INSTRUCTOR'S GUIDE

Facilitate, grade and evaluate agentic governance workshops

LEVEL	Advanced pedagogy
DURATION	3h
FORMAT	Workshop · 4-6 ppl
TRACK	Toolkit

OBJECTIVE

Provide instructors with everything they need to **run practical workshops** based on the ACF® framework, **guide participants** and **evaluate their deliverables**. Detailed agendas, teaching cases, grading materials and assessment rubrics.

1 PEDAGOGICAL PRINCIPLE

ACF® learning is grounded in **practical application**. Each workshop follows the same five-step cycle:

1. Understand the concept
2. Analyze the context
3. Apply the ACF tools
4. Decide & justify
5. Present & self-assess

2 STANDARD WORKSHOP AGENDA · 2H30

PHASE	DURATION	ACTIVITIES	OBJECTIVE
1 · Introduction	15 min	Present the context and objectives.	Align the group.
2 · Case analysis	30 min	Read the scenario, ask clarifying questions.	Understand the context.
3 · Apply the tools	60 min	Complete the relevant ACF cards.	Produce the deliverables.
4 · Decisions & trade-offs	20 min	Choose the autonomy level, guardrails, escalations.	Sharpen critical thinking.
5 · Presentation	15 min	Each group presents its decisions.	Share & compare.
6 · Debrief & takeaways	10 min	Instructor feedback, key points, lessons learned.	Anchor the learning.

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3 AVAILABLE TEACHING CASES

CASE	THEME	LEVEL	DURATION	LEARNING OBJECTIVES
C1	E-commerce pricing agent	Intermediate	2h00	Map critical decisions, set limits and guardrails.
C2	Lead qualification agent	Beginner	1h30	Define a mandate, autonomy levels and supervision.
C3	Claims handling agent	Intermediate	2h00	Handle non-delegable zones and escalations.
C4	Marketing investment agent	Advanced	2h30	Assess risks and build a kill switch.
C5	Autonomous procurement agent	Advanced	2h30	Design a governed multi-agent system.

4 TOOLS TO USE PER CASE

TOOL	PRIMARY USE	RECOMMENDED CASES
ACF-01	Sovereignty score	All
ACF-02	Decision map	C1, C2, C3, C4, C5
ACF-03	Criticality matrix	C1, C3, C4, C5
ACF-04	Agentic Constitution	C1, C3, C4, C5
ACF-05	Agent card (Maturity N0 → N3)	All
ACF-06	Supervision & governance	C1, C2, C3, C4, C5
ACF-07	Kill switch	C1, C3, C4, C5
ACF-08	First agent file	All
ACF-09	Agentic decisions register	C1, C3, C4, C5
ACF-10	Action & improvement plan	C4, C5
ACF-11	30-day governance audit	C4, C5
ACF-12	Risk assessment	C1, C3, C4, C5
ACF-13	Agent Mandate	All
ACF-14	Responsibility by design	All
ACF-15	Objective and counter-metric	C1, C4
ACF-16	Supervision test	C3, C4, C5
ACF-17	Validity review	C4, C5

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ORGANISE AND OPERATE

TOOL	PRIMARY USE	RECOMMENDED CASES
ACF-O1	Human-AI-agent matrix	All
ACF-O2	Hybrid organisation map	C3, C5
ACF-O3	Critical skills to keep	C3, C5
ACF-O4	AI policy	All
ACF-O5	Shadow AI	C2, C4
ACF-O6	Shadow agents	C5
ACF-O7	Shift of power	C1, C5
ACF-O8	Exceptions register	C3, C4
ACF-O9	Fleet governance	C5
ACF-O10	Affected people and redress	C1, C3
ACF-P1	Configuration grid	All
ACF-P2	Acceptance protocol	C1, C4, C5
ACF-P3	Ramp-up plan	C1, C4, C5
ACF-P4	Supervision log	C2, C3, C4, C5
ACF-P5	Role allocation	C2, C3, C5
ACF-P6	Escalation & trust	C3, C5
ACF-P7	Stop test	C1, C4, C5
ACF-P8	Incident log	C1, C4
ACF-P9	Permissions review	C3, C5
ACF-P10	Vendor assessment	C1, C5
ACF-P11	Foundation dependency	C4, C5
ACF-P12	Degraded mode & exit	C1, C3, C5
ACF-P13	Model version log	C1, C4
ACF-P14	Holding the record	C3, C5
ACF-P15	Blind spot statement	C4, C5

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5 DELIVERABLE ASSESSMENT RUBRIC · OUT OF 100 POINTS

Scoring per criterion: **Excellent 4** · Good 3 · Satisfactory 2 · Insufficient 1 · weighted score scaled to 100.

