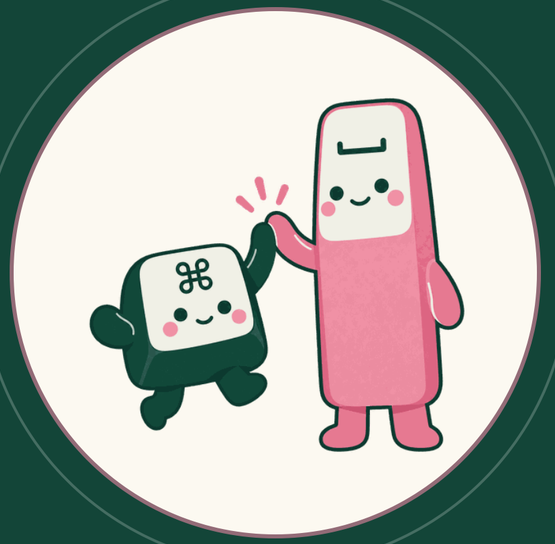
An AI Colleague in Your Hand

How to work anywhere with your smartphone and Claude. Staff training at Korea Advanced Nano Fab Center (KANC), 2026-10-13



01

Ask

hand off a task in one line

02

Context

pass it on with photos and dictation

03

Rules

save your own templates

Today's topic, chosen by the President

Work once tied to a desk, done anywhere with your phone and AI. This topic was requested directly by the President.

01	**Focus**	how working from your phone changes the job
02	**Practice**	try it yourself on your own phone
03	**Extra**	reports and slides, briefly

KEY POINT

What you make in this room could become a candidate AI use case for KANC.

Three quick checks on your phone

Open the practice page with the QR code or at labs.cmdspace.work/kanc-1013. The address stays the same all session.



Scan with your phone camera to open the practice page.

01 **QR** scan with your camera to open the practice page

02 **Log-in** check that the Claude app opens a chat screen

03 **Pair up** if it fails, share one screen with your neighbor

KEY POINT

Today's practice starts and ends at this one address.

Part 1: Why mobile?

Picture a workday that isn't spent only at a desk.

We don't only work at a desk

Work happens at events, on business trips, and on the move. Yet we always waited until we were back at our desks to sort it out.

01	**Before**	back at the desk, rebuilding notes from memory
02	**With your phone**	hand off public material and your notes on the spot
03	**At your desk**	review what needs your judgment instead of drafting

KEY POINT

Hand off work where it happens; make the judgment calls at your desk.

Your phone is the doorway for context

A phone is not just a small computer. It is the fastest way to hand photos, voice, and material to AI.

01	**Photos**	snap public printouts and event notices to share
02	**Voice**	dictation with the mic in the input box
03	**Material**	copy and paste public posts
04	**Spare moments**	five minutes on the move to sort your thoughts

KEY POINT

Feeding in context quickly is the phone's real strength.

Ask, context, rules: three steps

The same AI becomes a different colleague depending on how you hand off work. The three steps build on each other.

STEP 01

v1 Ask

one line to a new hire, 'Sort this out'

STEP 02

v2 Context

hand it off with a handover memo attached

STEP 03

v3 Rules

use a work folder with your templates already set

KEY POINT

Add context to the same question and you get a different colleague.

A good question fills five slots

It's about order, not talent. Here are the five slots filled in with today's practice post.

01	**Role**	report writer in a planning department
02	**Purpose**	a short report for the President
03	**Material**	a public post on the institute's blog
04	**Request**	a 3-line bullet-style summary
05	**Rule**	mark anything not in the original as 'check the original'

KEY POINT

v1 fills only the request slot; v2 is a question with all five filled.

Part 2: On your phone, from v1 to v2

We go in order: safety rules, the model-training setting, then Mission 1. Practice page: labs.cmdspace.work/kanc-1013

Plausible is not the same as true

This scam was made by people, not AI. Per KANC's 2026-01-23 notice, it even used real staff names and forged letters.

01	**Method**	stolen staff names, forged official letters and business cards
02	**Principle**	KANC never asks for proxy purchases or prepayment
03	**Habit**	however plausible, re-check through official channels

KEY POINT

We apply the same checking habit to AI answers.

