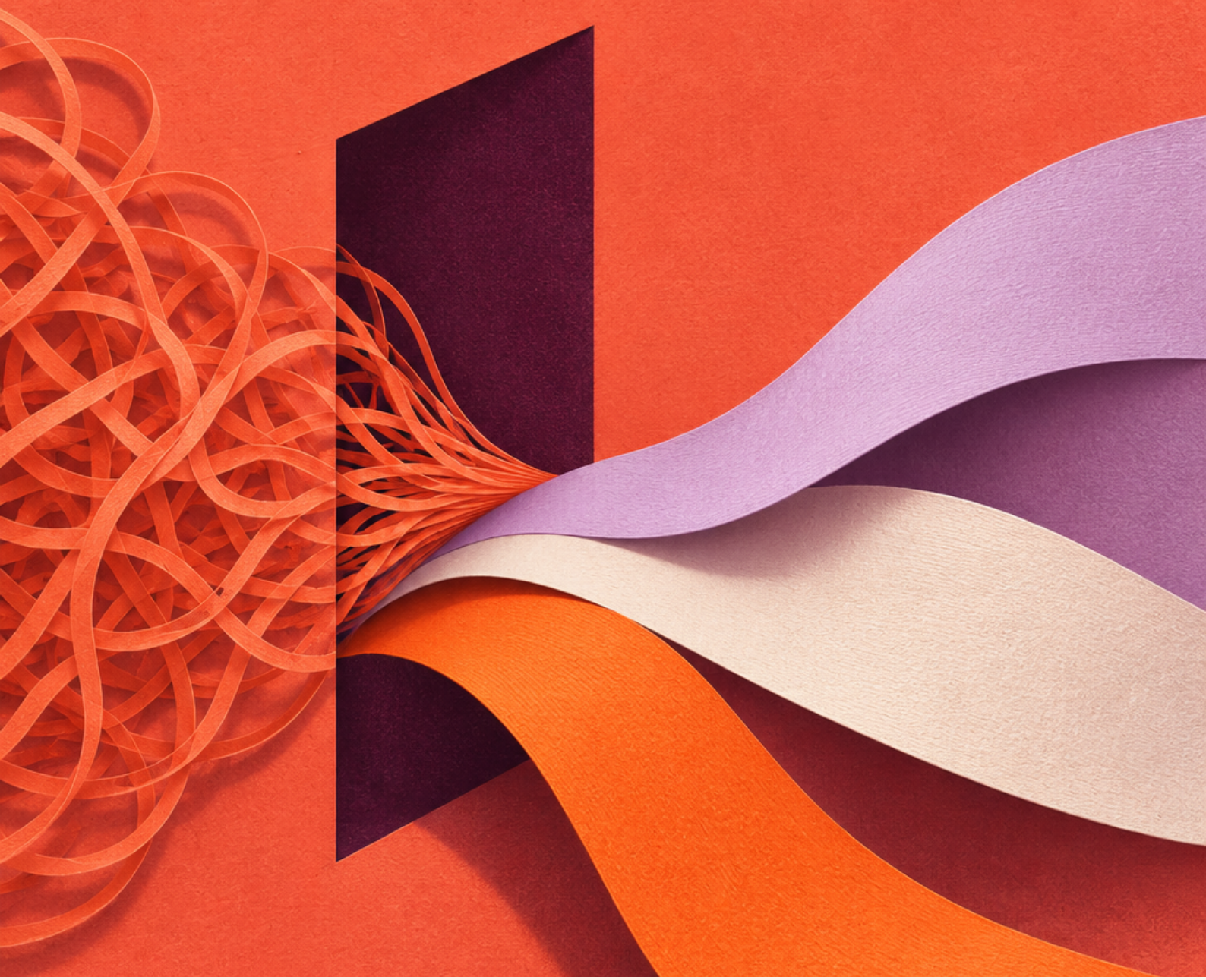
FROM PROMPT TO PRACTICE

A responsible AI workbook for NGO teams



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PRACTICAL EXERCISES / RESPONSIBLE AI

RISE ACADEMY

START HERE

Choose a task before a tool

Generative AI can help with a first draft, translation or outline. It can also add facts that were absent from the source. These activities follow a work task from selecting inputs to approving the result.

01 **Proceed with review**

Work from public or fictional inputs and use an organisation-approved tool. Have someone check the draft before it is used.

02 **Check first**

Ask the relevant owner before using internal content, images or third-party material. Confirm which tools, inputs and uses your organisation permits.

03 **Keep the task human-led**

Use trained staff and approved processes for protection referrals, case decisions and decisions about who can receive services.

	ACTIVITY	TIME	PAGE
01	Decide what can go in	10 min	03
02	Write a prompt with a brief	15 min	04
03	Adapt it to another task	12 min	05
04	Catch the fluent mistakes	12 min	06
05	Give the draft an owner	14 min	07

RUN IT YOUR WAY

Use one activity or allow about 75 minutes for all five and a debrief. Type in the shaded fields in a PDF reader and save a copy, or print the pages. Use fictional inputs throughout. The examples work without a live AI account.

01 / THE INTAKE DESK

10 MIN

Decide what can go in

A colleague wants to save time on four tasks. For each, decide whether you could proceed with review, need to check first or should keep the task human-led.

01

Approved public notice

Translate the organisation's published opening hours for a second channel.

02

Unpublished partner budget

Summarise the line items for an internal meeting.

03

Referral note with the name removed

Translate a note for an external partner. It still includes a specific age, a small village, a date and an account of what happened.

