

Building an AI Native Mindset

Three hours · Eight modules · One workflow to ship by Friday



What does it mean to be AI-Native?

🕒 5 minutes

Before we tell you what we mean, we want to hear what you mean.

- 1 Turn to a neighbor. Give your one-sentence definition of *"AI-native."*
- 2 Stuck? Finish this: *"An AI-native professional is someone who..."*
- 3 We'll hear **three or four** answers from the room. No right answer yet.
- 4 Then we'll build the working definition together over the next 15 minutes.



Discussion prompt: What kinds of work do you think AI should handle for you? What should stay with you?

The next three hours

1 Mindset

2 CRAFT Prompting

3 Encoding Expertise

 Break · 10 min

4 Risks & Guardrails

5 Research & Synthesis

 Break · 10 min

6 The Frontier

7 Pick a Project

8 Capstone

All of this is just statistics

ChatGPT, Claude, Gemini look like magic. Under the hood — finding patterns in data.



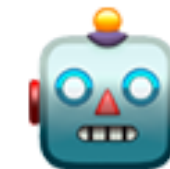
Analytics

Counting, sorting, averaging — the grandparent of all of this.



Machine Learning

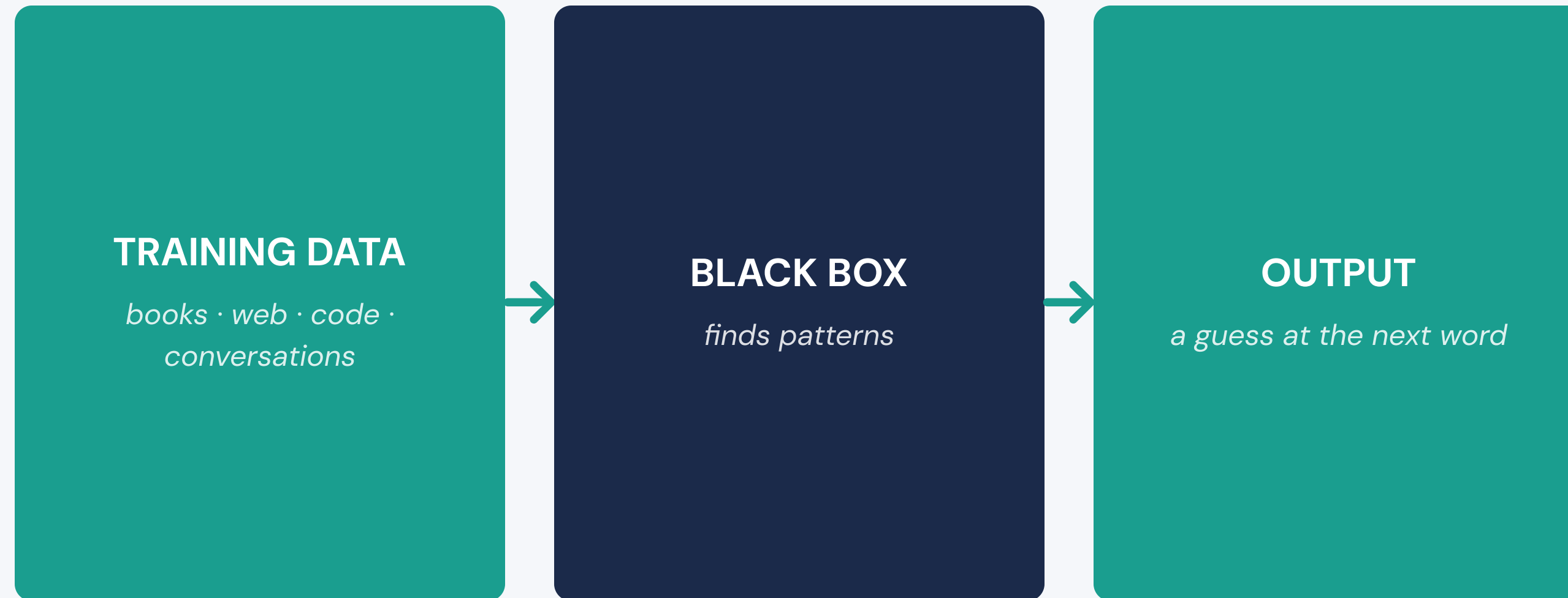
Programs learn patterns from data instead of being given rules.