Safety rules in 30 seconds

Only information fit for public release goes into external AI, per the National Intelligence Service AI Security Guidebook.

01
Account
check whether it is personal or institutional

02
Material
today, only public posts from the institute's blog

03
Off limits
personal data, internal documents, client company data

04
Review
answers are drafts; check dates and names against the original

KEY POINT

If the institute has AI usage rules, those come first.

National Intelligence Service AI Security Guidebook v2.0
Personal Information Protection Commission: Generative AI User Guide

Practice step 1: turn off the model-training setting

Check the current state and turn it off if it's on. On a Korean screen, use the matching Korean menu names shown in the help center.

STEP 01
Name
tap your name or initials

STEP 02
Settings
go to Settings, then Privacy

STEP 03
Turn off
the 'Help Improve our AI models' toggle

STEP 04
Feedback
don't tap 👍 or 👎

KEY POINT
Turn the setting off, and still keep sensitive data out.

Anthropic Privacy Center: changing the model-improvement setting
Anthropic Privacy Center: training and feedback
Anthropic notice: consumer terms update
Anthropic Privacy Center (Korean): change model-improvement settings

Mission 1
One post, two questions

One public post for v1 and v2, then dictate: Find and mark anything not in the original. Look at dates, names, titles, numbers.

STEP 01
v1
send 'Summarize the post below'

STEP 02
v2
in a new chat, send the five-slot question

STEP 03
Check
dictate a question asking what isn't in the original

STEP 04
Compare
one line on what changed between the two answers

KEY POINT
Today's practice is Mission 1 alone; the rest is a bonus.

Put the two answers side by side

Same post, same AI. The only thing that changed is the question.

01	**Shape**	is it ready to submit as is?
02	**Length**	is it short enough for the President to read?
03	**Evidence**	does it use only what's in the original?

KEY POINT

The more slots you fill, the less you have to fix.

Facts outside the post that AI easily fills in

This is the answer key for today's post. Put your answer next to it and check item by item.

01
Check these four
date, speaker, figures, title

02
Event date
the post says only 'the 29th', with no month

03
Speaker
the last quote is from 'a KANC official', unnamed

04
Figures
headcount, budget, and equipment counts aren't in the post

05
Title
is the original title 'Vice Minister' kept as is?

KEY POINT

Even correct information is marked 'check the original' when the post doesn't contain it.

KANC official blog: Public Nano Fab Center plaque unveiling

Money Today report on the ceremony (2026-07-29)

Part 3: v3
Your own work rules

A way to stop rewriting the five slots every time.

Hand off recurring documents template and all

For documents that always look the same, like weekly or trip reports, save the template and rules in a Project once.

01	**Project**	a work folder that bundles material and instructions
02	**Save**	write the template and rules down just once
03	**Input**	only public material or notes with sensitive data removed
04	**Free**	free accounts can create up to 5 Projects

KEY POINT

Save the template, and screen the content you put in.

Templates set the order of your thinking

Bullet-style reports show a template guiding thought. The ☐ and ○ symbols come from the government's administrative work manual.

01	**Prose**	deciding what to write first, every time
02	**Bullet style**	the ☐ headings set the order of what to say
03	**AI with your template**	one line gives the same shape

KEY POINT

Hand off the template once and every answer comes back in the same shape.

Turning the weekly report into a Project

Save a template in a Project for your phone. Phone creation isn't in the help docs; if missing, make it on the web, open on phone.

STEP 01

Create

make one Project
(on the web if your
phone lacks the menu)

STEP 02

Instructions

☐ This week's results,
☐ Next week's plan,
☐ Requests for support

STEP 03

Speak

dictate what you
did this week

STEP 04

Check

see whether it
follows the template

KEY POINT

Write the template and rules once; after that, just dictate your notes.

Same memo, inside and outside a Project

We send the same memo to a regular chat and to a Project, then compare.

01	**Outside**	you must rewrite the template and rules each time
02	**Inside**	the saved template and rules apply right away

KEY POINT

The Project remembers four of the five slots for you.

In my day, the phone is where I review

The instructor's personal setup, not linked to any institutional network. As rules build up, the phone becomes where you review.

