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

LEADING · THE WORK THAT NEEDS YOU

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

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

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-retire HR work can be automated today.

1-10-100 RULE

1×	10×	100×
At creation	**Downstream**	**At the end**
quick fix	trace & fix	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.

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