

The Jonesi Consultancy | Houston, TX

AI LITERACY · RESOURCE HANDOUT

THE 4DS AI FLUENCY FRAMEWORK

An Overview of the Key Communication Skills Needed to Work
Effectively with AI Tools

A Foundation for Effective Human-AI Collaboration Developed by Anthropic

A FOUNDATION FOR EFFECTIVE HUMAN-AI COLLABORATION

The 4Ds AI Fluency Framework

AI fluency is more than knowing how to prompt a tool. It is the ability to work with AI systems thoughtfully, effectively, and responsibly. The 4Ds Framework gives teams a shared vocabulary and a repeatable practice for collaborating with AI. Each “D” builds on the last, moving people from passive users to skilled collaborators who get better outcomes and avoid common pitfalls.

1 DELEGATION

Decide what to give to AI, what to keep, and what to share. Match the task to the right tool and define a clear scope.

- › Is this task a good fit for AI given the stakes and complexity?
- › What context, constraints, and success criteria does the model need?
- › Which parts require human judgment, accountability, or relationship?

2 DESCRIPTION

Communicate clearly with AI. Provide the context, role, and structure that turn a vague request into a useful response.

- › Have I specified the audience, format, and length I need?
- › Did I provide examples, source material, or relevant background?
- › Am I asking one focused question or layering too many at once?

3 DISCERNMENT

Critically evaluate AI output. Verify accuracy, surface assumptions, and refine through dialogue rather than accepting the first answer.

- › Where could the model be wrong, biased, or overconfident?
- › What sources or evidence support these claims?
- › Does this answer fit our context, or is it generic?

4 DILIGENCE

Use AI responsibly. Protect sensitive information, disclose AI involvement, and maintain professional accountability for the final work.

- › Is the data I am sharing appropriate for this tool?
- › Have I disclosed AI use where it is expected or required?
- › Have I reviewed the output for accuracy and risk before using it?

WHY THE 4DS MATTER

Teams that practice the 4Ds get more value from AI with less risk. They delegate the right work, ask better questions, catch errors before they spread, and use AI in ways that build trust with clients, colleagues, and regulators. The framework turns AI from a novelty into a dependable part of how good work gets done.

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AI should elevate people, not replace them.

A human-centered approach to AI training.

