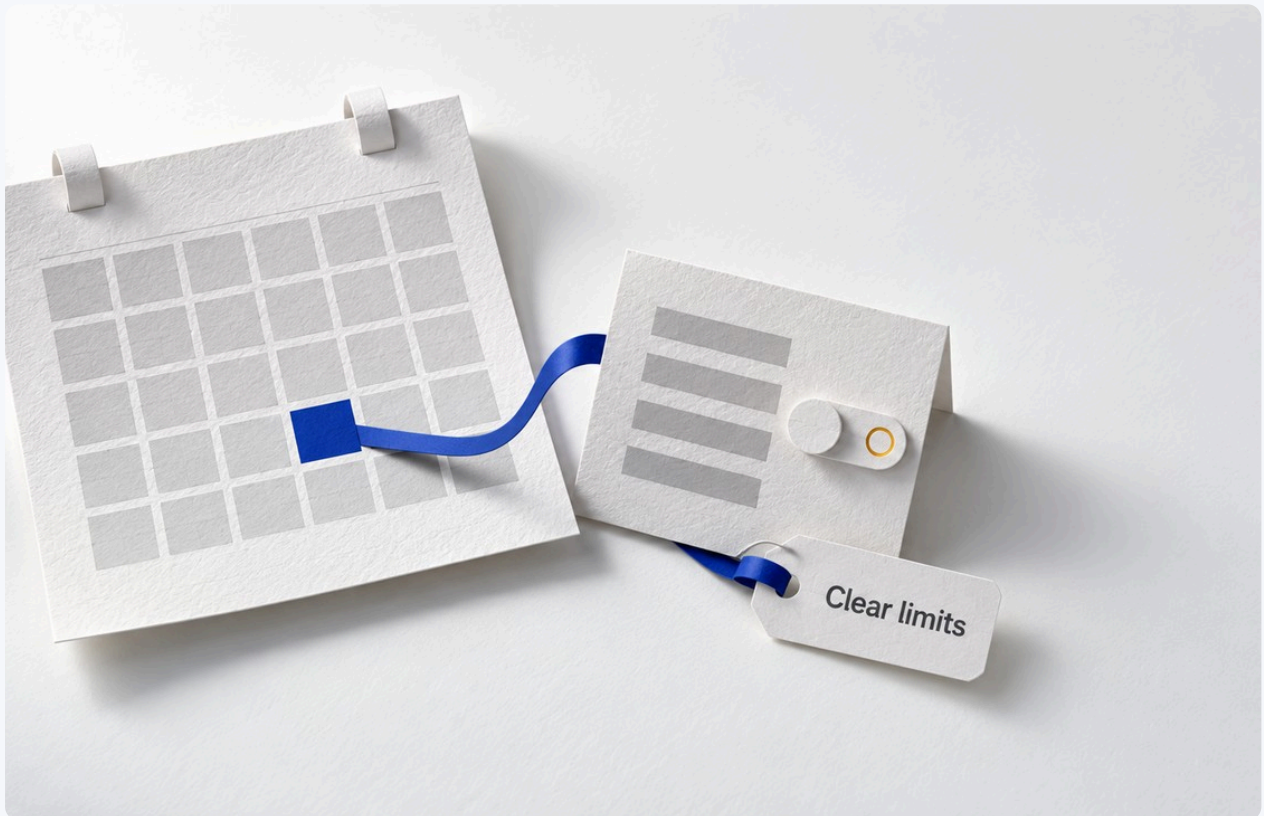


CHECK YOURSELF

Why would averaging the two reviewers hide the risk Maya most needs to see?

What can your agent do without asking every time?

Turn one routine action into a standing permission with 4 clear boundaries, test it on two cases, and see how to withdraw it.





IDEAS TO KEEP

01

An action receipt is a saved record showing an action really happened, such as the calendar entry read back after a booking. Check receipts from your own workspace before you grant any rule.

02

A standing permission is advance authority for an agent to carry out a narrowly defined routine action within explicit boundaries.

03

Alex's rule has 4 parts: the permitted action and destination, the required evidence, routine reporting with readback, and the exceptions that return immediately.

04

A broad instruction such as "manage my meeting follow-ups" blurs the line between a private note to yourself and an unreviewed commitment email to a client.

05

A clean streak of past runs informs your confidence but never guarantees future behaviour. Your authority always includes an immediate off switch.