Language Models

*Machine learning, on a huge amount of text.
Predicts the next word — very well.*

One diagram for the whole industry



💡 THE KEY INSIGHT

It learns from patterns. It doesn't know what's true — only what's likely.

AI knows everything public. It knows nothing about you.



- Your company
- Your customer
- Your last meeting
- Your judgment
- Your specialization
- Your taste
- Your team's playbook

Today's job: move you from left to right

OLD WAY	→	AI-NATIVE WAY
<i>Search manually</i>	→	Ask AI to search, summarize, and compare
<i>Rewrite from scratch</i>	→	Give AI context and examples
<i>Do repetitive data entry</i>	→	Use AI to extract and classify
<i>Ask one-off prompts</i>	→	Build repeatable workflows
<i>Keep expertise in your head</i>	→	Encode judgment into prompts & rubrics

MODULE 1 • 25 MINUTES

01 / 08

The AI–Native Mindset

The paradigm shift — not the prompt

BUILDING AN AI NATIVE MINDSET

Stop asking "can AI help?" Start asking the AI-native question.



The old reflex

"Let me try AI for this one task." Workflow stays the same. You save 5 minutes a week.



AI-Native

"Let me redesign the workflow with AI inside it." You save hours per week — then redesign again.

Same workflow. You move to the middle.

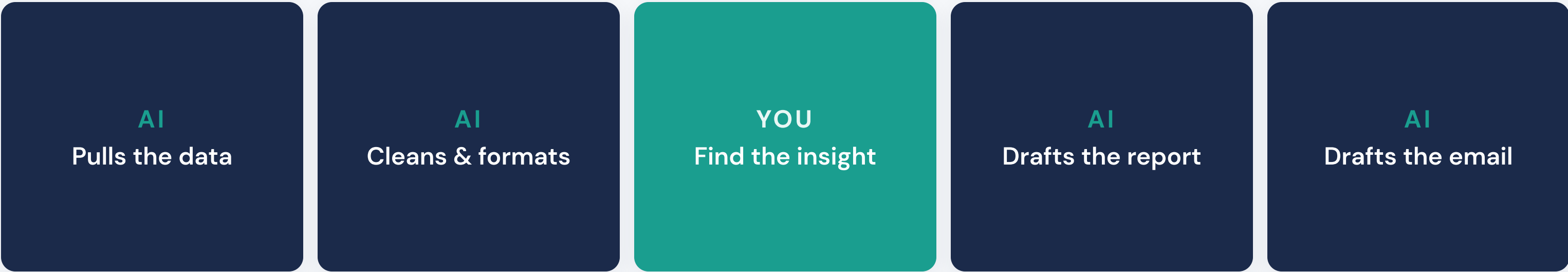
OLD WAY

All you, all day



AI-NATIVE

You in the middle



 The clerical work fans out around you. The judgment step sits dead center.

What does it mean to be AI-native?



No more manual or tedious work

Pulling, cleaning, formatting, first-drafting — all flow to AI.



Decisions, faster

Freed from busywork, you spend the day in judgment — not in data entry.



10× your productivity

What used to take an afternoon now takes a focused 30 minutes.

MODULE 2 · 25 MINUTES

02 / 08

CRAFT Prompting

Five letters, five questions, one good prompt

BUILDING AN AI NATIVE MINDSET

MODULE 2 • THE PAIN

Asked AI for something and *didn't get what you wanted?*

This is how to fix it — almost always a prompting problem, not a model problem.

Five letters fix most prompts



Context

What's the background & situation?



Role

Who should AI act as?



Action

What specifically to do?



