Tanimawo AI Academy

INTERMEDIATE

Introduction to AI Agents

What agents are, what they can do, and how to use them safely

Free guide

About 12 minutes to read

tanimawoai.com

Free AI training every Sunday
with Dr. Daniel Tanimawo

© 2026 Dr. Daniel Tanimawo · Tanimawo AI Academy · tanimawoai.com · Free to download and share with credit. Selling, rebranding or removing this notice is not allowed.

Chatbot vs agent

A **chatbot** answers. An **agent** takes steps to complete a goal: it can search the web, read files, use apps, fill forms or write and run code, deciding what to do next as it goes.

	Chatbot	Agent
You give	A question	A goal
It does	Writes an answer	Plans and takes several actions
Example	“What flights go to Abuja?”	“Find the 3 cheapest flights to Abuja next Friday and put them in a table”
Your job	Read the answer	Supervise, check and approve actions

How an agent works (the loop)

1. **Understand the goal** you gave it.
2. **Plan** the steps.
3. **Act:** use a tool (search, browser, spreadsheet, code).
4. **Observe** the result.
5. **Repeat** until the goal is done, then report back.

Everyday examples

- Research: “Compare 5 laptops under N400,000 for students and summarise reviews.”
- Admin: “Read these 20 invoices and list totals by supplier in a spreadsheet.”
- Planning: “Draft a 3-day trip plan to Calabar with budget estimates.”
- Coding: “Build a simple web page for my bakery with a menu and contact form.”

Many popular chatbots now include agent-like features such as web search, file analysis and “deep research” modes.

Writing good goals for agents

- Say what **done** looks like: “A table with name, price, link.”
- Give limits: “Only use official websites.” “Do not buy anything.”
- Ask for a **plan first**: “Show me your plan before you start.”
- Ask it to **cite sources** for anything it found.

TANIMAWO AI ACADEMY
tanimawoai.com · Dr. Daniel Tanimawo

© 2026 Dr. Daniel Tanimawo · Tanimawo AI Academy · tanimawoai.com · Free to download and share with credit. Selling, rebranding or removing this notice is not allowed.

TRY THIS PROMPT

Goal: find 5 free online courses about Excel for beginners. Only include courses from well-known providers. For each give: name, provider, length, link. Show me your plan before you start.

Risks and how to stay in control

Risk	Protection
Wrong or outdated information	Ask for sources and check them
Actions you did not want	Require approval before sending, paying or deleting
Privacy	Do not give agents access to accounts or files they do not need
Cost	Watch usage limits on paid tools
Tricky web pages	Agents can be misled by hidden instructions on websites; review results

> **Rule of thumb:** let agents gather, draft and organise. Keep humans in charge of anything that spends money, sends messages or changes important data.

Try it

- [ ] Use a chatbot's search or research feature for a real question.
- [ ] Ask it to show the plan first, then check every source it lists.
- [ ] Note one task in your week that an agent could help with.

Keep learning, free

Join the free live AI class every Sunday at 8 PM Nigeria time with Dr. Daniel Tanimawo. Register at **tanimawoai.com**, watch past classes on the Replays page, and download more free guides.

Share this guide with a friend who wants to learn AI.

TANIMAWO AI ACADEMY · tanimawoai.com · Dr. Daniel Tanimawo

© 2026 Dr. Daniel Tanimawo · Tanimawo AI Academy · tanimawoai.com · Free to download and share with credit. Selling, rebranding or removing this notice is not allowed.