04

Public donor photograph and logo

Upload the image to an AI tool to make a campaign graphic.

Give your decision and a brief reason for each of the four tasks.

Pick one task. How could you keep its purpose while using safer inputs or a safer process?

HANDLING SENSITIVE RECORDS

Keep identifiable case information in authorised systems. Use your organisation's designated secure process to translate or review sensitive records.

02 / THE DRAFTING DESK

15 MIN

Write a prompt with a brief

Riverhall Community Network, a fictional NGO, is preparing a public notice for a community repair café. Work from the information the programme team has approved.

APPROVED SOURCE CARD

Event	Community repair café, Saturday from 14:00 to 16:00.
Venue	Riverhall Library workshop room.
Audience	Free and open to adults. Bring one small household item.
To confirm	Booking and accessibility details.

START WITH THIS WEAK PROMPT

“Make a catchy post for our repair event.”

Rewrite it so a colleague could reproduce the task. Specify the audience, source, length, tone and what to do with unconfirmed details.

Write your revised prompt.

A LINE YOU CAN REUSE

Use only the facts on the source card. Put any missing information in a separate list for the organiser to confirm.

03 / PRACTICE STATIONS

12 MIN

Adapt it to another task

The source changes with the task. In each station, define what the tool can use and what a person must check.

01 **Translate an approved notice**

Use the source card on page 4. Ask for a plain-language Arabic notice for adult readers. Ask a bilingual reviewer to check the meaning, time, instructions and local wording against the source.

02 **Summarise a staff debrief**

Use these fictional notes. Eighteen people attended, two requested interpretation and one table ran out of tools. Ask for three bullets and a follow-up question. Check that the draft keeps the facts separate from possible explanations.

03 **Plan a follow-up session**

Use the approved event brief. Ask for an outline of preparation tasks and proposed roles. Mark staffing, access arrangements and costs for staff to confirm.

Choose one station. Write a short prompt with a clear output and one limit.

What error could the output make? Who or what would you use to verify it?

04 / COMPARE WITH THE SOURCE

12 MIN

Catch the fluent mistakes

The programme team asks you to review an AI draft of the repair café announcement. Read the draft as if a member of the public were deciding whether and when to attend.

APPROVED FACTS

The source

Saturday, 14:00 to 16:00. Riverhall Library workshop room. Free and open to adults. Bring one small household item. Booking and accessibility details are pending.

SIMULATED AI OUTPUT

The draft

Free repairs for low-income families this Sunday, 2 to 5 p.m. at Riverhall Library. Free transport is available. Register online by Friday and bring up to three appliances.

List the changes or additions that could mislead a reader.

Write corrected copy using only the facts you can verify.

What would you confirm with the programme team before publishing?

05 / BEFORE RELEASE

14 MIN

Give the draft an owner

A team wants to turn an approved public service guide into a short FAQ. An AI draft makes a claim about who can receive support. Decide who checks the claim and who has authority to approve the final wording.

01

Drafter

Record which approved source and tool were used. Flag unsupported statements and open questions.

02

Reviewer

Check the source, translation, accessibility, fair wording and permissions for images or quotations. Send questions about eligibility or safeguarding to the programme owner.

03

Approver

Decide whether to share, revise or hold the draft. Record the review and apply the organisation's disclosure rules where relevant.

Who checks the eligibility statement? Who decides whether to publish?

What would you record to show that a person reviewed the final version?

EXAMPLE DISCLOSURE

AI was used to assist with initial drafting and language revision. The programme team verified the facts and approved the final text. Use wording like this when it accurately describes the work.

REVIEW AND DISCUSSION

Facilitator notes

Ask participants which fact, permission or decision owner changed their answer. Use these examples to compare the reasoning.

01 **Decide what can go in**

Proceed with the approved public notice and check the translation. Refer the budget to its owner. Route the referral note through the approved secure process. Check image rights, consent and branding permissions for the donor asset.

02 **Write a prompt with a brief**

A usable prompt asks for a plain-language public notice in a defined length, uses only the approved source and sets aside booking and accessibility details for confirmation.

03 **Adapt it to another task**

For translation, check meaning and instructions with a bilingual reader. For a summary, check the counts and ask a follow-up. For planning, treat staffing and costs as proposals.

04 **Catch the fluent mistakes**

Correct the day, end time, room, audience and item limit. Remove claims about transport, online registration and free repairs. Confirm booking and accessibility before adding details.

05 **Give the draft an owner**

The programme lead verifies eligibility from approved rules. The authorised publisher signs off after review. Keep a brief record of source, tool use, changes and sign-off.



A CORRECTED NOTICE

Join our free community repair café on Saturday from 14:00 to 16:00 in the Riverhall Library workshop room. The session is open to adults. You may bring one small household item.

TAKE IT BACK TO WORK

Plan a small trial

Choose one low-risk task that comes up often. Try it for one week, compare the time and corrections with your usual approach, and ask the reviewer to decide whether it should continue.

Which task will you try, and what inputs can you use?

Who reviews the output? What would make you stop and escalate?

What will you compare at the end of the week? Who makes the decision?

FURTHER READING & SUPPORT

NIST	Generative Artificial Intelligence Profile	→
INTERNATIONAL COMMITTEE OF THE RED CROSS	Policy on artificial intelligence	→
TONY BADER, ON THINK TANKS	Why every think tank needs an internal AI constitution	→

Bring these ideas into your team.

DISCUSS A TAILORED SESSION / badertony.com