Format

How to shape the output?



Tone

What voice or register?



A strong prompt looks like delegation to a smart new hire — same five things they'd need from you.



Context

What's the background, situation, audience?

LOOKS LIKE THIS

"I'm a sales manager at a B2B SaaS company. Just finished a 30-min discovery with the VP Ops at a 200-person manufacturer. Her pain: 6+ hrs/week on manual reporting."



Role

Who should the AI act as?

LOOKS LIKE THIS

"Act as an experienced B2B sales manager." "Act as a copy editor for technical writing." "Act as a senior PM who's shipped data products."



Action

What specifically do you want it to do?

LOOKS LIKE THIS

"Write a concise follow-up email that acknowledges her specific pain, recaps what we discussed, and proposes a 30-min planning call with two time options."



Format

How should the output be structured?

LOOKS LIKE THIS

"Under 150 words. Three paragraphs. No subject line yet." "Markdown table, 5 rows, with a bolded recommendation below."



Tone

What voice or register? (Most people skip this.)

LOOKS LIKE THIS

"Warm, professional, not salesy." "Direct and analytical — no hedging." "Match the voice in the three examples below."

Same model. Different result.

What context does to the same model in 30 seconds

✗ BEFORE

9 WORDS

Write me a follow-up email.

✓ AFTER · CRAFT

~90 WORDS

CONTEXT: B2B SaaS sales mgr. Just finished discovery with VP Ops at a 200-person mfr. Pain: 6+ hrs/wk manual reporting.

ROLE: Experienced B2B sales manager.

ACTION: Recap her pain · recap discussion · propose a call with 2 time options.

FORMAT: Under 150 words. Three paragraphs. No subject line.

TONE: Warm, professional, not salesy.

Now you try. CRAFT each one.



Marketing

"Write me a launch announcement."

Missing: audience, product, channel, tone.



Sales

"Draft a follow-up to my customer."

Missing: recipient, prior call, next step.



Doctor / Clinic

"Summarize this patient chart."

Missing: audience, level, what to flag.

⚡ Pair up by role. Pick one. Five minutes. CRAFT it. Run it.

Take a vague prompt you sent this week. Rewrite it with all five CRAFT fields. By Monday you're already using it.

- 1 Pull up your AI tool's chat history. Find any prompt you sent this week — pick a vague one.
- 2 Fill in all five fields: **Context** • **Role** • **Action** • **Format** • **Tone**.
- 3 Combine into one prompt. Run it. Compare to the original.
- 4 *Save the new prompt* — notes app, doc, or a Custom GPT. You'll reuse it weekly.

 **Share-out:** Which addition made the biggest difference to the output?

MODULE 3 · 30 MINUTES · CENTER OF GRAVITY

03 / 08

Encoding Your Expertise

Move judgment from your head into the prompt

BUILDING AN AI NATIVE MINDSET

MODULE 3 · THE SHIFT

**Anyone can prompt. Only *you* can
encode what makes a good lead.**

Your expertise is the moat

MODULE 3 • THE QUESTION

How can we make AI *more adaptable* to *your* needs?

Anyone can prompt. Only you can encode what makes a good lead, vendor, contract, or candidate.

Give it your criteria. Give it how you think.



Asking

"Is this a good lead?"

AI guesses what "good" means. Generic answer based on internet averages.