FOLLOW ALONG

- 1 Pick one small routine action you already confirm by hand every week.
- 2 Review the receipts from earlier runs in your own workspace.
- 3 Ask the agent to propose a 4-part rule for your confirmation.
- 4 Note the condition, such as a busy quarter-end, under which you will pause it.

● ● ● Request · Propose a 4-part standing permission

PROMPT

We have checked the action receipts from several weeks of personal preparation reminder proposals, such as the calendar entry read back after each booking. Propose a scoped standing permission rule for my confirmation with 4 boundaries:

1. Permitted action and destination: create one 15-minute private preparation reminder on my personal calendar only, 60 minutes before any confirmed Northstar meeting.
2. Required evidence: the client review date and time must be explicitly confirmed in the supplied meeting transcript or project record.
3. Routine reporting: read back the saved calendar entry from my personal calendar and log completed reminders in my weekly summary report.
4. Immediate-return exceptions: if the date or time is ambiguous, if the slot conflicts with an existing calendar event, if the calendar tool is unavailable, or if the action would invite or notify another person, book nothing and return the item to me immediately.

Use in: ChatGPT or another AI product your employer permits

● ● ● Request · Withdraw the standing permission

PROMPT

Withdraw the standing permission for booking personal preparation reminders during our quarter-end review weeks. Return all reminder actions to Proposed only for my manual confirmation, and show me the updated rule state.

Use in: ChatGPT or another AI product your employer permits

GOOD TO KNOW

The Northstar reminders are a prepared example, so no real receipts sit behind them. Set a rule like this only after checking receipts from your own workspace.



FILES AND LINKS

[practice/subagents-permissions-and-capstone-files.md](#)

[skills/calendar-reminder-actions/SKILL.md](#)

[This lecture on the website](#)



CHECK YOURSELF

In Alex's Tuesday test case, why does the agent book nothing instead of moving the reminder to another slot?

Can the work continue when you leave your desk?

Check where a ChatGPT Work task runs and what it can reach before Maya leaves her desk, and know her fallback when company policy blocks both routes.





IDEAS TO KEEP

01

Two questions sort this out: where does the task run, and what can it reach?

02

A local task runs in ChatGPT on your computer and uses the folders you approved there. A cloud task runs on OpenAI's computers and keeps going after you leave. You follow up from the web or your phone.

03

With local computer access, a cloud task can reach files on your computer while it is connected, switched on and online. In a company workspace the person who manages ChatGPT usually turns it on.

04

A dot is a personal agent with its own cloud computer and browser, on some plans and not in every country. As of 20 October 2026, Pro plans in the European Economic Area, the UK and Switzerland do not include dots.

05

A cloud service such as Google Drive linked to ChatGPT is called an app, and this course says linked app. Appearing in ChatGPT's list is not your employer's approval to link company documents.

06

A task begun on the laptop cannot switch to the cloud partway through, so Maya starts a new cloud task before she leaves.



FOLLOW ALONG

- 1 Before you leave, check whether your task runs locally or in the cloud, and whether your computer stays connected.
- 2 Check that the route can read the specific files and the current decision record it needs.
- 3 Check your organization's policy on which linked apps are approved for that material.
- 4 If policy blocks every route, prepare a permitted, non-confidential summary in your approved mobile workspace before you go.

GOOD TO KNOW

Plans, countries and features change often, so check what your own ChatGPT screen shows. Maya's trip is a prepared example, not a recorded session.



FILES AND LINKS

[practice/subagents-permissions-and-capstone-files.md](#)

[This lecture on the website](#)

CHECK YOURSELF



Why can Maya still see her conversation on her phone but get no answer about the Meridian scope PDF after shutting her laptop?

Which job will you stop restarting next week?

Run one complete workflow on a recurring job, compare the whole effort across 4 buckets, and decide whether to keep, refine or stop it.





IDEAS TO KEEP

01

Use a recurring job you already noticed while following the course. It might use Meetings and follow-through, Priorities and decisions, or Communication and people leadership.

02

When you spot a useful correction, ask the agent to capture it into the skill. When the result already works, ask it to confirm what made the method succeed.

03

Counting only the 20 seconds of generation hides the 25 minutes spent hunting files, explaining background, reading and fixing.

04

Compare 4 buckets: initial setup, task explanation, output review and manual correction. Keep the one-time setup separate from the recurring weekly effort.

05

In Alex's made-up figures, the workflow saves more than half an hour a week and the one-hour setup pays back within 2 weeks, so Alex keeps it.

06

One run shows how the workflow performed on this task, not a guaranteed saving every week.



