

AI Usage Awareness: Responsible, Secure & Effective AI in the Workplace

Duration 3 Hours

COURSE DESCRIPTION

This course provides employees with a practical foundation for using Artificial Intelligence (AI) safely, responsibly, and effectively in the workplace.

Participants will gain an understanding of Generative AI, Large Language Models (LLMs), AI capabilities and limitations, AI-related risks, Responsible AI principles, AI Governance fundamentals, and data privacy considerations. Through interactive discussions and practical activities, learners will develop awareness of best practices for adopting AI confidently while minimizing organizational risks.

COURSE OUTLINE

Module 1: Introduction to Generative AI

- What is Artificial Intelligence (AI)?
- Generative AI Overview
- Large Language Models (LLMs)
- AI Capabilities and Limitations
- Common AI Applications in the Workplace

Module 2: Responsible AI Usage

- Responsible AI Principles
- AI Ethics and Transparency
- Human Oversight
- AI Bias and Hallucination
- AI Do's & Don'ts

Module 3: AI Security & Risk Awareness

- Prompt Injection
- Jailbreak Attacks
- Data Leakage Risks
- Safe Prompting Practices
- OWASP Top 10 for LLM (Awareness)

Module 4: AI Governance & Data Privacy

- AI Governance Fundamentals
- PDPA & Personal Data Protection
- Company AI Policy
- Data Classification
- Responsible Data Sharing

Module 5: Interactive Workshop

- AI Usage Scenarios
- Risk Identification Exercise
- Responsible AI Case Studies
- AI Quiz & Discussion

WHO SHOULD ATTEND

- All Employees
- Business Users
- Administrative Staff
- Human Resources
- Finance
- Marketing
- Operations
- Managers and Team Leaders
- Employees beginning to use AI tools in daily work

PREREQUISITES

No prior AI knowledge is required. Participants should have basic computer skills and an interest in using AI responsibly in daily work.