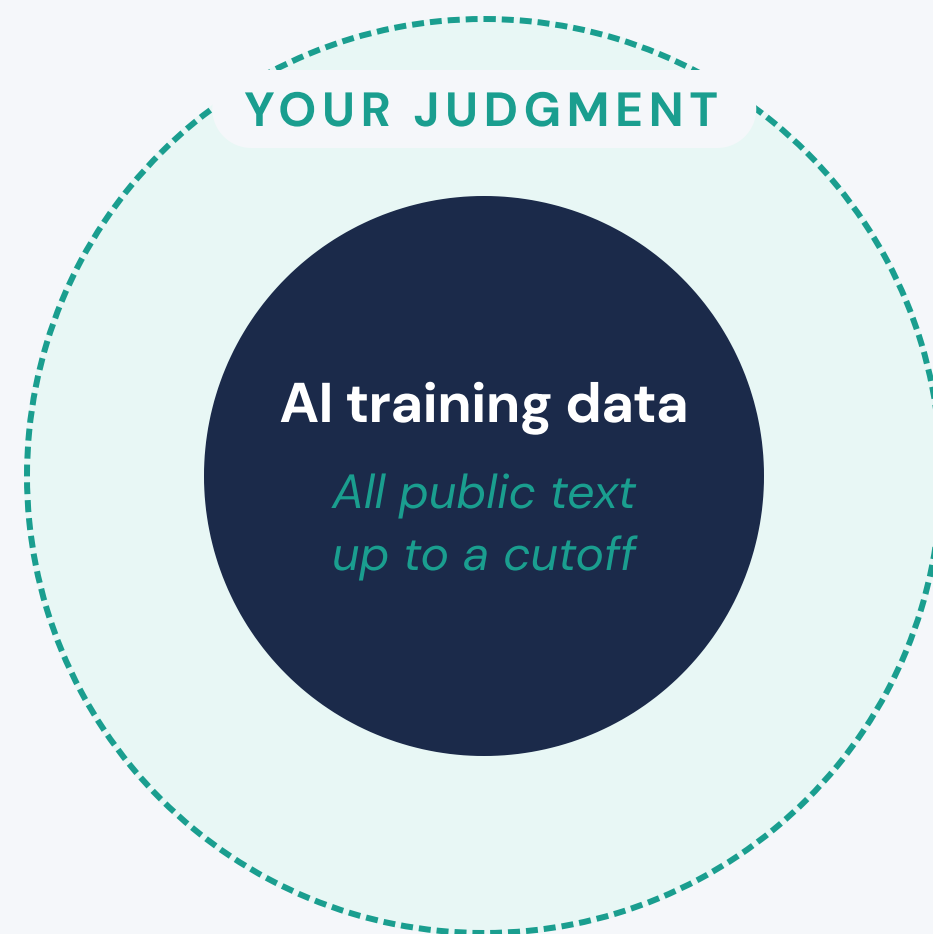


Teaching

"Score this 1–5 on my five criteria."

You name the rubric. AI applies your judgment. Anyone on the team can re-run it.

AI was trained on everything public. Your judgment lives outside that.



Your evaluation criteria

Your customer's tells

Your team's red flags

Your reviewer rubric

Your taste

Your hard-won pattern recognition

💡 *Encoding expertise* = moving things from your head into the prompt.

Teach the AI what you look for

Pretend you're a VC · 200 inbound pitches a month · only 8 meetings · what gets a yes?

01

Frame it. Ask the room what they look at first. Collect 4–5 criteria: revenue range, founder background, market, retention, capital efficiency.

02

Encode them. CRAFT prompt with that rubric — score 1–5, justify, total, then *take meeting · pass for now · pass forever.*

03

Run it on a real pitch. Read the scored output aloud. The AI is applying *your* filters — ones it couldn't know until you told it.

Same five-criterion pattern. Different job.



Customer Success

Usage · champion · support · ROI · renewal.
expand · maintain · save



HR · Recruiting

Role fit · level · comms · culture · risk.
advance · hold · pass



Operations

Price · reliability · support · integrations · risk.
shortlist · pilot · drop



Legal · Contracts

Liability · IP · termination · payment · auto-renew.
accept · negotiate · escalate



Sales · BD

Budget · authority · timing · fit · pain.
pursue · nurture · disqualify



PM · Strategy

Reach · impact · effort · confidence · risk.
ship · refine · park

From one prompt to a saved system



Step 01 · Write

Write the CRAFT prompt. Get the output you want. Refine until AI's judgment matches yours.



Step 02 · Use it

Run on real work for a week. Note what you tweak. The first version is never the best.



