AWARENESS TRAINING · AI GOVERNANCE

AI Literacy & Responsible Use of Generative AI

Self-paced online training (video) · 6 modules · about 105 min of video · about 2.5 hours in total · English, with captions

Learn to use generative AI tools well, safely and responsibly at work: write better prompts, check every output, protect confidential data, spot deepfake fraud and bias, and follow your organisation's AI policy.

WHO IT IS FOR

All employees who use AI tools at work, in any role or industry, including HR, finance, sales and customer service teams, managers and team leads, and organisations building AI literacy across their staff.

WHAT YOU WILL LEARN

- Explain what AI and generative AI are, how they produce answers, and where they are strong and weak
- Write clear prompts and check AI output for facts, figures, sources and tone before you rely on it
- Recognise hallucinations and automation bias, and apply human oversight to AI-assisted work
- Keep customer data, personal data, source code and confidential documents out of public AI tools
- Spot deepfake and voice-cloning fraud, and verify requests before you act
- Use AI fairly and openly, in line with your organisation's AI policy and the EU AI Act's AI literacy duty

MODULES (6)

1. Understanding AI and Generative AI
2. Using AI Tools Effectively at Work
3. AI Risks, Hallucinations and Human Oversight
4. Data Privacy, Confidentiality and Security
5. Responsible AI, Bias and Ethical Use
6. Workplace AI Policies and Practical Scenarios

PRICE

US$19 per learner

Per learner, by team size

1–10 learners	**US$19**
11–50 learners	**US$15**
51–200 learners	**US$13**

Excluding taxes.

DURATION

About 2.5 hours in total (103 minutes of video)

MODULES

6

FORMAT

Self-paced online training (video)

LANGUAGE

English, with captions

ACCESS

12 months

CERTIFICATE

Sterling Academy Certificate of Completion

Scan for the course page, prices and enrolment