

AI Training Plan for Employees

Six modules with objectives, exercises and assessment criteria. Core program is modules 1 to 4 in order; newest staff first, then managers, then HR.

Module 1: What the tool is and what it is not

Audience and length: All staff, 45 to 60 minutes

Objectives: (1) Explain how a language model produces text and why it can be fluent and wrong at once. (2) Recognize a hallucinated fact, citation or figure. (3) Distinguish the consumer product from the company plan and know which to use.

Exercise: Participants ask the approved tool three questions whose answers they know, one chosen to produce a confident wrong answer, and discuss how to tell.

Assessment: Participant identifies the wrong answer and explains one check that would catch it.

Module 2: The data rules

Audience and length: All staff, 45 to 60 minutes

Objectives: (1) State the company's data tiers and which tools are approved for each. (2) Explain what the vendor does with inputs on the company plan. (3) Explain why removing a name does not make personal data public.

Exercise: Sort twenty realistic snippets of company information into tiers and decide which could go into the approved tool.

Assessment: At least 18 of 20 snippets sorted correctly; no restricted item approved for entry.

Module 3: The boundary for your role

Audience and length: By team, 60 minutes

Objectives: (1) List the recurring tasks of the role. (2) Classify each as reliable, reliable with checking, or not for this tool. (3) Produce a one-page task map for the team.

Exercise: Teams try the tool on each recurring task and classify it; the facilitator records the task map.

Assessment: Team task map completed and stored in the shared workspace; individual boundary test score improved against the pre-test.

Module 4: Verifying and owning the output

Audience and length: All staff, 45 minutes

Objectives: (1) Check a figure, a citation, a quotation and a piece of code. (2) State the cost of skipping the review step and who pays it. (3) Apply the rule that the person who sends it owns it.

Exercise: Each participant takes an AI-produced document with three planted errors and finds them.

Assessment: All three planted errors found.

Manager module: Leading a team that uses AI

Audience and length: Managers, 60 minutes

Objectives: (1) Set the task map with the team rather than for it. (2) State what a manager may and may not do with AI in reviews and people decisions. (3) Discuss AI and job security with a team without dismissing or feeding the worry. (4) Recognize unchecked AI output from a report.

Exercise: Role-play a review-drafting scenario and a job-security conversation; classify five manager uses of AI as allowed, allowed with sign-off, or not allowed.

Assessment: All five uses classified correctly; task-map session scheduled with the team.

HR module: Regulated uses and employee data

Audience and length: HR staff, 90 minutes

Objectives: (1) State which US state and local rules apply to AI in hiring, promotion, discipline and dismissal, with dates. (2) Explain which decisions require notice, audit or human review. (3) Apply the data rules to employee and candidate information. (4) Ask a vendor the questions that establish training data, bias testing and liability.

Exercise: Draft a job description, theme anonymized exit interview comments and draft a policy section using marked prompts; complete a vendor question checklist for a screening tool.

Assessment: Vendor checklist completed; prompts used with correct markers; no personal data entered.

Rollout timeline

When	What
Week 1	Approve program, name the owner, confirm the approved tool and plan, pre-test boundary judgment for a pilot team.
Weeks 2 to 3	Pilot modules 1 to 4 with one team; revise exercises.
Weeks 4 to 8	Roll out modules 1 to 4 by team, newest staff first; manager module in week 4; HR module in week 5.
Week 12	Post-test boundary judgment and error detection; first rework survey; report completion by tenure band.
Month 6	Repeat error detection; compare frequent-use rate of trained and untrained staff; review data incident count.

When	What
Month 12	Refresh modules for new tools and law changes; annual completion for all staff.

Measures

Measure	Definition	When
Boundary accuracy	Share of ten tasks correctly classified as reliable or not	Before and after module 3; at 12 weeks
Error detection	Share of planted errors found	Module 4; at 6 months
Data incidents	Restricted-data pastes flagged or blocked per 100 users per month	Monthly, from DLP tool
Frequent use	Share using the approved tool weekly or more, trained vs untrained	Quarterly; Gallup benchmark 1.7x
Rework	Share of reviewers reporting AI output that had to be redone in the last month	Quarterly
Coverage	Completion by team, tenure band and role	Continuous, in the tracker

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