# Human-AI Collaboration

# Helpful AI *Mindsets*

Develop a productive mindset for using AI as your helpful collaborator

**What it is**

A set of mindsets that help you collaborate with AI tools and make the most of both human and machine intelligence.

**Use cases**

| Stop feeling overwhelmed by AI and get started | Adopt AI as a teammate that can help you with your work | Understand the possibilities and limitations of AI |

## Enabling Mindsets

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| **AI is for everyone** | *"AI is becoming part of everyday work life. Everyone should understand how to use it."* |
| **Start by starting** | *"The best way to learn is through direct experience. Pick a tool and start prompting. It might feel uncomfortable, and that's ok."* |
| **Support, not replacement** | *"AI can get me started quickly, but it works best when I add my own guidance, creativity and strategic thinking."* |
| **It's not magic** | *"AI is powerful, but it is designed by humans to give me exactly what it thinks I want. I have the ability to shape the output."* |
| **I'm responsible for the ethics** | *"It's my responsibility to check for bias, verify the output, and use AI thoughtfully and transparently."* |

# Power *Prompts*

Get higher-quality relevant responses faster

**What it is**

A structured approach for drafting clear, specific, and useful prompts to guide generative AI tools.

**Use cases**

Generating first drafts, or summarizing

Tailoring content for different audiences

Improving your content with subject matter expertise

## A 5-Step Prompting Framework

**1** Role — Assign a persona to the AI. For example, "Act as a marketing director" or "You are a senior executive who likes to get right to the point."

**2** Task — State the primary goal or action clearly. For example, "Write a 5-point executive summary" or "Critique the tone of the paragraph below."

**3** Context — Provide the necessary background. For example, "This data includes all our sales from the past 12 months" or "I want to focus on the most surprising insights."

**4** Direction — Specify the exact format, length, or style of the final output. For example, "Give me 4-5 sentences, in a direct and concise tone."

**5** Refine — Don't stop with the first result. Review the initial response, revise with your own perspective, and share your edits. For example, "I want to rephrase to make it more conversational and to remove the jargon."

# AI *Bias* Check

Notice blind spots and mitigate bias in AI output before it shows up in the work.

## What it is

A short, structured reflection to build into your use of AI to identify bias, missing perspectives, and shaky assumptions.

## Use cases

| You're about to share or publish AI-generated content | Something feels off, generic, or one-sided | The output will impact customers or critical decisions |

## Steps to detect and reduce bias

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| **Build in time to pause** | Assume the output may be biased, and set aside time to address it. |
| **Scan for common biases** | Ask yourself:<br>• Who is centered here? Who's missing?<br>• Are there stereotypes or coded language?<br>• Does this reflect the full population, or just a narrow slice?<br>• Does this advantage one group or viewpoint? |
| **Reality check** | Ask: "Would I be comfortable explaining this output, its assumptions and where it came from, to the people it will impact?" If you hesitate, slow down and verify your sources. |
| **Broaden the lens** | Seek out people with different backgrounds and expertise to review and give feedback. |
| **Provide feedback** | Be explicit with the AI about what's off. Name the biases you see and tell the AI how you want it to improve. |

# *Redesign* Your Work with AI

Use AI intentionally where it adds the most value, instead of replacing your own thinking.

**What it is**

A set of questions to ask about everyday tasks that helps you determine when to get help from AI.

**Use cases**

| You feel stuck, slow or overwhelmed | You're staring at a blank page or messy inputs | You need momentum, options, or clarity |

## When to ask AI to help:

**Do I need to clarify my thinking?** Ask AI to share clarifying questions. *"Ask me 5 questions to test my reasoning and sharpen my argument."*

**Am I stuck because I'm starting from a blank page?** Ask AI for a rough first draft. *"Create a rough first pass, and suggestions for how to build on it."*

**Do I want lots of ideas?** Ask AI to brainstorm, quickly and without a limit. *"Generate a wide range of suggestions for me. Don't filter, yet."*

**Is the idea there, but the wording or tone isn't?** Ask AI to edit for clarity and tone. *"Rewrite this to be clearer and more direct for this audience."*

**Am I buried in too much unorganized information?** Ask AI to synthesize themes and insights. *"Review this and identify the key themes and underlying insights that might be surprising.*

**When to prioritize your own human perspective:**
- When judgment, accountability, or a critical decision is required
- When the work affects people, trust, or risk
- When context, nuance, or values matter more than speed.