CRITERION	EXCELLENT (4)	GOOD (3)	SATISFACTORY (2)	INSUFFICIENT (1)	WEIGHT
Understanding of the context	Comprehensive, relevant analysis	Strong analysis, minor omissions	Sound but incomplete analysis	Superficial analysis	**20%**
Use of ACF tools	Tools mastered and well applied	Tools used correctly	Tools poorly used	Tools ignored	**20%**
Quality of decisions & rationale	Decisions justified and aligned	Coherent decisions	Weakly argued decisions	Unjustified decisions	**25%**
Risk management & guardrails	Risks anticipated, robust guardrails	Risks identified and addressed	Risks only partially addressed	Risks ignored	**20%**
Presentation & teamwork	Clear, structured delivery	Adequate presentation	Confused presentation	No delivery	**15%**
				Total score	**/100**

6 GRADING MATERIALS

EACH CASE IS PAIRED WITH A MODEL ANSWER SPECIFYING

- ✓ The **key expected elements**
- ✓ The **recommended decisions**
- ✓ The **standard justifications**
- ✓ The **common mistakes** to avoid
- ✓ The **best practices** to reward

INSTRUCTOR TIP

- → Several answers may be valid as long as they are **coherent and justified** within the framework.
- → Grading remains a **pedagogical act**: it is discussed with the students, never automated.

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7 FACILITATE & ADAPT THE WORKSHOP

FACILITATION BEST PRACTICES

- ✓ Create a climate of trust and encourage everyone to participate.
- ✓ Ask open-ended questions to stimulate critical thinking.
- ✓ Challenge the groups with dilemmas that have no single right answer.
- ✓ Reward **justification** as much as the decision itself.
- ✓ Tie every choice back to the framework's **sovereignty** principles.

POSSIBLE ADAPTATIONS

- ✓ Cut the duration to 90 min by selecting fewer tools.
- ✓ Adapt the case's complexity level to the audience.
- ✓ Use a "flipped classroom" model (pre-work).
- ✓ Run a contest or a teaching hackathon.

8 RESOURCES FOR THE INSTRUCTOR

- ✓ ACF® presentation (slides).
- ✓ ACF® tool cards to hand out.
- ✓ Teaching cases (full scenarios).
- ✓ Detailed model answers & response elements.
- ✓ Deliverable templates (PDF / spreadsheet).
- ✓ Student card ACF-18 (guided practical case).

9 SAMPLE SESSION PLAN · CASE C1, E-COMMERCE PRICING AGENT

INTRODUCTION 15 min	CASE ANALYSIS 30 min	APPLICATION 60 min	DECISIONS 20 min	PRESENTATION 15 min	DEBRIEF 10 min
Introduce the case and the objectives · recap key ACF® principles.	Read the scenario · identify stakes and constraints.	Complete ACF-02, ACF-03, ACF-05, ACF-06, ACF-07.	Choose the autonomy level · limits and guardrails.	Delivery by each group.	Questions & discussion · key lessons to retain.

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10 EXPECTED FINAL DELIVERABLE

The deliverable produced by each group must cover the following seven items.

DELIVERABLE	CONTENT	DONE
Scenario analysis	Stakes, opportunities and constraints identified.	☐
Decision mapping	Decisions listed, assessed and ranked.	☐
Maturity and autonomy	Maturity of the agent as a whole (N0 → N3) and delegated autonomy decision by decision (suggestive → autonomous), each one justified.	☐
Guardrails & constraints	Human and technical guardrails defined.	☐
Indicators & supervision	KPIs and supervision cadence defined.	☐
Integration plan	5-phase plan with key actions.	☐
Summary & delivery	Clear summary of the approach and choices.	☐

FINAL TIP

✓ A successful rollout rests on the **balance between the agent's autonomy and the company's sovereignty**. Document, measure, control, adjust.

Use together with: ACF-18 (guided practical case, to be distributed to students), **ACF-20** (governance simulation) and the full toolkit, **45 cards** in three families: Decide (ACF-01 to ACF-20), Organise (ACF-O1 to ACF-O10) and Operate (ACF-P1 to ACF-P15). The map in section 11 says which one is worked at which moment.

"Teaching agentic governance means training tomorrow's decision-makers."

ACF TOOLKIT® · INSTRUCTOR PACK

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11 THE 45 CARDS AND WHEN EACH ONE IS WORKED

A workshop never uses all 45 cards. This map says which one serves which moment, so the instructor builds a session instead of handing out a stack.

Decide · ACF-01 to ACF-20

What is delegated and within which limits. This is the first-workshop family: without it there is nothing to organise or operate.

01 to 05	Diagnose, map, rate, frame, describe the agent
06 to 08	Supervise, stop, build the first agent briefing
09 to 12	Record, correct, audit, rate the risk
13 to 17	Mandate, anchor accountability, aim, test, review
18 to 20	The session documents: guided case, instructor's guide, simulation

Organise · ACF-O1 to ACF-O10

What the agent shifts inside the organisation. A second-level workshop, for participants who run a team.

O1 to O4	Split human, AI and agent; map the hybrid; keep the critical skills
O5 to O7	Write the AI policy; surface undeclared usage and undeclared agents
O8 to O9	Record the shift of power; keep the exceptions register
O10	Govern a fleet; open redress to the people the agent affects

Operate · ACF-P1 to ACF-P15

What happens once the agent is live. A technical workshop, for participants who run a system.

P1 to P4	Configure, accept, ramp up, keep the supervision log
P5 to P8	Split the roles, escalate, test the stop, keep the incident log
P9 to P12	Review permissions, assess the vendor, measure dependency, prepare the exit
P13 to P15	Log the versions, hold the record, state the blind spots

Building a session: one case from table 3, the matching Decide tools, then a single Organise or Operate card chosen for the debate it opens. The toolkit's two running cases, Lendari and Rhena, each give a complete worked answer card by card: comparing two answers to the same question beats one model answer.

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