Checking an AI-generated shift briefing before anyone sends it

Give the team this fictional function sheet: Hall B, doors 18:30, staff briefing 17:45, access enquiries to the duty manager. An AI assistant drafts: “Hall A opens at 18:00. Staff meet at 17:45. Transport is guaranteed.”

Run the exercise

Ask pairs to mark each claim as supported, contradicted or unknown. One reads the source aloud and the other checks the draft. Then ask which decision changes if the assistant can send email through a connected account.

Compare your decision

Correct Hall A to Hall B and 18:00 to 18:30. Keep 17:45. Remove the transport promise and ask the duty manager to confirm the arrangements. A usable handover reads: “Staff briefing 17:45. Doors open at 18:30 in Hall B. Refer access enquiries to the duty manager.”

Try a second check

Preview the exact message and recipients. Record who checked the source and who may authorise sending. Approval to prepare wording covers the draft. Sending to colleagues or guests needs the delegated sender’s decision. Keep personal guest details out of the practice exercise.

Check the handover

Could another supervisor tell what was checked, what remains open, and whether the agent has permission to send?

Use this on shift

Resource page and fillable working record · Read the online guide · Course details