AWARENESS TRAINING · AI GOVERNANCE

Safe Use of Generative AI at Work Training

Self-paced online training (video) · 11 modules · about 105 min of video · about 3 hours in total · English, with captions

Apply practical rules for using generative AI at work: what data must never go into a tool, approved tools and settings, prompt injection, checking outputs, intellectual property, disclosure and reporting.

WHO IT IS FOR

Employees, team leaders, client service and back-office staff, analysts, writers and developers who use chat assistants, writing tools, coding assistants or AI features in office software, and the managers who set the rules for them.

WHAT YOU WILL LEARN

- Name the main risks of generative AI at work, as the NIST Generative AI Profile describes them
- Decide what information may and may not be entered into a generative AI tool
- Use only approved tools, accounts and settings, and know why they differ from personal ones
- Recognise prompt injection and other risks of assistants connected to e-mail, files and systems
- Check AI outputs for accuracy, sources, intellectual property and fitness for purpose before use
- Disclose AI use where required, keep records and report mistakes and incidents quickly

MODULES (11)

1. Why safe use needs rules
2. The risks NIST names
3. Data you must never paste
4. Approved tools, accounts and settings
5. Connected assistants and prompt injection
6. Checking outputs by type
7. Intellectual property
8. Bias and fairness in outputs
9. Disclosure and records
10. When things go wrong
11. Safe use in practice

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 3 hours in total (104 minutes of video)

MODULES

11

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