

OSIRISBORN STUDIO • LEARNING PACK



AI Agents

AI that does the work, not just the words: real errands delegated properly, bounded by permissions, and checked before anything ships. Plain English, honest at every step.

TWENTY-FOUR MODULES • WORKBOOK • TWENTY DELEGATION BRIEFS • FIRST-WEEK PLAN •
AGENT CARD • CHEAT SHEET

AI AGENTS • COMPLETE EDITION

— COMPLETE EDITION

In this volume

Everything from the AI Agents pack, bound in working order. Read the handbook front to back, or let the First Week plan on page 94 run the rollout for you. The workbook’s ruled pages are made to be written in.

01	PAGE 04	The Handbook · The complete course: twenty-four modules across six parts, plus the glossary
02	PAGE 62	Exercise Workbook · Eighteen exercises with space to work and pass bars to check against
03	PAGE 82	Delegation Brief Pack · Twenty fill-in briefs for real business errands, numbered as in the paste-in copy
04	PAGE 94	The First Week · Five working days, forty-five minutes each, one standing job by Friday
05	PAGE 97	The Agent Card · The ladder, the mays and nevers, and the sign-off lines, on one page
06	PAGE 98	Cheat Sheet · The daily moves and the guardrails, two pages
07	PAGE 100	Notes · Ruled pages for briefs, tallies, and verdicts along the way

Digital copies of the workbook, the brief pack with its paste-in text file, the first-week plan, the agent card, and the cheat sheet ship alongside this book, sized to print on their own.

CONTENTS

The whole course

PART ONE • WHAT AN AGENT IS

- 01 From answers to errands
- 02 What agents change, honestly
- 03 The cast of agents

PART TWO • HOW AGENTS WORK, PLAINLY

- 04 The loop under the bonnet
- 05 Tools: the hands
- 06 Memory and the long job
- 07 Permissions and the blast radius

PART THREE • THE CRAFT OF DELEGATION

- 08 The brief
- 09 The first errand
- 10 Sign-off gates
- 11 The evidence rule
- 12 When it wanders

PART FOUR • THE BUSINESS ERRANDS

- 13 The research errand
- 14 The paperwork pipeline
- 15 The inbox and the diary
- 16 The spreadsheet chores
- 17 The content runner

PART FIVE • THE RULES OF THE ROAD

- 18 The agent policy
- 19 Data and privacy, with hands
- 20 Money, time, and the leash
- 21 Accountability

PART SIX & REFERENCE

- 22 The first week
- 23 Growing the stable
- 24 Where to next
- Glossary of terms

— START HERE

How to use this pack

This pack is for you if you want AI to do real work rather than just talk about it: research gathered, paperwork drafted, inboxes triaged, spreadsheets tidied, while you keep the judgement and the sign-off. It assumes no technical background, and it does not assume you trust any of this yet. By the last page you will have delegated real errands safely, with guardrails you understand because you built them.

Work through it in order if you can: Part One draws the honest map, Part Two teaches how an agent actually works (twenty minutes that make every later choice obvious), Part Three teaches the craft of delegation, and Parts Four onward put it to work on real business jobs. But it is also a book for raiding: if you want the delegation craft immediately, go straight to Module 08, and the modules say so when they lean on an earlier one.

Delegation is a skill, not a leap of faith. This book treats it like one.

What is in the pack.

- This handbook: twenty-four modules, from what an agent is to a working weekly routine.
- The Delegation Brief Pack: twenty fill-in briefs for real business errands, with a plain-text working copy for pasting.
- An exercise workbook that turns the reading into delegated, checked, real work.
- The first-week plan, an agent card for beside the keyboard, and a cheat sheet.

The running thread. Every errand gets a written brief, every result arrives with evidence, and by Part Six a small stable of proven briefs runs your routine legwork, with gates on anything that matters.

One honest note: agent features are the fastest-moving surface in AI, so this book teaches by shape rather than by product. The loop, the brief, and the ladder outlive every catalogue.

