Session 2 Handout: Guided Task Labs and Sanitizing Inputs

FAST-06 Occupation-Specific AI Role Labs · 7formations · Instructor: Wadood Chaudhary · All examples fictional

Why this session matters

Real work arrives messy: an email with a client's account number, a voicemail with a patient's name, notes with an employee's medical leave. The skill that separates safe AI use from risky use is cleaning the input **before** it reaches the tool, while keeping what the task needs. This session builds four more procedures and drills that skill.

Key concepts

1. Sanitize before, never with

If you paste a document and ask the AI to "remove the personal details," the data is already in the tool. Sanitize in your head or in a scratch document first, then prompt.

2. Strip, keep, or stop

Decision	When	Example
Strip	Identifiers the task doesn't need	Customer name, order number, account digits
Keep	Content the task needs, not tied to a person	"Office supplies rose from $1,240 to $2,980; one-time furniture purchase"
Stop	The whole input is a record that can't be used	Resume, chart note, HR complaint. Use a template task instead or keep it human

Indirect identifiers count: a first name plus an appointment date; a small business's name plus its monthly totals; a job title in a 45-person company.

3. Role checks that work

Track	Typical output	Concrete check
HR	Job posting	Pay range exact; bias-language list reviewed; requirements job-related
Bookkeeping	Variance explanation	Every amount matches; causes only from notes
Front office	Plain-language instructions	Clinical text unchanged; dentist approves
Customer service	FAQ answer	Every answer in the approved FAQ; gaps routed
Projects	Status report	Status, date, owner match notes; TBD if unknown
Office support	Inbox rule	Tested on 10 messages; nothing important hidden

4. Reading-level rewrites (front office and anyone writing for the public)

Plain language means short sentences, everyday words, "you," and headings. Ask for about a 6th-grade level for patient materials. But **the meaning can't change**: ask the AI to list any sentence whose meaning might have shifted, and have the clinician approve.

Worked examples

Bookkeeping (Back Bay Accounting Partners). Input: client email with name, business, bank, account digits, SSN. **Sanitized:** "Office supplies rose from $1,240 to $2,980 month over month; client notes cite a one-time furniture purchase." AI draft added "rising supply costs across the industry." **Check result:** removed (not in notes).

Projects (Bayside Precision Parts). Notes: "PPAP for BP-2207: late, Kevin chasing, new date TBD." AI status: "PPAP expected Nov 10; on track." **Check result:** corrected to "At risk; owner Kevin; date TBD."

Customer service (Lowell BioSupply). Call note with customer mobile and order number. **Sanitized:** "Customer's glove order delayed by supplier; agreed to send revised ship date by Friday." Follow-up draft promised "free expedited shipping." **Check result:** removed (not agreed).

Checklist: sanitization drill

- ☐ Every direct identifier stripped.
- ☐ Indirect identifiers considered.
- ☐ What the task needs is kept.
- ☐ "Stop" inputs recognized; template alternative chosen.
- ☐ Sanitized before the prompt, never by the AI.

Do and don't

Do	Don't
Rewrite inputs as short sanitized summaries	Paste whole emails or forms
Use placeholders in templates	Fill templates with real data in the AI tool
Check numbers against the source report	Trust AI-added causes or context
Mark unknown dates TBD	Let AI estimate dates
Ask the AI to list possible meaning changes	Assume plain-language rewrites are safe

Try this at work

1. Take three real inputs you handle (don't paste them anywhere).
2. Write the sanitized version of each on paper.
3. Ask a colleague in your role whether anything identifying remains.

Glossary

Term	Meaning
Sanitize	Remove sensitive details before using content with AI
Direct identifier	Name, number, or detail that identifies a person on its own
Indirect identifier	Details that identify someone in combination
Reading level	Approximate school grade needed to read a text easily
PPAP	(Manufacturing) Production Part Approval Process

Key takeaways

- Sanitize before the prompt, never with it.
- Strip, keep, or stop.
- Each role has its own concrete check.