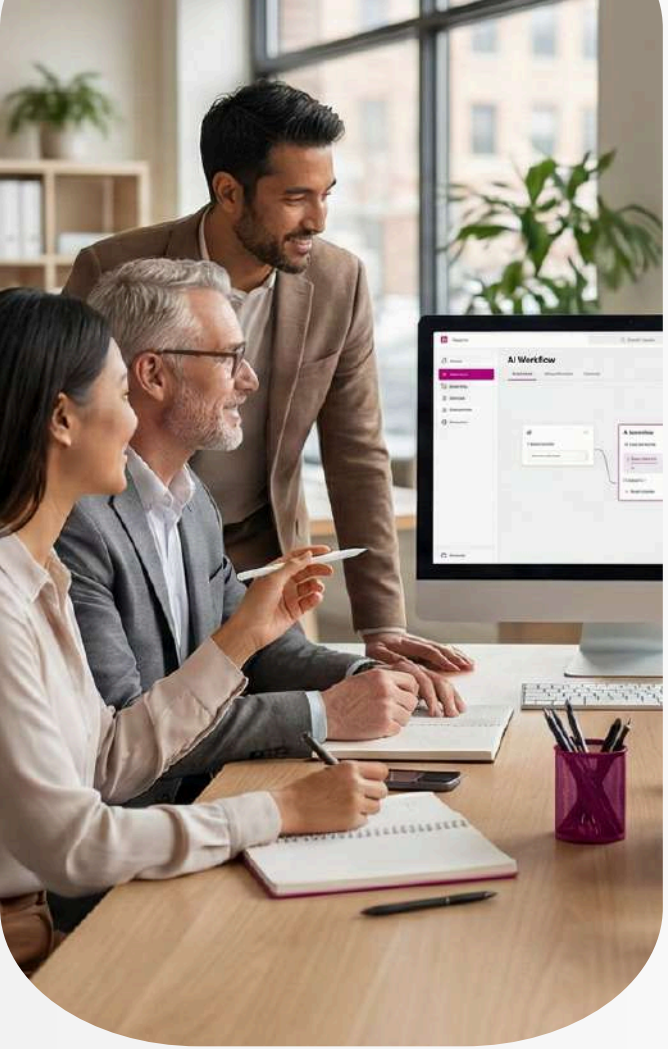


LearnAIR™

Don't Forget the Human Part

BUILD AN AI SUITE, INCREASE EFFICIENCY AND CALM ANXIETY

Teresa Coats,
Co-Founder & CEO,
LearnAIR

Justin Coats,
Co-Founder & CVO,