Module 08

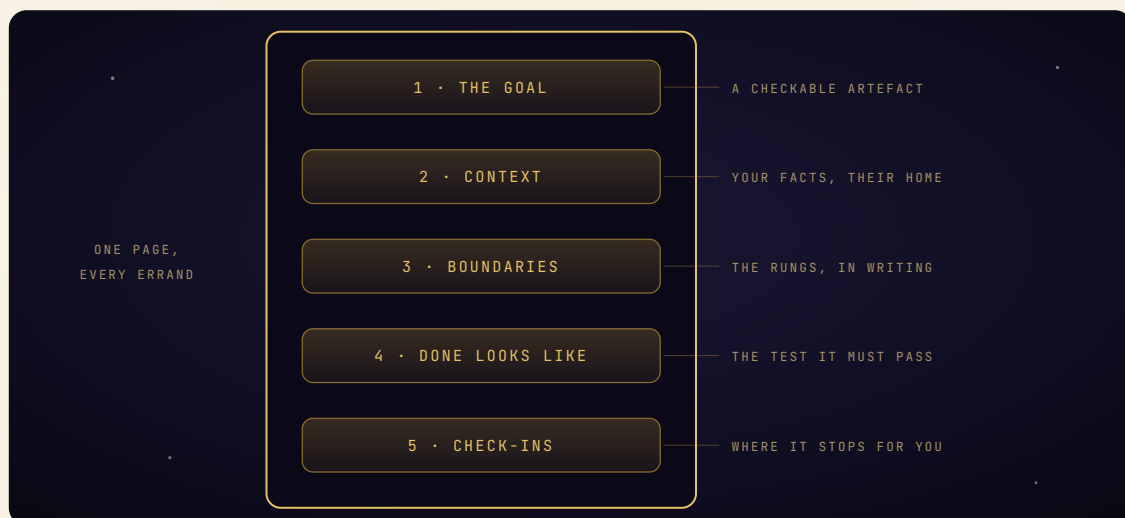
The brief

A brief is to an agent what a prompt is to a chat window: the whole steering wheel. But an agent works unwatched, so the brief carries more weight and earns more structure. Five parts, one page, every errand.

The five parts

Goal: the finished artefact, described so completion is checkable. A comparison table of three suppliers, not look into suppliers. Context: the facts it needs and where they live, your files, your numbers, your constraints. Boundaries: what it may touch and must not, the rungs from the ladder written down. Done-looks-like: the test the result must pass before it comes back. Check-ins: where it must stop and show you, the gates this part builds. None of the five is padding: every agent failure in this book traces back to one of them missing.

FIG. 4 • THE ANATOMY OF THE BRIEF



Five parts, one page. Goal, context, boundaries, done-looks-like, check-ins: when an errand later surprises you, the missing part is usually named here.

A worked brief

Here is the supplier errand from Part One as a full brief. Note the register: plain sentences, everything concrete. It reads like an email to a junior, which is a skill you already have.

THE BRIEF • SUPPLIER RESEARCH

Goal: a one-page comparison table of three UK suppliers for recycled mailer boxes, 200 per month. Context: we pay 62p a unit today; specs attached; delivery to one Manchester address. Boundaries: read-only research, public sources only, no contact with suppliers, no sign-ups. Done-looks-like: price per unit at our volume, lead time, minimum order, returns terms, one risk each, sources linked. Check-in: show me the shortlist before building the table.

Why it works

Walk the parts. The goal names an artefact you can hold. The context hands over your facts, so the agent is not guessing at volumes or specs. The boundaries pin the errand to rung one, in words the transcript will echo back. Done-looks-like turns good enough into a checklist. And the check-in buys you a look at the shortlist while changing course is still free. Total cost: four minutes of typing. Total effect: the difference between delegation and gambling. Write one longhand for your own first job before reaching for the twenty skeletons in the Delegation Brief Pack; once from scratch is how the structure sticks.

RECAP • YOU CAN NOW

- ☒ Name the five parts: goal, context, boundaries, done-looks-like, check-ins.
- ☒ Write boundaries as rungs: what it may read, draft, and never touch.
- ☒ Turn good enough into a test with done-looks-like.



OSIRISBORN STUDIO · LEARNING PACK

Delegate the work. Keep the wheel.

Agents are the AI everyone talks about and nobody explains: the chat machine given hands, where capability and error multiply together. This pack teaches delegation with guardrails: five-part briefs that bound every errand, a permission ladder that caps the blast radius, sign-off gates on everything irreversible, and an evidence rule that earns trust properly. Twenty-four short modules, five business recipes, honest at every step.

- ◆ The twenty-four-module course
- ◆ The exercise workbook
- ◆ Twenty delegation briefs, with a paste-in copy
- ◆ The first-week plan
- ◆ The agent card and cheat sheet

Osirisborn Studio builds software, games, and practical AI tools. In-person and team training on any topic in this collection is available on request.

osirisbornstudio.com

osirisbornstudio@gmail.com

AI Agents · Complete Edition. © Osirisborn Studio. Licensed to the purchaser for personal use. Please do not redistribute or resell.