

AI Fluency at Work

Storyboard

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Screen	Visual	Description
1 Hook	Split-screen animation: an employee confidently hits “send” on an email, then the recipient’s inbox shows the same email with <i>[INSERT CLIENT NAME HERE]</i> still in the subject line.	ON-SCREEN TEXT <i>“This actually happened at a firm just like ours.”</i> NARRATION “Last month, a colleague used AI to draft a client email — and sent it without checking. The result went out with placeholder text still in it. No one got fired. But it could have been worse.” INTERACTION Click “Continue” to proceed.
2 Why This Matters	Large stat callout (“68%”) with a supporting bar chart of survey results.	ON-SCREEN TEXT <i>“68% of you said you rarely or never use AI tools at work. The #1 reason? You’re not sure what’s appropriate.”</i> NARRATION “You’re not alone — and this module isn’t about becoming an AI expert. It’s about building judgment, using a simple framework: the 4 D’s.” INTERACTION Reveal animation: 4 icons appear one by one — Delegation, Description, Discernment, Diligence.
3 Delegation	Task-sorting interaction: 5 task cards on screen, two labeled bins (“Delegate to AI” / “Keep it human”). Sample tasks: draft a routine client check-in email (→AI); summarize a public industry report (→AI); give final legal interpretation of a contract clause (→human); brainstorm meeting agenda topics (→AI); decide how to respond to a client complaint about billing (→human).	ON-SCREEN TEXT <i>“Should you even use AI for this? Sort each task.”</i> NARRATION “Delegation means asking: is this a task AI can safely support, or does it need human judgment and accountability?” INTERACTION Drag-and-drop; correct sorts show a green check + 1-line “why”; incorrect sorts show the reasoning, not just “wrong.”

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4 Description	Side-by-side comparison cards. Left: vague prompt (<i>"Write something about our new policy."</i>) → generic, off-tone, unusable draft. Right: specific prompt (<i>"Write a 100-word email to all staff announcing the new remote-work policy, in a warm but professional tone, effective Nov 1."</i>) → clear, usable draft.	NARRATION "The quality of what you get back depends on what you put in. Vague requests risk vague — or wrong — output." INTERACTION Learner is given a weak prompt and types a rewrite; the module highlights whether they added audience, tone, and purpose.
5 Discernment	An AI-drafted client summary shown in an email-draft window, alongside the source document. Embedded error: the summary states the contract renewal date as "March 2025" when the source says "March 2026."	ON-SCREEN TEXT <i>"Before you send this, read it carefully. Is anything wrong?"</i> NARRATION "AI tools can sound confident and still be wrong. Discernment means checking before you rely on it — especially with dates, numbers, and names." INTERACTION Branching: "Looks good, send it" → consequence screen (client calls to flag the wrong date); "Flag the error" → confirmation + brief praise, then continues.
6 Diligence	Interactive sort: items appear one at a time — draft client contract, signed NDA text, public company financial report, client's home address, internal meeting notes (no client names).	ON-SCREEN TEXT <i>"Sort each item: OK to paste into an AI tool, or never?"</i> NARRATION "Diligence means protecting client trust — knowing what information should never leave Meridian Hale's approved systems." INTERACTION Sort into two bins; feedback explains why (e.g., "Public reports are fine — they're already public. Signed NDAs often name confidential parties — never paste these.")

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7 Knowledge Check	Standard quiz screen, 4 questions, one scenario per D. Sample (Discernment): "You ask AI to summarize a 40-page report. The summary looks polished. What should you do before using it?" (Send it as-is / Skim the original to check accuracy / Ask a coworker to reformat it / Nothing, AI is accurate)	INTERACTION Multiple choice, immediate feedback with a 1-line explanation per answer.
8 Quick Reference Card	Clean 4-quadrant summary card, one per D, each with its core question.	ON-SCREEN TEXT <i>Delegation: "Should AI even do this?" · Description: "Have I been specific enough?" · Discernment: "Have I checked this is accurate?" · Diligence: "Am I protecting client data?"</i> NARRATION "Keep this nearby. Before your next AI-assisted task, run through the 4 questions." INTERACTION "Download reference card" button (simulated).
9 Wrap-Up	Completion checkmark animation, Meridian Hale branding.	ON-SCREEN TEXT <i>"You've completed AI Fluency at Work. Your manager will follow up with a short team discussion on real scenarios from your department."</i> NARRATION "Judgment, not perfection. That's what the 4 D's are about." INTERACTION "Mark complete" button.