

Be the human at the HELM.

Consider AI a powerful assistant. You are the 'director', and with the right instructions, AI is a powerful 'producer'. You do the final review. You make the final decisions. You drive the strategy.

YOU'RE THE DIRECTOR

Strategy, judgement, final review.
You know our business and what matters.



AI IS THE PRODUCER

Drafts, options, summaries.
Powerful, with the right instructions from you.

FOUR NON-NEGOTIABLES

Your responsibilities

1.

Security & privacy

Use the right AI accounts and protect all confidential information.

2.

Own the output

Final review, accuracy checks and reference sources are your responsibility.

3.

Sense check for bias & inclusivity

If you see something that doesn't align with our values, use your judgement to change it.

4.

Share what you learn

As you build and test AI workflows, add the good stuff to our <https://magnetomenter.ai> account and we'll all learn.

WHY THIS MATTERS

What we're protecting



Privacy: Protecting our confidential, client and personal data.



Decision-making: An AI decision can be biased or wrong. You make the final call.



Strategic thinking: You know our business and what matters most across the subtle details. Use your creative and critical thinking to challenge AI drafts.

VIA COMPANY EMAIL

Approved AI tools

Make it your goal to leverage AI to do better work. You may not get productivity wins at first, but they'll come with persistence and experimentation.

When you're **signed in with your company email address** (not personal), you can access:



Copilot
via Microsoft 365



Google's Gemini
incl. Nano Banana & NotebookLM



Claude
via Team Plan



Canva AI
Images & design

“OUT, NOT IN.”

FOR ANY OTHER FREE OR PAID TOOL

If you want to experiment beyond these tools, simply use the 'out, not in' policy. That is, you can take information OUT but you cannot put company or confidential information IN. If you're finding something useful, let's talk about adding it to our stack.



GROWTH MINDSET

Share your most powerful AI workflows at magnetomenter.ai. As you learn what works, add it here to share with the team, so we all advance.