LearnAIR

Why We're Here

Efficiency

Clarity

Reduced Anxiety

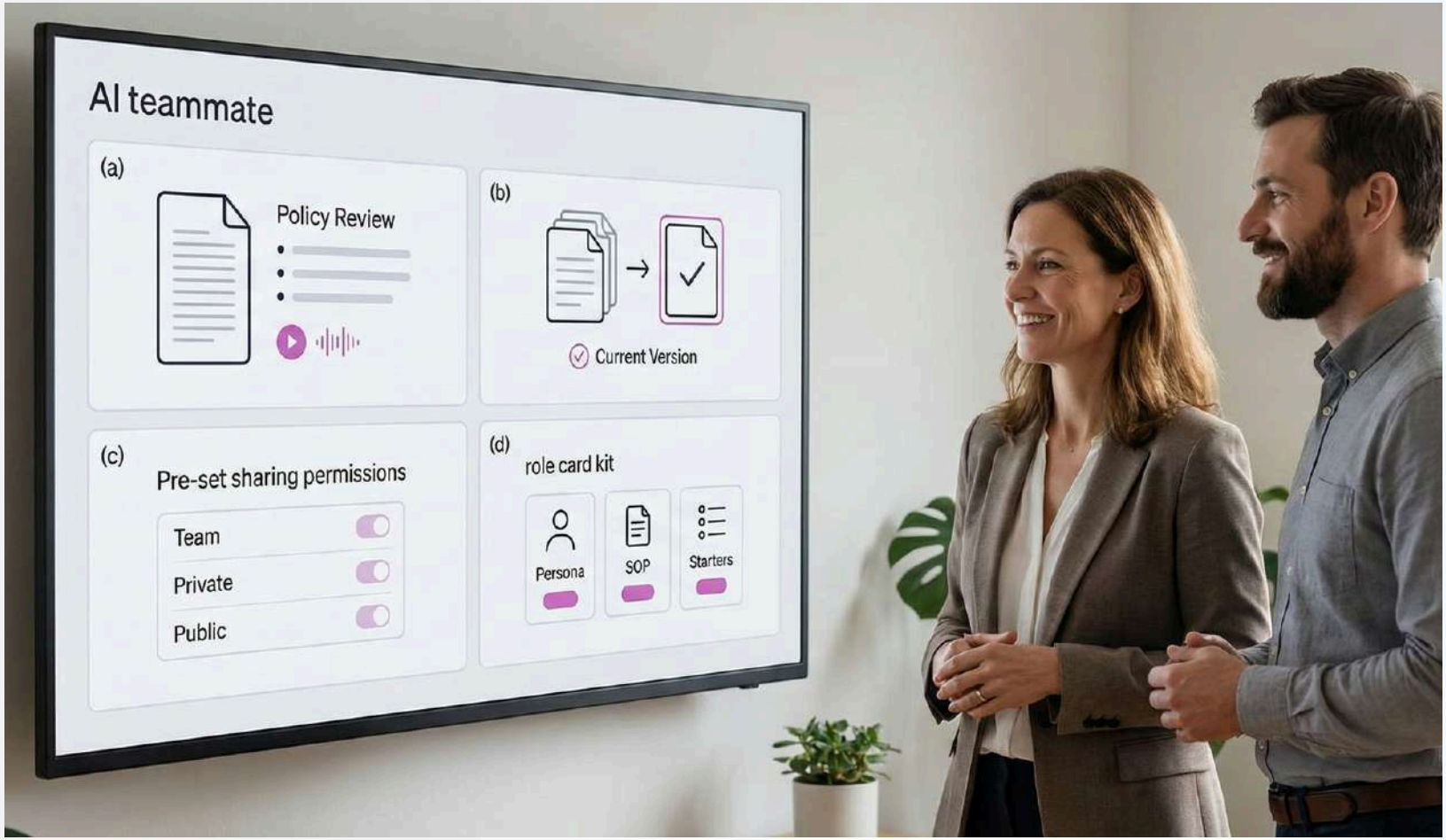
The Reality in HR Right Now

Before

After

What AI Actually Is

“Pattern recognition at scale.”

