WORKSHOP

Steward Training

Review knowledge and approve with reasons

Four hours in your own tenant

WORKSHOP

Training outcomes

Ten cases with reasons

Review rules and deputy per topic

Weekly review slot and withdrawal route

WORKSHOP

Four-hour agenda

Loop and contradictions

Questions, approval and withdrawal

Ten cases, rules and two short breaks

WORKSHOP

Review rules

A person owns approval

Uncertainty leads to a question

We review statements and their scope

WORKSHOP

The knowledge loop

Hint from Voice, KSE or interview

Review and approval in overmind.talk

Release and confirmed KSE adoption

WORKSHOP

A hint with a traceable state

Report and explicitly confirm a hint

Trace the inbox and questions

Repeat the subject question after adoption

WORKSHOP

Scope before decision

Subject, variant and site

Period, approval and source version

Safety and subject-matter authority

WORKSHOP

Three contradiction decisions

Unterlage gilt: document applies

Aussage gilt: statement applies

Beides, mit Bedingung: both with a condition

WORKSHOP

Comparing two source pairs

Read both source passages

Record decision and evidence

Assign the next action to its owner

Activity: Work on two real cases using sheet 9.2

WORKSHOP

Four fields per statement

Situation: when does it apply?

Statement: what applies? Why?

Limits: when does it not apply?

WORKSHOP

One clarifying question

One matter and one sentence

Right recipient and required evidence

Due date and review date

WORKSHOP

Approval and publication

Check contradiction, fields and label

Inspect all approved items in the topic

Check adoption and the substantive answer

WORKSHOP

The withdrawal route

Before release: edit, ask or discard

After release: request an operations reset

Prevent problematic items from being republished

WORKSHOP

Ten real cases

Distribute cases across pairs

Record decision, evidence and time

Compare disputed cases together

Activity: Use sheet 9.4 for each case

WORKSHOP

Comparing differences

Error, missing evidence or acceptable alternative?

Derive a rule from the specific difference

Record open questions with owner and date

WORKSHOP

Personal evidence for every core action

Case 5: approval is recorded and KSE adoption is still pending.

K1-K3 have individual prior records. Withdrawal was only explained.

Classify K4 and K5. Which tasks are evidenced for this learner?

Activity: Review personal matrix 9.7

WORKSHOP

The weekly review routine

Steward and deputy per topic

New hints, questions and document maintenance

Check adoptions and pending backlog

WORKSHOP

Handover to daily work

Results document within five working days

Open items have an owner and date

Gaps and effort feed into format 12

Personal readiness and pending evidence