01	**Alerts**	when the AI on my Mac waits for my OK, my phone gets it
02	**Review**	read through the work while on the move
03	**Approve**	one 'Go ahead' keeps the work moving

KEY POINT

With good rules in place, the phone becomes the place to review and approve.

ROLE BOUNDARIES

People: review and approve / **AI**: carry out assigned work / **Phone**: the place to check from anywhere

Tools change, rules remain

The question frame you tried today and the template you just saw are your own work assets, ready to carry over to other AIs.

01	**Assets**	your templates and rules belong to you
02	**Portable**	carry them over to other AIs as is
03	**Share**	pass them to colleagues and they become the team standard

KEY POINT

AI tools may change, but the work rules you build stay with you.

Part 4: Same frame for reports and slides

A quick look at turning the Mission 1 post into a bullet-style report and slides.

Drafting a bullet-style report

From the Mission 1 post, we make a one-page bullet-style report, a length common in institutions (not an official rule).

STEP 01
Material
paste the public post as is

STEP 02
Template
overview, key points, next steps

STEP 03
Opinion
mark implications with '(opinion)'

STEP 04
Check
compare dates, names, and titles with the original

KEY POINT

Ask for the source facts and the AI's opinions in separate sections.

An AI-written report still goes out under your name

On 2026-05-22 the Ministry of Personnel Management issued generative AI guidelines for civil service training reports.

01	**Audit**	11 inappropriate uses found among 1,385 overseas training reports
02	**Principles**	truthfulness, transparent disclosure of AI use
03	**Our habit**	check dates, names, and numbers against the original
04	**Our habit**	open each cited source yourself to confirm it

KEY POINT

AI is a support tool; final responsibility lies with the writer.

From report to slides

In the same chat that gave you the report, ask for 5 slides. Claude and Google NotebookLM (now Gemini Notebook) are examples.

STEP 01

Request

set the slide count and what each slide covers

STEP 02

Receive

get PowerPoint (pptx) from Claude or NotebookLM

STEP 03

Polish

move it into the institute's template

STEP 04

Check

review numbers, names, and sources again

KEY POINT

Slides are drafts too. Download them, open them, and revise.

Claude Help: creating and editing files

Google Blog: NotebookLM becomes Gemini Notebook (2026-07-16)

NotebookLM Help Center: creating slide decks

Reports and slides: what people do

While AI drafts, people decide what goes in and what goes out.

01	**AI**	organizing, fitting the template, drafting
02	**People**	choosing material, checking the original, final judgment

ROLE BOUNDARIES

People: material to include and final judgment / **AI**: drafts that fit the template / **Institute**: approved tools and standards

National Intelligence Service AI Security Guidebook v2.0
Personal Information Protection Commission: Generative AI User Guide (2026-05-19)
Ministry of Personnel Management press release (2026-05-22)

Together we got as far as v2, context

We tried the first two of three steps together. The next step is v3, your own work rules.

STEP 01

v1 Ask

hand off in one line

STEP 02

v2 Context

five-slot questions,
where we stopped today

STEP 03

v3 Rules

save a template in a
Project, your next step

KEY POINT

Your next step is putting one recurring document into a Project.

What to try over two weeks

Follow the roadmap on the practice page in order, starting with a single task.

STEP 01

Week 1

three five-slot questions,
plus one Applied mission

STEP 02

Week 2

save the template in a Project,
plus one Advanced mission

STEP 03

Share

pass a question frame that
worked to one colleague

KEY POINT

One task, one question frame, one colleague is enough.

Your Claude app roadmap to take with you

The practice page lays it out step by step, from the basics to features to try later. The slides are in the same place.

Today's practice page. The address stays the same.

01	**Basics**	today's missions, asking, dictation, photos
02	**Applied**	this week, PDFs, files, web search, voice mode
03	**Advanced**	within two weeks, artifacts, widgets, linking phone apps
04	**Later**	paid plans, PC, once the institute adopts it

KEY POINT

Follow the institute's guidance on how widely to share.

Thank you
Your questions, please



Raise your hand, or leave a question in the question box at the bottom of the practice page.

Practice page
labs.cmdspace.work/kanc-1013/

CMDSPACE
cmdspace.work

About the instructor
bio.cmdspace.work