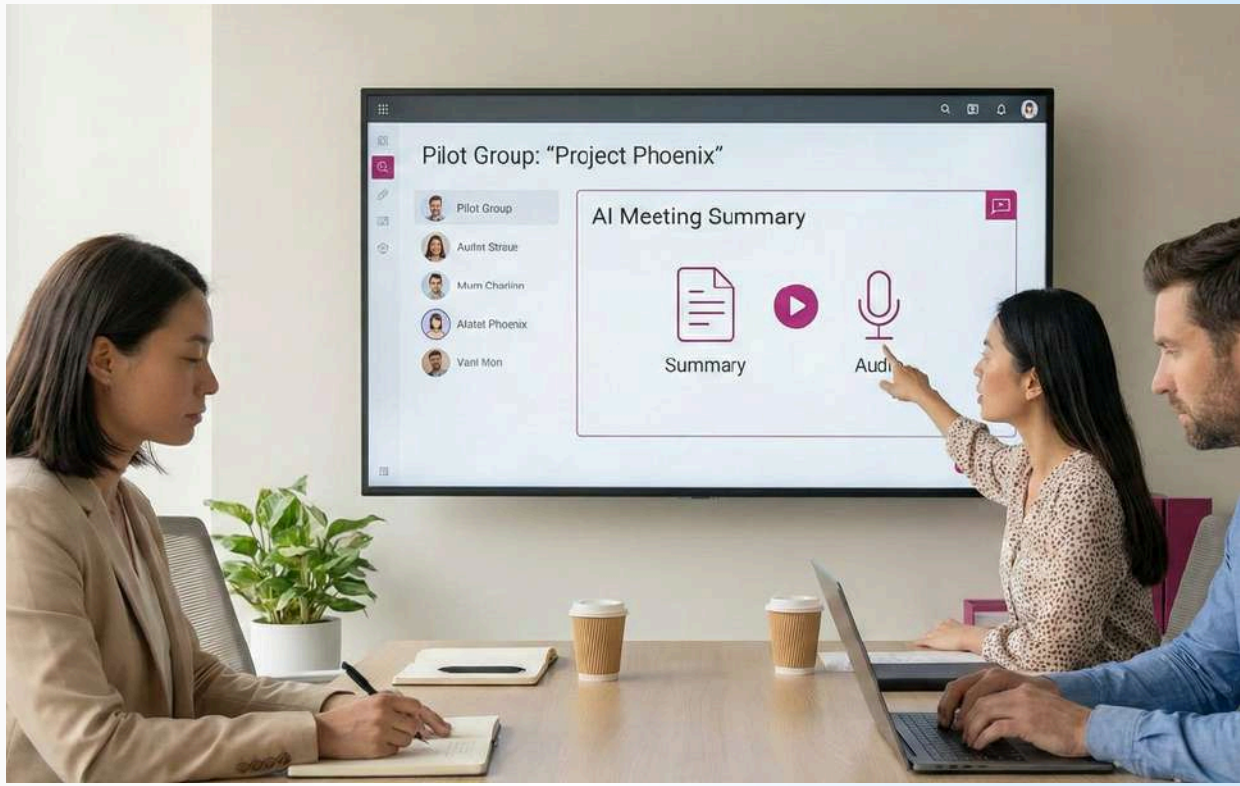


HR's Strategic Role in AI

- Policy
- Culture
- Change
- Stewardship

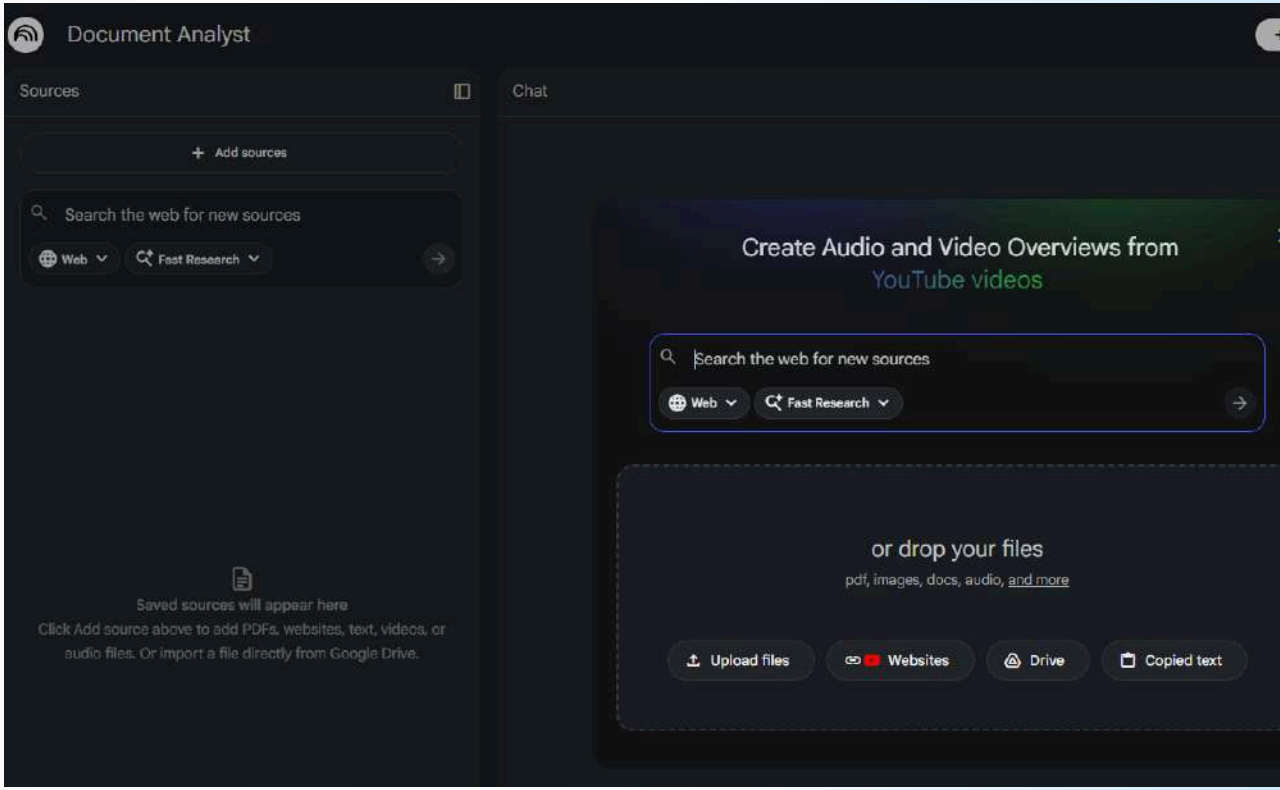
The AI Suite Concept

Spinach AI



Meeting memory + action clarity

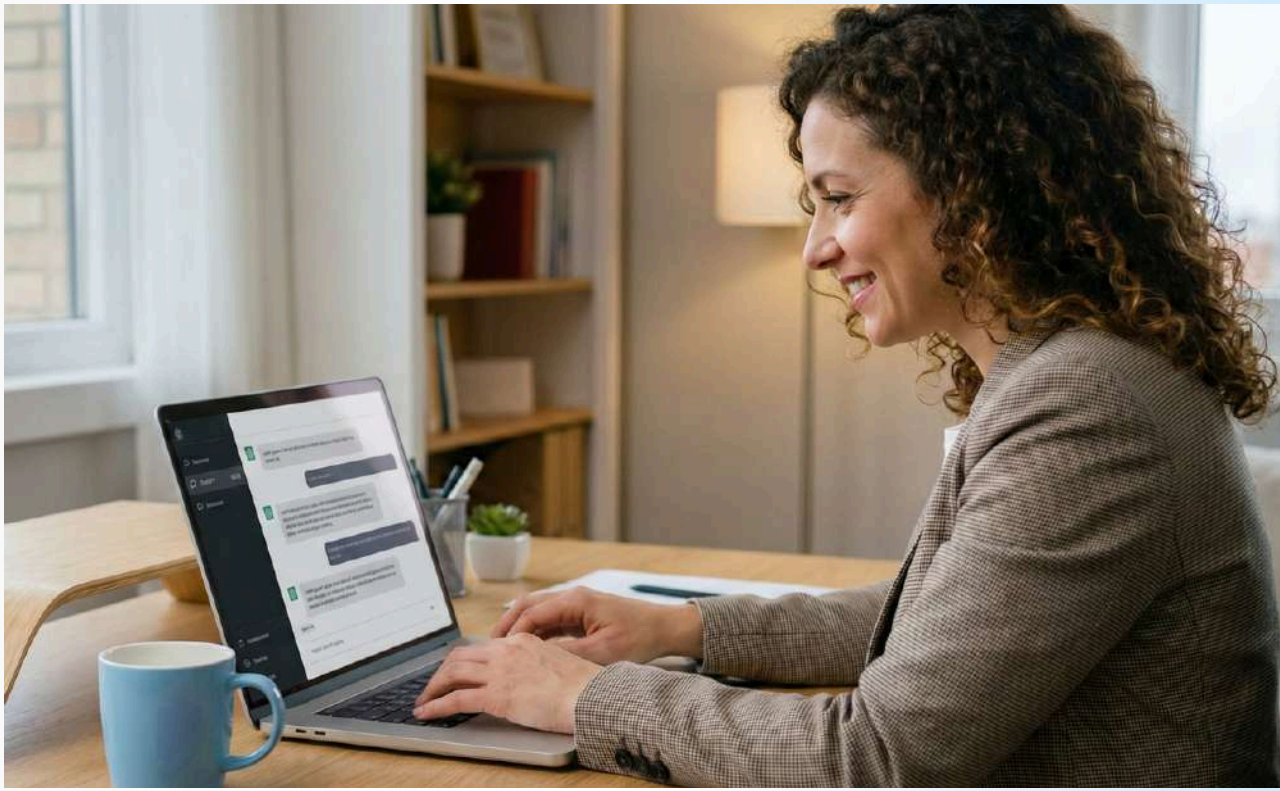
NotebookLM



Policy Intelligence Layer

AIR

ChatGPT



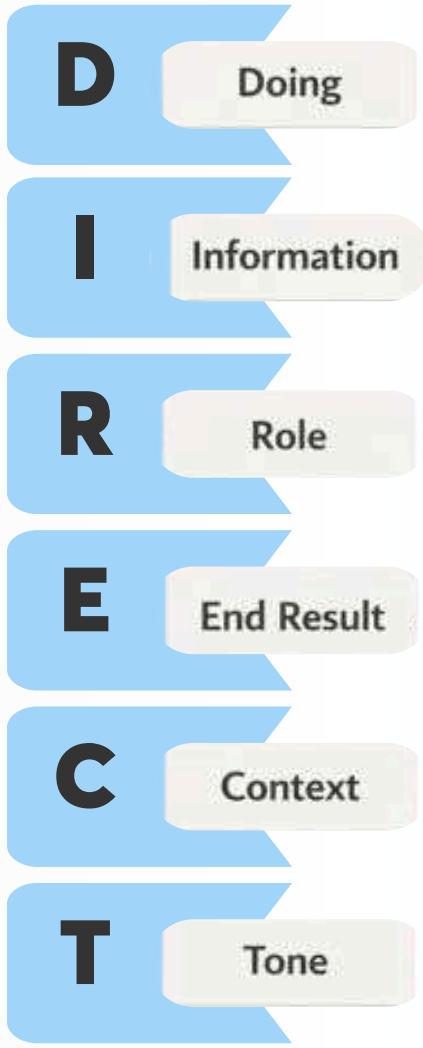
Your Digital Analyst

Structure Reduces Risk

- Data Boundaries
- Usage Clarity
- Human Judgment

Communicating with Your Digital Colleague

Use the DIRECT Framework →



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DIRECT Framework Content

D — **Define the Task**
What are you asking for?

I — **Input the Information**
What data or materials are required?

R — **Relevant Context**
Who is this for?

E — **End Goal**
What outcome are you driving toward?

C — **Construct the Output Format**
Format (email, bullets, policy, etc.)

T — **Tone & Constraints**
Voice, length, boundaries

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Before

Prompt You Can Use:

Act as my executive thinking partner.
Help me identify:
1. What matters most
2. What can wait
3. The best next step

Ask questions, before assuming.

After

D.I.R.E.C.T. Prompt You Can Use:

D - Define Role: You are my Executive Thinking Partner.
I - Input: I will share context, notes, or a decision scenario.
R - Responsibility
Help me determine:
- What matters most
- What can wait
- The best next step

E - Rules: Synthesize before responding. Surface trade-offs.
C - Constraints: Keep guidance practical, grounded, and aligned with long-term impact.
T - Tone/Format
Respond in 3 sections:
1. What matters now
2. What can wait
3. Recommended next step

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Choose one workflow

Apply structure

Build confidence

Scan Code

Access resources & next steps

Your Questions

LearnAIR™

Don't Forget the Human Part

Thank You