

Module 1 · Foundations of AI & Automation

AUTOMATION VS. AI

Automation follows rules you create. Trigger fires, same steps run, data moves. Application in → confirmation out.

AI applies patterns it learns. Scans a resume, judges a match. Different tool, different job.

THE SPECTRUM

Manual → by hand, every time. **Assisted & automated** → system does the mechanics, you do the judgment (most work lives here). **Autonomous** → trigger to close, untouched (rare in HR).

LOGGING VS. LEADING — THE GAP THAT COSTS MOST

LOGGING · AWAKE, NOT AWARE

- Data entry, forwarding, confirming
- Reminders, status in a spreadsheet
- Needs your time, not your experience

Every switch back to strategy costs about **23 minutes** of focus (Mark, UC Irvine, 2008). Logging costs more than its minutes.

LEADING · THE WORK THAT NEEDS YOU

- Culture-fit read, the policy call
- The employee who needs a person
- Judgment, instinct, 15 years of it

HUMAN API

When you're the bridge between two systems that don't share a field, you're a **Human API**. Every hand-built bridge can be built wrong.

McKinsey: 56% of hire-to-retain HR work can be automated today.

1-10-100 RULE

1×

At creation
quick fix

10×

Downstream
trace & fix

100×

At the end
legal, trust

"10 MINUTES A DAY"

10 min × 5 days = **50 min/wk**
 × 50 weeks = 2,500 min
 = **~41 hours a year** for one small task.
 Sarah's 12 hrs/wk = 600+ hrs/yr.

YOUR MOVE: TIME COST AUDIT

- 1** List every recurring task
- 2** Estimate time per week
- 3** Mark each L (attention) or LD (judgment)
- 4** Sum L hours × 50 = annual logging cost
- 5** Circle your top three to automate

THE ONE LINE TO REMEMBER

Automation isn't a pile of tools — it's an architecture. **Stop logging. Start leading.**
 Next: build your OpsMap™ in Module 2.