

3 AI Skills: Key Takeaways

Copilot in 4 steps

1. Write prompt
- >
2. Add context
- >
3. AI does 60%
- >
4. You verify

1 AI Literacy




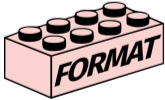
AI does not think. It predicts the next word based on patterns in billions of texts.


- Same question, different answers. Ask the same thing three times and you get three different results. There is no single "right" answer inside the AI model.
- AI hallucinates ±2% of its output. It generates text that sounds correct but is fabricated. It will never say "I don't know." A formula error is obvious. A hallucinated fact in a report is not.
- You stay in control. AI does about 60% of the work. Your judgment and final check do the other 40%.

 **Rule of thumb: the higher the stakes, the more you verify.**

2 Prompting in 4 building blocks

Short questions give generic answers. When you need real output, structure your prompt:

	What it does	Example
	Specify the task	"Create a detailed agenda for a 90-minute strategy meeting."
	Provide background information	"It is about the Tripp Trapp launch in a new APAC market. 9 participants from marketing, supply chain, and regional sales."
	Set the perspective	"You are an experienced product manager in children's products and retail."
	Describe the end result	"A table with columns: time, activity, expected outcome, and tips for the meeting host."

 **Write prompts in a text document first, then copy to Copilot. This way you can reuse and improve them.**

3 The context document

Every new chat starts blank. Copilot does not know your role, your team, or your jargon. A context document is a structured text file you write once and reuse every time.

Core sections in the document:

1. Main task and steps: What is the task? What are the steps?
2. Desired end result: What does the output look like? Who is it for?
3. Guidelines: Terms, rules, do's and don'ts.
4. Anything else AI needs to know about this task.



Open a new chat, write a short TASK prompt, and attach your context document. Save both in a dedicated folder. That is your AI workspace.



Context Document - Template

Context Document

[Your Role / Team] - [Department]

1. Main task and steps

What is the task? What are the steps?

E.g.: Create a weekly status update for Supply Chain EMEA. Include highlights, risks, and action items.

2. Desired end result

What should the output look like? Who is it for?

E.g.: A structured email, 3-4 paragraphs, professional but concise, for my team lead.

3. Guidelines

Terms, rules, do's and don'ts.

E.g.: Always use metric units. Reference our Q1 targets. Do not mention competitor names.

4. Additional context

Anything else AI needs to know about this task.

E.g.: Our team manages Stokke's EMEA logistics. Peak season starts in Q4.

Save as: context-[your-name].docx



For templates, slides, and downloads go to stokke.copilot-academy.com



STOKKE®