

Human-AI Partnership Guide

Working effectively with AI while maintaining quality

What AI Does Best

AI excels at:

- ✓ Generating first drafts quickly
- ✓ Producing multiple variations
- ✓ Following templates and patterns
- ✓ Formatting and structuring content
- ✓ Brainstorming ideas
- ✓ Summarizing long documents
- ✓ Converting between formats

Use AI for these tasks to save time.

What You Must Do

You are essential for:

- ✓ Providing organizational context
- ✓ Making strategic decisions
- ✓ Evaluating quality for your audience
- ✓ Ensuring accuracy
- ✓ Checking for bias
- ✓ Adding authentic examples
- ✓ Final approval

Never skip these human judgment calls.

Effective Workflow

Best practice workflow:

1. YOU: Define what you need (clear requirements)
2. AI: Generates first draft
3. YOU: Review for accuracy and fit
4. AI: Revise based on your feedback
5. YOU: Refine and add organizational voice
6. AI: Polish formatting and consistency
7. YOU: Final quality check and approval

Iterate until it meets your standards.