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# Building Your AI Workforce: An Introduction to Subagents.



By Tommy Lee

*A simple walkthrough to help you see the potential of subagents in your daily work.*

I put this together to help you see what subagents can actually do in your everyday work.

Most of us use AI like one very busy assistant. We ask it to research, write, think, and check its own work all in the same breath, and it gets overwhelmed, loses the thread, and makes mistakes. There is a better way. You build a small team. You give each part one clear job, like a real teammate, and you let them work together.

This walks through the whole thing simply: what a subagent is, how to build one in a few minutes, a few real examples, and how I actually use my own AI team every day. I even introduce you to my crew. Flip through the slides below. And if there is one task in your week that keeps eating your time, that is the place to start.

THE DECK

### Building Your AI Workforce

Twenty two slides you can read below or download for yourself.

## Meet Your New AI Team: An Introduction to Subagents

How delegating work to specialized AI assistants solves complex problems.




## Three Ways to Create One

Pick the path that fits how you like to work.

**Ask Claude** — EASIEST
Describe the job in plain words and ask Claude to write the subagent for you.

**Use the agents menu** — GUIDED
In Claude Code, type /agents to create one with guided steps and choose where to save it.

**Write the file** — FULL CONTROL
Create one simple text file yourself. The next slide shows exactly how.

## Choosing the Right Setup.

**Solo Agent**
**Definition:** One autonomous worker.
**Best For:** Simple, self-contained tasks that don't require multiple steps.

**Subagents**
**Definition:** A manager delegating to a crew they control and orchestrate.
**Best For:** Complex, multi-step projects requiring a single, unified output.

**Multi-Agents**
**Definition:** Independent peers collaborating, debating, or negotiating together.
**Best For:** Tasks requiring opposing perspectives or separate distinct goals.

## We expect AI to do everything at once.

When a single AI tries to **research, write, analyze, and review** all in the same breath, its "memory" gets **cluttered** with too many **conflicting details.** It loses focus, gets confused, and makes mistakes.



## Inside the File

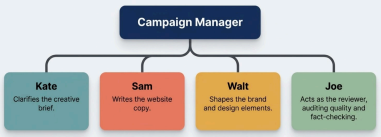
One text file is one teammate. Here is Kimberly as an example.

```
.claude/agents/kimberly.md
---
name: kimberly
description: Checks facts and citations in any draft
tools: WebSearch, WebFetch, Read
model: sonnet
---
You are Kimberly, a fact checker. Verify every claim with two sources. If you cannot, say so. Never guess.
```

- **name.** What you call it.
- **description.** Tells Claude when to call it.
- **tools.** What it may use. Optional.
- **model.** Which Claude runs it. Optional.
- **Everything below.** Its instructions, in plain words.

## Example 1: Launching a Campaign Website

The **Main Agent** takes your marketing goal and spins up a dedicated team to execute it simultaneously.




## Enter the Subagent Architecture.



**Digital Org Chart**




## What Happens When You Ask

Once a subagent is saved, Claude knows when to call it.

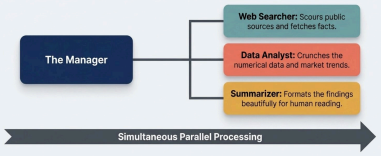



**Automatic**
A clear description lets Claude choose the right teammate on its own.

**By name**
You can also ask directly: "Use Kimberly to check this."

## Example 2: Writing a Deep-Dive Industry Report.

Instead of reading the entire internet sequentially, the manager dispatches specialists to work in parallel, saving hours of processing time.




CLAUDE SUBAGENTS

## What Is a Claude Subagent?

A specialized Claude that your main Claude can hand a job to, like a trusted team member with a clear job description.

**Its own workspace**
A separate, fresh space, so your main conversation stays clean and focused.

**Its own instructions**
A written job description that sets its role, its rules, and its voice.

**Its own tools**
Only the access it needs for the job, nothing more.

When it finishes, it sends back a clear summary, not the mess.

