QONVERTIQ™ AI SYSTEMS

**QonvertiQ™ AI Coaching Primer — Quickstart Guide**

***Start Here: Build Your First AI Agent in the Next 7 Minutes***

**Version 1.0**



# Welcome to QonvertiQ™

Congratulations — you’ve just unlocked the **AI Coaching Primer**, a practical system designed to help you:

* train AI like a real employee
* build reliable, predictable AI agents
* save time on repetitive work
* automate tasks with clarity and control
* get professional output in minutes instead of hours

This Quickstart Guide gives you exactly what you need to:

**\*\*➡ Build your first AI agent in 7 minutes**

➡ Understand what’s inside the product  
➡ Know the order to follow  
➡ Avoid the 3 common mistakes beginners make\*\*

Let’s begin.

# What’s Inside Your Download Bundle

Your QonvertiQ™ ZIP file includes 7 documents:

**1. AI Coaching Primer — Core Manual**

The complete training system. This is your “full playbook” — Modules 1–10.

**2. Templates Pack**

All templates from Module 10 extracted into a quick-access PDF.

**3. Done-For-You Agents Pack**

15 pre-built AI agents ready to deploy instantly.

**4. Quickstart Guide (This PDF)**

Start here before anything else.

# The Recommended Reading/Using Order

To avoid overwhelm, follow this exact sequence:

**STEP 1 — Read this Quickstart Guide**

(You’re doing it now.)

**STEP 2 — Build your first agent using Module 6**

You’ll find it inside the English Core Manual:  
**MODULE 6 — 7-Minute Agent Setup**

This is the FIRST thing you should do — before reading anything else.

**STEP 3 — Use the Templates Pack**

Whenever you need to write:

* prompts
* workflows
* context blocks
* tone instructions
* feedback structures

→ Go directly to Templates Pack.

**STEP 4 — Deploy 1 ready-made agent (from DFY Pack)**

Choose one of the 15 plug-and-play agents.  
This gives you a second “AI employee” quickly.

**STEP 5 — Read the Core Manual (EN)**

But read it **in sections**, not all at once:

Start with:

* Module 1 (Role & Identity)
* Module 2 (Context Framework)
* Module 3 (Guardrails)
* Module 4 (Workflows)

Then proceed at your own pace.

**STEP 6 — Create a second and third agent**

Once comfortable, use:

* Module 7 (Troubleshooting)
* Module 8 (Optimization Guide)
* Module 9 (DFY Agents)

# The 7-Minute Setup (Your First Agent)

This is the **heart of the system**.

Inside Module 6, you’ll find the full prompt to copy/paste. Here is the **quick version** so you can start immediately:

**🔹 STEP 1 — Choose a Role**

Pick one:

* Email Writer
* Lead Gen Assistant
* Social Media Assistant
* Research Analyst
* Offer Creation Assistant
* Funnel Optimization Assistant

Pick only one for now.

**🔹 STEP 2 — Fill in the Context**

Give the AI:

* what your business does
* your audience
* the tone of voice
* your product/service
* any relevant details

**🔹 STEP 3 — Paste the 7-Minute Setup Prompt**

Found in Module 6.

The AI will respond:  
**“I understand my role and I’m ready for your first task.”**

**🔹 STEP 4 — Give a Simple First Task**

Examples:

* “Write a short email.”
* “Summarize this.”
* “Create 3 FB ad angles.”
* “Write a LinkedIn post.”

**🔹 STEP 5 — Give Feedback**

Examples:

* “Make it 30% shorter.”
* “Use a more professional tone.”
* “Add bullets.”

This is how your agent learns.

# The 3 Mistakes That Slow Down New Users

**❌ Mistake #1: Reading everything before doing anything**

This causes overwhelm.  
Always **build your first agent immediately**.

**❌ Mistake #2: Giving the AI too much freedom\*\***

AI without structure = unpredictable.  
Always use:

* context
* guardrails
* workflows

**❌ Mistake #3: Trying to combine multiple roles in one agent**

One agent → One job.  
This is the key to performance.

# Best Practices for Daily Use

**✔ Use the Templates Pack (daily)**

They save you hours.

**✔ Use DFY Agents to scale quickly**

You already have 15 assistants ready to deploy.

**✔ Start small + improve with feedback**

AI grows through repetition.

**✔ Keep tasks short & precise**

Clear instructions = consistent results.

**✔ Maintain a stable tone of voice**

This keeps your brand cohesive.

# If Something Breaks (Fast Fixes)

**Problem: AI writes too long**

**Fix:**  
“Shorten by 40%. Remove fluff. Use bullets.”

**Problem: AI misunderstanding**

**Fix:**  
“Reset and re-align with role, context, guardrails, workflow.”

**Problem: Wrong tone**

**Fix:**  
“Rewrite using this tone: [insert tone]”

**Problem: Hallucinations / made-up data**

**Fix:**  
“Remove anything not supported by the information I gave you.”

**Problem: Output feels repetitive**

**Fix:**  
“Provide 3 variations with different structure and tone.”

# You Now Have Everything You Need

You’re fully equipped to:

* train AI like a real employee
* build multiple agents
* scale your business workflows
* eliminate repetitive work
* create a personalized AI team

This is not a “prompt pack.” It is a **business system**. Welcome to the next level of leverage.