Step 03 · Save

Custom GPT or Claude Project. Persistent instructions + uploaded files. The team can run it.

What's a recurring evaluation you do?



Don't have one?

You have a usage database for your product. Tomorrow's meeting: "why is engagement down in segment X?" Build the rubric you'd use to triage what to look at first — retention, feature depth, cohort age, support, tier.



Three quick questions

- 01.** *What do I look at first?*
- 02.** *What separates good from bad?*
- 03.** *What would I tell a new hire to check?*



Encode one piece of your expertise

🕒 12 minutes

Build one rubric AI can run. Bring an anonymized example to test it on.

- 1 Pick a recurring evaluation you do. *"Is this a good [PR / contract / vendor / candidate]?"*
- 2 Write **3–6 criteria** you use — even if you've never written them down before. That's the point.
- 3 Wrap them in a CRAFT prompt: Context · Role · Action · Format (table) · Tone (direct).
- 4 Paste a real, anonymized example. **Compare** the AI's evaluation to yours.

⚠️ **Refine:** if the scoring feels off, your rubric is missing something. Name it. Add it.

BREAK · COFFEE · STRETCH

10

minutes — back at the top of the hour

MODULE 4 · 25 MINUTES

04 / 08

Risks & Guardrails

Three real events · one standing habit

BUILDING AN AI NATIVE MINDSET

Hallucination



RISK 01 · MATA V. AVIANCA

Hallucination.

HOW TO PREVENT

Every specific claim might be wrong. Dates, prices, citations, names. The more confident the AI sounds, the more carefully you verify.

FEDERAL COURT WIRE

S.D.N.Y. · MATA V. AVIANCA

JUNE 22, 2023

N.Y. Lawyer Sanctioned After ChatGPT Invents Six Case Citations in Federal Brief

[PHOTO PLACEHOLDER · FEDERAL COURTHOUSE]

Manhattan attorney Steven A. Schwartz admitted under oath that he used ChatGPT to research precedents for an aviation injury case. The model returned six convincingly-formatted prior cases. None of them existed. The judge ordered sanctions and the story went international within a week.

// styled re-creation — swap in real screenshot

Data Exposure



RISK 02 · SAMSUNG

Data exposure.

HOW TO PREVENT

Three-tier rule. **Public** goes anywhere. **Internal** goes to enterprise tools only. **Confidential** goes nowhere without legal sign-off.

TECH WIRE DAILY

SUWON · SEMICONDUCTOR DIVISION

APRIL 2023

Samsung Bans Internal Generative AI After Engineers Leak Source Code

[PHOTO PLACEHOLDER · CHIP FAB INTERIOR]

Three separate incidents in twenty days. Samsung Semiconductor employees pasted proprietary chip-design source code and internal meeting transcripts into a consumer chatbot to "check for bugs" and "summarize a recording." There was no breach. The engineers typed the data in themselves.

// styled re-creation — swap in real screenshot

Reputation



RISK 03 · SPORTS
ILLUSTRATED

Reputation.

HOW TO PREVENT

Anything attached to your name or your company's name gets a human review pass. No exceptions.

PRESS INVESTIGATION

SPORTS ILLUSTRATED

NOV 27, 2023

Major Sports Magazine Caught Publishing Under AI-Generated Bylines



The bylines were fake. The headshots were AI-generated faces. The biographies were invented. Real people did not exist behind any of them. Within days the editor responsible was dismissed and the publication's credibility took a permanent hit.

// styled re-creation — swap in real screenshot

MODULE 4 · THE PATTERN ACROSS ALL THREE

The model didn't lose its reputation. *The people who shipped it did.*

If your name is on it and it goes out unedited, you own the failure

MODULE 4 · THE STANDING HABIT

AI *drafts.*
Humans *decide.*

Surgeons use scalpels with checklists. Pilots use autopilot with cross-checks. Same principle.

MODULE 5 · 25 MINUTES

05 / 08

Research & Synthesis

Messy material in. Polished output out.

