

4

COURSE 4 · ADVANCED WORKSHOP INSTRUCTOR CHEAT SHEET

Advanced Workshop

Frontier mapping, complex build (Readiness Dashboard), Debug Clinic, SOP QA drill, paired teach-back, workflow playbook. Coach the re-prompt — never type the fix.

4 hr · 6 modules
38 slides · 1 break · 3 chat-paste blocks
Companion to [week-4-advanced.html](#) + [week-4-handouts.html](#)

	☐ 0:00 M1 Frontier	☐ 0:30 M2 Readiness Build	1:30 Break 10'	☐ 1:40 M3 Debug Clinic	☐ 2:20 M4 SOP QA	☐ 2:50 M5 Teach-Back	☐ 3:20 M6 Playbook
1 30 MIN	Frontier Mapping 0:00–0:30 SILENT + SHARE			<ol style="list-style-type: none"> Slide 10 chat-paste: drop the frontier-map starter from the <i>Week 4 hand-out pack</i>. Set silent timer 15 min. Brief (read verbatim): “Four columns: <i>Category, Inside the frontier, Outside the frontier, Moving</i>. Fifteen minutes silent. Use the starter from the hand-out pack. Then we share — one row per builder.” Share (15 min): one row per builder. Re-anchor when restrictions surface: “Map the world as it is, not as you wish it. Restrictions go in <i>Outside</i>.” 		OUTCOME · MAP Unit Frontier Map seeded One row per builder logged; restriction list captured separately for the program lead.	
2 60 MIN	Complex Build — Readiness Dashboard 0:30–1:30 BUILD · DECOMPOSE FIRST			<ol style="list-style-type: none"> Hand-off (0:30): Deck → Power Platform. Pin the Readiness Dashboard spec slide in a side tab. Spec (read verbatim): “A single Power Apps screen that pulls Training (Excel), Equipment (CSV), and Alpha Roster. Show readiness % per Marine, with a drill-down. Decompose first — on paper — for ten minutes before you touch AI.” 10-min decompose on paper, no AI. Then 50 min build. <i>Coach in chat.</i> If anyone tries to skip decomposition, stop them: “Show me your fields and actions on paper. We will not unblock you until that exists.” 		DELIVERABLE · COMPLEX BUILD Readiness % rendered per Marine Three sources joined behind one screen; decomposition page on paper for every builder.	
BRK 10 MIN	Break. Be back at H+1:40. Pre-flight: pick the three Debug Clinic candidates from chat (or pull the bug-bank fall-back); have the first volunteer’s screen-share authorized.						1:30–1:40
3 40 MIN	Debug Clinic 1:40–2:20 COACH · FISHBOWL			<ol style="list-style-type: none"> Hand-off (1:40): switch from your screen to a <i>student’s</i> screen-share. You coach, you do not type. Brief (read verbatim): “Three students, ten minutes each. Share your screen, show your bug, walk us through your prompt history. The room diagnoses. The original builder retypes the fix — nobody else touches the keyboard.” <i>Refuse the keyboard.</i> “If I type it, you don’t learn it. Re-prompt with these three changes.” Walk away. <i>Fall-back:</i> if no volunteers, project a real Week-3 chat error from the bug bank and run it as a fishbowl. 		OUTCOME · COACHING HABIT Three live recoveries on the wall Each builder demonstrates re-prompt, not rescue. The room sees coaching modeled three times.	
4 30 MIN	SOP QA Drill (Verification) 2:20–2:50 PAIRS · 7-MIN ROTATIONS			<ol style="list-style-type: none"> Slide 28 chat-paste: drop the SOP QA drill block from the hand-out pack. Pairs work in breakouts. Brief (read verbatim): “Take the AI-drafted SOP from the hand-out pack. Find the three confident hallucinations. Pairs, seven-minute rotations. We score as a room at the end.” Rotate every 7 min; reconvene at 2:47 for the room scoring. 		OUTCOME · VERIFICATION 3 hallucinations caught & named Verification habit (Week 1 Red Pen Review) re-applied to a builder’s real artefact, under time pressure.	
5 30 MIN	Teach-Back 2:50–3:20 PAIRS · 8-MIN TEACH + RETELL			<ol style="list-style-type: none"> Reveal pairs drafted before the session (mix experience levels). Brief (read verbatim): “In your assigned pair, you have eight minutes to teach the other person <i>one</i> technique you mastered this course. They will repeat it back. If they cannot, you have not taught it yet.” Force a deliverable if pairs go silent: “In ten minutes I want one slide each — the technique, when to use it, when not to.” 		OUTCOME · TRANSFERRED SKILL Each builder taught one technique Required deliverable: one technique re-told back. The teach-back is the test of mastery.	
6 30 MIN	Workflow Playbook 3:20–3:50 HAND-OFF DOC			<ol style="list-style-type: none"> Slide 35 chat-paste: drop the Workflow Playbook blank template from the hand-out pack. Brief (read verbatim): “Pick one of your own tools. Fill the playbook template: <i>trigger, inputs, steps, verification, fallback, owner</i>. This becomes your unit’s hand-off doc.” Issue the homework live (final 5 min): submit the playbook to the unit shared library by EOW. No exceptions. 		DELIVERABLE · INSTITUTIONAL One playbook per builder First entry in the unit’s playbook library. Capstone-gate proposal also due in 7 days.	