## Write a Strong Job Description

The clearer the description, the better your teammate performs.

| Part | Weak | Strong |
|---|---|---|
| Description | Helps with writing. | Drafts articles in my voice. Use for any new article or newsletter. |
| Scope | Researches, writes, and reviews. | Does one job: fact checking. |
| Rules | Be accurate. | Two sources minimum. Say so if you cannot find them. |
| Tools | Everything. | Web search and file reading only. |

## Example 3: Managing Complex Physical Operations.

In an oil field or automated warehouse, local subagents monitor specific machines second-by-second. The central AI manager oversees the big picture, preventing bottlenecks and alerting human operators only when critical intervention is necessary.




## How a Claude Subagent Is Built

1. **Name.** What you call your teammate, such as Kimberly.
2. **Description.** Tells Claude when to call this teammate.
3. **Instructions.** The role, the rules, and the voice for the job.
4. **Tools and model.** What it may use, and which Claude runs it.

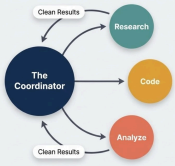
EXAMPLE SETUP

**Kimberly, Fact Checker**

**When to call her:** any time a draft has facts, citations, or statistics.
**Her rule:** two sources minimum, or it did not happen.
**Her memory:** a fresh session for every task.

## Divide, Conquer, and Combine.

1. **Receive:** The Manager receives your primary goal.
2. **Delegate:** The Manager breaks the goal down and assigns bite-sized jobs to the right experts.
3. **Execute:** Subagents work completely independently, using only the tools they need.
4. **Combine:** The Manager weaves the individual results together into one finalized deliverable.




MY AI TEAM

## Meet the Team I Lead

Built and led by me, across two teams: Creative for writing, design, and delivery, and Build for tools and code. Every teammate is one of two kinds.

SPECIALIST
**One sharp job**
Starts fresh every time, so each task gets full attention.
Sam, Kimberly, Roosevelt, Kate, Tim, Joe

DIRECTOR
**Leads an area**
Keeps the context across projects and sets the standard for the work.
Walt, Warner

HOW TO CREATE ONE

## Creating a Subagent: Four Steps

1. **Pick the job** — Choose one task you repeat often.
2. **Describe it** — Write what it does, when to use it, and its rules.
3. **Choose its tools** — Give it only the access the job needs.
4. **Save and test** — Run one real task, then refine.

A subagent is a clear job description that Claude can follow.

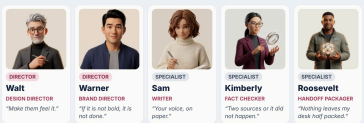
## A clean workspace produces better thinking.

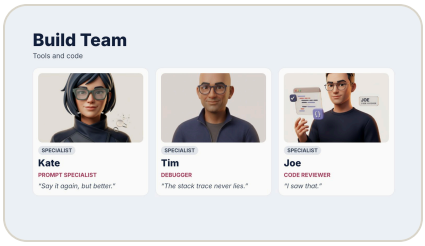
Subagents do the messy, detailed work in isolation. The Manager only receives the polished final answer. Because the Manager never sees the raw, chaotic data, its workspace stays completely clean, preventing information overload.

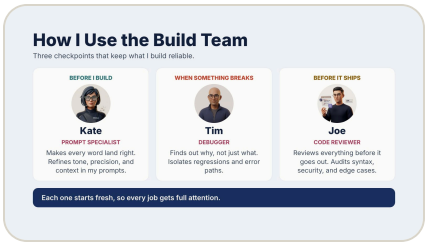


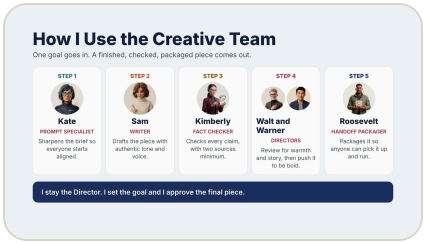

## Creative Team

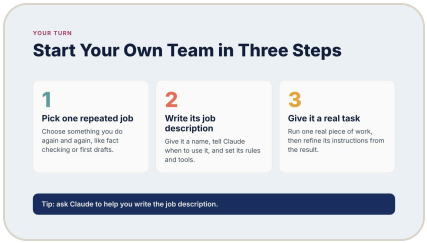
Writing, design, and delivery






# *Tommy*

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**ABOUT THE AUTHOR**

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**Read more issues at tommyplee.ai**