**Activity 6.1: Workflow Builder – Designing Human-AI Collaboration**

**Duration & Format**  
**Duration:** 15–20 minutes  
**Format:** Small Groups or Pairs (3–5 participants per group)

**Objective**

To enable participants to apply their understanding of AI integration by designing a simple, practical workflow that combines human and AI collaboration. Participants will identify tasks within their professional contexts that could benefit from AI support and outline how automation can improve efficiency while maintaining human oversight.

**Purpose**

This exercise transforms conceptual understanding of AI into actionable design. It encourages participants to reflect on their own professional environments, identify opportunities for AI adoption, and structure collaborative processes that are both effective and ethical. By building and presenting their own workflows, participants learn how to operationalise AI responsibly — ensuring that technology complements, rather than replaces, human expertise.

**Learning Outcomes**

By the end of this activity, participants will be able to:

* Identify professional tasks suitable for AI collaboration or automation.
* Design an AI-enhanced workflow that maintains human control and accountability.
* Evaluate the benefits, challenges, and potential risks of integrating AI into a specific process.
* Understand how to implement continuous improvement through iterative feedback and evaluation.

**Materials Needed**

* A3 paper or whiteboard
* Markers or sticky notes for mapping workflow stages
* Optional: Laptop or device with access to a generative AI tool (e.g., ChatGPT, Gemini, Copilot)
* Timer and presentation cards for group summaries

**Instructions: Workflow Builder Process**

| **Step** | **Action** | **Focus & Goal** | **Time** |
| --- | --- | --- | --- |
| **Step 1 – Select a Task** | Each group identifies one common professional process in their workplace (e.g., report writing, client communication, data analysis, scheduling). | Anchor the exercise in real-world relevance. | 3 min |
| **Step 2 – Map the Current Workflow** | Break down the chosen task into sequential steps (e.g., gather data → draft → edit → finalize → distribute). | Understand the current process before AI integration. | 3 min |
| **Step 3 – Identify AI Opportunities** | Discuss where AI could assist. Label steps that could be automated, accelerated, or enhanced (e.g., drafting summaries, formatting, extracting data). | Highlight collaboration points between humans and AI. | 4 min |
| **Step 4 – Design the New Workflow** | Create a “Human–AI Workflow Map.” For example: *AI generates first draft → Human reviews and edits → AI formats → Human approves.* | Design a clear, balanced system of shared responsibility. | 5 min |
| **Step 5 – Evaluate & Present** | Each group discusses benefits, challenges, and safeguards (e.g., oversight, data privacy, bias). Present their workflow briefly to the room. | Encourage reflection and shared learning. | 3–5 min |

**Facilitator Tips & Key Takeaway**

* **Promote diversity of examples:** Encourage participants from different fields to design workflows unique to their roles.
* **Stress realism:** The goal is not to imagine futuristic automation, but to map *practical* AI use in current professional settings.
* **Reinforce ethical balance:** Remind participants that human oversight, review, and accountability must always remain in the loop.
* **Encourage iteration:** Ask teams how they would refine or scale their workflow after initial testing.

**Key Takeaway:**  
AI integration is most effective when it enhances human capability rather than replaces it. By intentionally designing collaborative workflows, professionals ensure that automation drives productivity while preserving the accuracy, ethics, and judgment that only humans can provide.

**Reflective & Discussion Questions**

1. Which parts of your workflow benefited most from AI integration, and why?
2. What challenges or risks emerged when introducing AI into your process?
3. How could you evaluate whether this workflow remains effective and ethical over time?
4. How might collaboration with AI free up more time for high-value, human-centered work?