BUILDING AN AI NATIVE MINDSET

Messy notes → polished output

90 seconds from rough meeting notes to a sendable recap email

01

Open something messy. Meeting notes, an email thread, a brain-dump doc. Real material from this week.

02

Write a CRAFT prompt: Context (the meeting) · Role (you) · Action (recap + decisions + action items) · Format (email) · Tone (your voice).

03

Edit the last 10%. Ship it. You didn't write from scratch — and the result is yours.

Bring real material from this week. Turn it into a polished artifact in under 8 minutes.

- 1 Open something messy on your laptop right now — meeting notes, email thread, brain-dump.
- 2 Write a CRAFT prompt to turn it into a summary, action items, or recap email.
- 3 Edit the output to **90% there**. Save the prompt.

 **Share-out:** How long would the old-way version have taken?

BREAK · RESET · STRETCH

10

minutes — then the frontier

MODULE 6 · 25 MINUTES

06 / 08

The Frontier

Where to plug AI in next

BUILDING AN AI NATIVE MINDSET

AI is leaving the chat window — and moving into your tools.



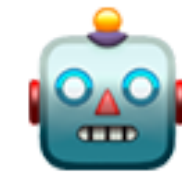
Inside Gmail, Docs, Sheets

Side panels in tools you already use. Triage, summarize, draft — without leaving the page.



Inside Slack, Notion, Salesforce

Threads summarized on hover. Records updated with one prompt. Cross-tool memory.



Saved environments → agents

Custom GPTs and Claude Projects today. Agents take actions next — improving fast, brittle in practice.

Whatever your job is — start here



Sales Rep

Pre-call research · draft outreach · recap calls into CRM.



Doctor

Chart vs. visit complaint · latest treatment guidance · patient-level summary.



Lawyer

Flag deviations from MSA · unusual indemnity · draft the redline rationale.



Ops Lead

Classify 500 tickets · root causes · draft the SOP update.



PM / Analyst

Pull the data · cluster pain points · score opportunities · build the brief.



Marketer

Audience research · positioning drafts · channel-specific variants.

MODULE 7 · 15 MINUTES

07 / 08

Pick a Starter Project

Commit before you leave the room

BUILDING AN AI NATIVE MINDSET



Morning inbox triage in 90 seconds

THE PAIN	20 minutes a morning sorting urgent vs. noise. Brain spends its best hour on email.
THE BUILD	One CRAFT prompt. Optionally upgrade to a Gmail AI side-panel preset.
FIRST PROMPT	<i>Of my last unread emails — flag urgent with reason. One-line summary for the rest. Draft 2-sentence replies for FYIs.</i>
TIME TO VO.1	20 minutes today



A meeting recap that writes itself

THE PAIN	30+ minutes after every meeting turning shorthand notes into something sendable.
THE BUILD	One CRAFT prompt: raw notes → decisions, owners, action items, follow-up email.
FIRST PROMPT	<i>Turn these notes into: 3-line summary, decisions made, action items with owners + dates, recap email in my voice.</i>
TIME TO VO.1	15 min after your next meeting



A standing document digest

THE PAIN	Vendor PDFs, RFPs, research reports. You skim them. You never read them.
THE BUILD	Save a Project with your audience and what you care about. Drop docs in. Get a consistent 5–bullet digest.
FIRST PROMPT	<i>Five bullets: what is it, who's it for, what matters for me, what to verify, my next action.</i>
TIME TO V0.1	One Project · 30 minutes



A personal prompt library

THE PAIN	You write good prompts. You forget them. You rewrite them weekly from scratch.
THE BUILD	One doc. Five sections: triage, meetings, drafts, evaluations, research. Add one prompt per week.
FIRST PROMPT	<i>Today's CRAFT prompt from Module 2. Title it. Paste it. Done.</i>
TIME TO V0.1	10 minutes today



Spreadsheet cleanup that used to take hours

THE PAIN	Messy data. Mixed formats. Missing values. The tax of every monthly report.
THE BUILD	Paste sample rows. Ask AI for cleanup rules + a formula. Spot-check. Apply.
FIRST PROMPT	<i>Here are 20 sample rows. Identify cleanup rules and give me a formula to apply across the column.</i>
TIME TO V0.1	One messy file · 45 minutes

MODULE 8 · 15 MINUTES

08 / 08

Capstone

Your personal AI system · Two weeks to v0.1

BUILDING AN AI NATIVE MINDSET

Pick one workflow. Redesign it AI-native.

