

Teach the work once.

Turn ideas into action with reusable Skills
your team can review.

DO

the real work

CORRECT

what matters

REUSE

what holds up

A Skill keeps the judgment that works.

It can package instructions, examples, trusted sources, checks, and review boundaries.

REUSABLE WORKFLOW

Same method, next time

Capture the sources, decisions, exceptions, and checks that improved the first run.

HUMAN CONTROL

People keep the decision

A Skill does not retrain a model, grant new access, or approve an external action.

Do the real work before drafting.

Draft while the useful context is fresh. Validate using a genuinely different example.

1

Real work

Start with one recurring team task.

2

Context

Share the owner, approved source, and audience.

3

Correct

Explain the decisions and misses that matter.

4

Draft

Save the Skill while the context is fresh.

5

Fresh test

Try a different example before reuse.

Practice on a weekly business update.

Fictional scenario: a manager prepares a concise team update from approved materials.

OWNER + AUDIENCE

One manager, one team

The manager owns the update and approves the final wording.

APPROVED SOURCES

Fictional project notes

Use synthetic milestones, open risks, decisions, and named roles.

QUALITY + APPROVAL

Facts before
conclusions

Separate facts from assumptions. Ask before sharing externally.

Give the team one workflow to improve.

Run a fifteen-minute kickoff using a fictional weekly business update.

5 MIN

Choose the work

Name the owner, audience, approved sources, and approvals.

7 MIN

Run and correct

Complete one fictional example and point out the exact misses.

3 MIN

Draft and test

Capture the Skill, then choose a fresh example to validate it.

Copy this prompt to get started.

Adapt the fictional example to your approved sources and real team workflow.

Help our team improve a recurring weekly business update using a fictional example and approved sources only. Confirm the owner, audience, trusted source, quality checks, and actions requiring human approval. Work through one example and apply our corrections. Draft a reusable Skill while the context is fresh, then test a different example. Do not send, publish, schedule, change access, or claim a capability that is unavailable in this account.