FOLLOW ALONG

1

Choose one recurring job and one of the three course workflows.

2

Run it once on permitted material and capture any correction into the skill.

3

Write your own minutes for the 4 buckets, before and with the workflow.

4

Decide keep, refine or stop, and share only what one proven job needs.

● ● ● Request · Capture the refinement and compare complete effort

PROMPT

We have completed this run of the workflow on our recurring task. First, capture the refinement we made today into the reusable skill without adding task-specific dates or blank placeholders. Second, lay out a complete-effort comparison between our prior manual process and this workflow across 4 buckets—initial one-time setup, recurring task explanation, output review, and manual correction—so I can decide whether to keep, refine, or stop using this method. Use my own minutes for each bucket, and do not invent figures.

Use in: ChatGPT or another AI product your employer permits, in the conversation where you ran the workflow

● ● ● Request · Prepare a team-sharing note

PROMPT

Prepare a compact team-sharing note for this workflow that includes 5 items: the saved skill instructions, one permitted worked example, the explicit exception return rules, the requirement that the human sender owns reviewing every draft before use, and a reminder to run the workflow only inside our employer-approved AI tools.

Use in: ChatGPT or another AI product your employer permits

GOOD TO KNOW

Alex's minutes are made up for this prepared example. Replace them with your own figures when you test your workflow.

**FILES AND LINKS**[skills/meetings-and-follow-through/SKILL.md](#)[skills/priorities-and-decisions/SKILL.md](#)[skills/communication-and-people-leadership/SKILL.md](#)[skills/meeting-follow-up/SKILL.md](#)[This lecture on the website](#)

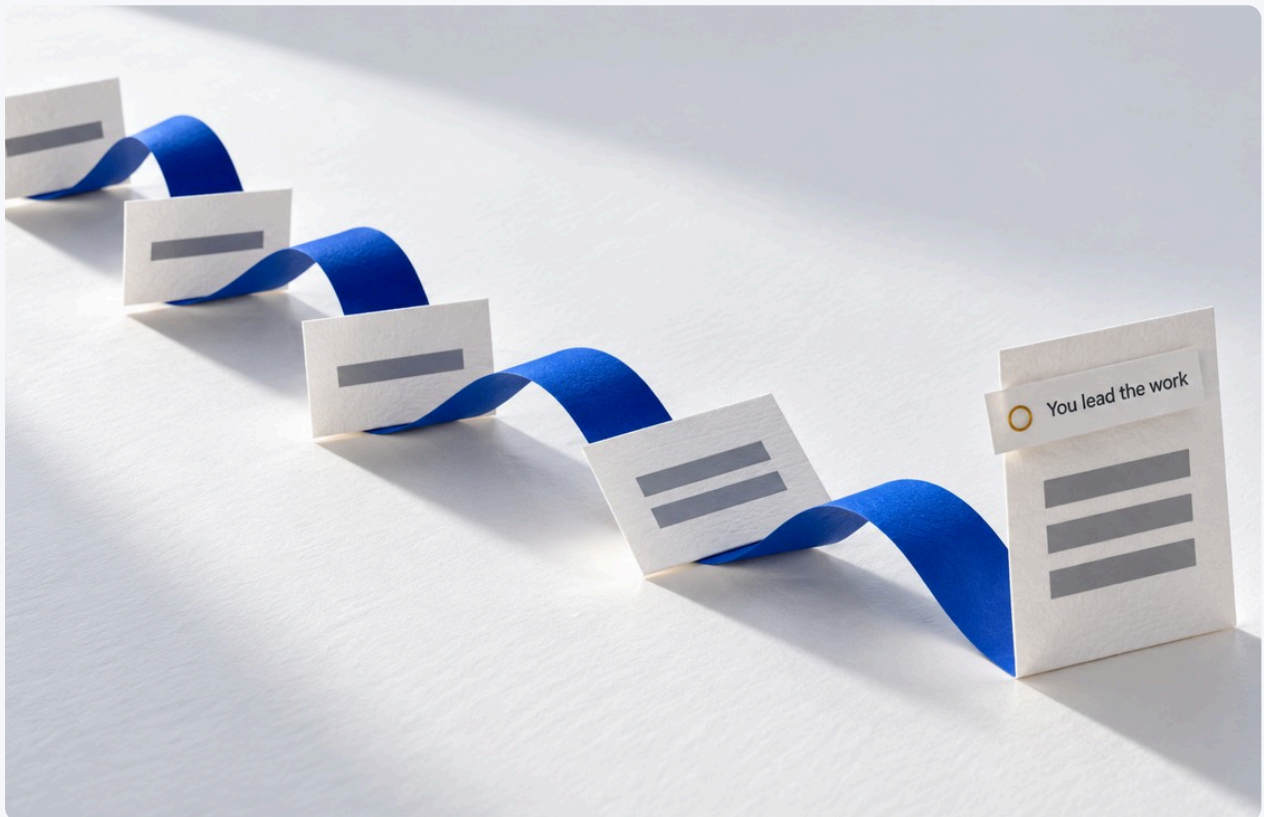


CHECK YOURSELF

Why should the one-time setup hour sit apart from the weekly explanation, review and correction minutes?

