

MODULE 2 · WEEK 2 · LESSON 8

Your First AI Workflow: Chain Tools End-to-End

Research to draft to visual to publish

WHAT YOU WILL BE ABLE TO DO

- Design a 4-step workflow with a named tool per step
- Identify hand-off points where humans must check
- Document the workflow so it is repeatable

LESSON CONTENT

The four-step pattern

Step 1 Research (grounded note-AI on your sources). Step 2 Draft (chat assistant with RT-CFC prompt). Step 3 Visual (image/slides tool). Step 4 Publish (Docs/Canva/WhatsApp channel). Each step has one owner tool and one output artifact.

Human checkpoints

After research: verify sources. After draft: fact and voice check (70/30). After visual: consent and disclosure check. Three checkpoints, each 2 minutes. The workflow is automated except where judgement lives - exactly as it should be.

Write it down or it didn't happen

Document each step as: input, prompt, tool, output, checkpoint. This one-page SOP is what turns a one-off win into a repeatable capability - and it is a stunning portfolio artifact.

KEY TERMS

Workflow / SOP	A documented, repeatable sequence of steps.
Hand-off point	Where one tool's output feeds the next.
Human checkpoint	A mandatory judgement step by you.
Artifact	The concrete output of each step.

HANDS-ON TASK

Document one workflow · Tools: Your Module 2 toolkit

1. Pick a real recurring task (weekly report, study summary, church flyer).
2. Map 4 steps: input, prompt, tool, output, checkpoint.
3. Run it once end-to-end and time it.

KEY TAKEAWAYS

- ✓ Before you go, three takeaways from this lesson.
- ✓ One: Design a 4-step workflow with a named tool per step.
- ✓ Two: Identify hand-off points where humans must check.
- ✓ Three: Document the workflow so it is repeatable.

- ✓ And your hands-on task: document one workflow.
- ✓ Pick a real recurring task (weekly report, study summary, church flyer).
- ✓ When it is done, mark the lesson complete on your dashboard, keep the artifact for your portfolio, and step into the next lesson.
- ✓ I will see you there.

Watch the lesson video on your dashboard, complete the task, then mark the lesson complete. Your artifact belongs in your Portfolio of Evidence.