- 01 Manual process today.** What happens step by step right now?
- 02 Inputs.** What information, files, or signals start the process?
- 03 Bottlenecks.** Where does it slow down or stall?
- 04 Repetitive decisions.** What calls do you make the same way each time?
- 05 Human judgment points.** Where must a human stay in the loop?
- 06 AI-assisted steps.** Summarize · extract · classify · draft · compare · recommend.
- 07 Tools needed.** What's the minimum tech to make this work?
- 08 First prototype.** Smallest version you can build this week.

Four capstone shapes — borrow one



Sales

AI Account Executive Assistant — research · outreach · discovery prep · call summary · CRM update.



Product

AI Product Discovery — feedback analysis · pain clustering · opportunity scoring · PRD draft.



Operations

Process Automation Map — repetitive process · extract/classify/draft handoffs · ship v0.1.



Executive

AI Chief of Staff — email + calendar + docs · open decisions · response drafts · open-loop tracker.

Pick one workflow you do weekly. Map it AI-native. Ship v0.1 in two weeks.

- 1 Map the manual process.** Step by step. Inputs. Bottlenecks. Where it stalls.
- 2 Identify AI-assisted steps.** Summarize · extract · classify · draft · compare · recommend.
- 3 Mark the human-in-the-loop step.** Where must judgment stay with you?
- 4 Build v0.1.** Smallest version. CRAFT prompt(s). Save in a Project. Ship by Friday week 2.

 Watch your inbox for the **Day 3 nudge**. Optional Week 2 share-out · Week 6 retro.

You won't be doing this alone.



Day 3 · Email

The nudge

"What workflow did you pick? What's your first CRAFT prompt?" Short reply expected.



Week 2 · 30 min

The share-out

Optional virtual session. Five learners demo their v0.1 to the cohort. Steal liberally.



Week 6 · Retro

The review

What you shipped, what stuck, what didn't. Stories become the next cohort's examples.

Now go ship.

Z. Habib · S. Rayani

boxkit@aitraininghub.org



Resources



Cohort Slack



Book office hours

APPENDIX · USE ONLY IF TIME / ROOM ASKS

99 / appendix

Backup material

Bonus demos and frameworks · Skipped in main flow

8 emails triaged in 90 seconds

Gmail + AI side panel · 6–8 minutes

01

Open the AI side panel in Gmail (sample inbox, not your real one).

02

Triage prompt: "Of my last 8 unread, which 1–2 are urgent? Summarize the rest in one line. Draft 2-sentence FYI replies."

03

Pick one drafted reply. Edit one phrase. Show the human-in-the-loop.

Six things AI does to any messy material



Summarize

A 40-page report into 5 bullets at the audience's level.



Extract

Names, dates, decisions, action items out of a transcript.



Classify

Tag 200 tickets against your categories in five minutes.



Draft

First-pass emails, briefs, replies — in your voice, with your context.



Compare

Three vendor contracts, side by side, in plain English.



Recommend

Score against your rubric. Suggest the next step.

A spectrum, not a leap — and you're on it now



Today · Chat

*Open a chat. Paste material.
Get output. You're here on day
one.*



This week · Templates

*Saved CRAFT prompts in a
notes app. Reuse weekly.*



This month · Projects

*Custom GPTs or Claude
Projects. Persistent
instructions, uploaded files.*



Watch this · Agents

*AI takes actions in tools.
Powerful, brittle. Build earlier
stages first.*