What has changed in how you lead the work?

Look back across the six sections, take one principle and 4 questions into any new problem, and choose your first step for this week.





IDEAS TO KEEP

01

Sections 1 and 2: an agent turned a transcript and your stated purpose into notes and drafts, and a project and a skill stopped you explaining the same job from scratch.

02

Sections 3 to 5: an attention queue and a decision record kept choices clear, a voice skill and spoken rehearsal kept messages yours, and prepared observations and open questions kept people conversations fair.

03

Section 6: subagents, standing permissions with clear limits, checked away-from-desk routes and a complete-effort comparison let you delegate larger jobs without a second job to manage.

04

None of it needed code, because each setup step started with you explaining the work in plain words.

05

The principle: you lead the work, and the agent prepares it.

06

Completing a course or saving a skill is never a substitute for verifying results in your own workplace and checking receipts.



FOLLOW ALONG

1

Pick one meeting this week whose follow-up you usually end up chasing.

2

Run the meeting follow-through workflow on its transcript.

3

Judge the result with the keep-or-change test from the first section.

GOOD TO KNOW

The 4 questions for any new problem: What result would help the next decision? What grounded context and methods does the agent need? Which exceptions or conflicts must return to me immediately? Which human judgment or conversation belongs only to me?



FILES AND LINKS

[skills/meetings-and-follow-through/SKILL.md](#)

[This lecture on the website](#)

CHECK YOURSELF



Which of the 4 questions would you answer first for the next new demand on your desk, and why?

Words used in this section

Total leader effort

Your explanation, review and correction time added together. This section judges delegation by it.

Subagent

A separate agent that receives a bounded job from a coordinating agent and returns its findings to it.

Coordinator

The agent you normally work with, which briefs the subagents and compares what they return. In 6.2 it is Maya's usual agent in Work.

Action receipt

A saved record showing an action really happened, such as the calendar entry read back after a booking.

Standing permission

Advance authority for an agent to carry out a narrowly defined routine action within explicit boundaries.

Local task

A ChatGPT Work task that runs in ChatGPT on your computer, using the folders and files you approved there.

Cloud task

A ChatGPT Work task that runs on OpenAI's computers and keeps going after you leave. You follow up from the web or your phone.

Local computer access

Lets a cloud task reach files on your computer while it is connected, switched on and online.

Dot

A personal agent with its own cloud computer and web browser, on some plans.

Sync

The setting that keeps your conversations the same on your laptop, your phone and the web.

Linked app

A cloud service, such as Google Drive, linked to ChatGPT. ChatGPT calls it an app, and older guides say connector.

Complete-effort comparison

Your old way against the workflow across 4 buckets: initial setup, task explanation, output review and manual correction.

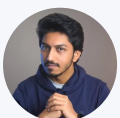
Your first step this week

This is the last section of the course. Pick one meeting this week whose follow-up you usually end up chasing, run the meeting follow-through workflow on its transcript, and judge the result with the keep-or-change test from the first section. You lead the work, and the agent prepares it.

[Continue the course](#)

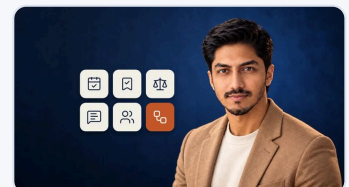
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Learn how to direct an AI agent at work, with agentic workflows, RAG and MCP explained from a real first run.

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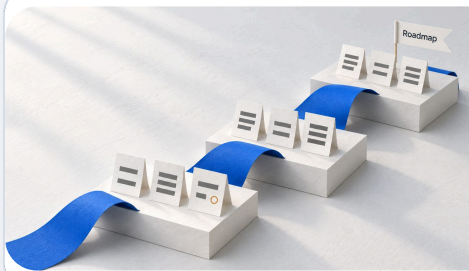
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TOOLKIT

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