Anchors, recovery, homework

The phrases you repeat all afternoon, the failure modes to watch for at every chat-paste cue, and the homework that gates Week 6 (Capstone) attendance.

Use during: M3 Debug Clinic
Use during: any frontier-map drift
Companion to [week-4-advanced.html](#)

PRE-FLIGHT & HAND-OFF CUES

Done 48 h before; verified at T-30 min · chat-paste blocks staged for Slides 10, 28, 35

- **Gate-check the roster.** Every attendee has a deployed-tool URL on file (collected at Week 3). Pull anyone without one to a 1:1 catch-up — do not let them sit through M2.
- **Tabs & portals.** Deck (Week 4), this cheat sheet, the *Week 4 hand-out pack* (frontier-map starter, SOP QA drill, playbook template), GenAI.mil, Power Apps + Power Automate.
- **Sample data for M2.** An Excel *Training* file, a CSV *Equipment* export, and an Alpha Roster snippet pre-staged in a OneDrive folder linkable from chat.
- **Bug bank.** Keep three real prompt-failures from Week-3 chat ready for M3 if no one volunteers.
- **Teach-back pairs** drafted from the roster (mix experience levels). Reveal at the start of M5.
- **0:00 · Slide 10.** Drop the frontier-map starter from the hand-out pack into chat. Silent timer 15 min.
- **0:30.** Deck → Power Platform. Pin the Readiness Dashboard spec slide in a side tab.
- **1:40 · Debug Clinic.** Switch from your screen to a *student's* screen-share.
- **2:50 · Slide 28.** Drop the SOP QA drill chat-paste block. Pairs in breakouts; rotate every 7 min.
- **3:20 · Slide 35.** Drop the Workflow Playbook blank template. Each builder fills one for one of *their* tools.

ANCHOR PHRASES

Plant in M1; cite by name when you need them

- **1. “Coach the re-prompt. Never type the fix.”** The Debug Clinic test — if you took the keyboard, you broke the rule.
- **2. Map the world as it is.** Restrictions go in *Outside*. Captured separately for the program lead. Not vented.
- **3. Decompose before you prompt.** M2 starts with 10 minutes on paper. No paper, no help.
- **4. Verification is non-negotiable.** Same Red Pen Review from Week 1, run on a builder's artefact under time pressure.
- **5. The teach-back is the test.** If your partner can't repeat it, you haven't taught it.
- **6. The playbook ships, not the prototype.** Trigger, inputs, steps, verification, fallback, owner — that's the institutional artefact.
- **7. Which language is this surface?** Power Fx vs WDL vs DAX errors stall the room — project the Slide-22 matrix before any re-prompt.

RECOVERY & PACING CUES

When the room slips, this is the order of operations

- **No one volunteers for the Debug Clinic.** Cold-call the bug bank: pick a real Week-3 chat error and project it. Run it as a fishbowl.
- **A builder demands you type their fix during M3.** Refuse. “If I type it, you don't learn it. Re-prompt with these three changes.” Walk away from their keyboard.
- **Frontier map turns into venting about tool restrictions.** Re-anchor: “Map the world as it is, not as you wish it. Restrictions go in *Outside*.” Capture the restriction list separately.
- **Power Fx vs WDL vs DAX errors stall the room.** Project the language matrix from Slide 22. Ask “Which language is this surface?” before any re-prompt.
- **Teach-back pairs are silent / awkward.** Force a deliverable: “In ten minutes I want one slide each — the technique, when to use it, when not to.”
- **Pacing valve.** Behind at the break? Cut M3 to two students (not three) and protect M6 — the playbook is the artefact that survives the week.

HOMEWORK TO ISSUE BEFORE LOGOFF

Slide 38 — Week-6 (Capstone) gate hangs on the proposal

- **Submit the playbook** from M6 to the unit shared library by EOW. One per builder, no exceptions.
- **Run a teach-back at your section** within 14 days. Five minutes, one technique, witnessed by your supervisor.
- **Update the unit Frontier Map.** Merge each M1 entry into the shared map. Flag any “Moving” items to the program lead.
- **Capstone gate.** To attend Week 6 (Full-Stack), submit a brief proposal: which problem they'll ship end-to-end. Due 7 days before Week 6.