

AI Essentials for Federal Employees

Course Number: 4690

Length: .5 Days

Primary Delivery Method: Instructor-led online (synchronous)

Alternative Delivery Methods: Instructor-led live classroom

Course Description

Learn how to use AI tools practically and responsibly in a federal environment. This course moves beyond definitions to focus on how federal employees can apply AI in everyday work. Participants will practice simple prompt frameworks to improve AI outputs and learn how to guide AI toward higher-quality results using clear instructions and sound judgement. Through guided practice, you will identify real job tasks where AI can save time today and understand how AI may impact roles, skills, and career paths across the federal workforce.

Intended Audience

This course is designed primarily for federal employees seeking a structured approach to integrating AI into their roles.

Course Learning Objectives

- Enable federal employees to make informed, responsible decisions about when and how to use artificial intelligence in their work
- Explain the various types of AI, and distinguish appropriate, risky, and prohibited AI tools in federal settings
- Apply data protection, privacy, and human accountability principles for AI use
- Identify real job tasks where AI can save time and explain how AI may impact roles, skills, and career paths in the federal workforce
- Identify components of a basic prompt to obtain more reliable AI outputs

Course Additional Features

- Producer Support
- Technical Support Team
- Extended Learning Bursts
- Student Resource Guides
- AI Prompts

All details about the Additional Features are available on this page. [Click here to Explore](#)

Course Schedule

DAY ONE	
HALF DAY	Module 1: Artificial Intelligence Use in the Federal Workforce

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Learning Methods

Individual, small-group, and large-group exercises; lecture, discussion

Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Specialized Knowledge
- Level: Intermediate
- CPEs: 4

Professional Development Units (PDUs)

- Credits: 4

Continuous Learning Points (CLPs)

- Credits: 4

Pework

There is no prework required for this course.

Requirements for Successful Completion

Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

Follow-On Resources

- [AI Application for Federal Employees](#)
- [Leveraging Artificial Intelligence for Federal Decision-Making](#)

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Ready to Enroll?



See the most recent course information and scheduled classes at this link:
<https://www.managementconcepts.com/course/id/4690>



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