

AI Application for Federal Employees

Course Number: 4691

Length: .5 Days

Primary Delivery Method: Instructor-led online (synchronous)

Alternative Delivery Methods: Instructor-led live classroom

Course Description

Move from basic AI familiarity to confident use of AI as a collaborative partner in the federal workplace. Learn how to shape AI behavior through structured input and disciplined review to produce reliable, high-quality results for real tasks, practice advanced prompting and interaction techniques, and design simple AI-supported ways of working that improve efficiency and decision quality. You will conclude the course equipped to apply sound human judgment while adapting your approach as technologies, policies, and mission needs evolve.

Intended Audience

This course is designed for government employees who have moved beyond basic AI experimentation and are seeking a more disciplined, confident approach to using AI in their roles. It focuses on helping participants integrate AI into day-to-day government work in ways that improve outcomes, reinforce accountability, and contribute to a consistent, AI-forward culture across public organizations.

Course Learning Objectives

- Apply AI as a collaborative partner in the federal workplace to produce reliable outputs, manage risk, and sustain responsible, adaptable AI-supported ways of working.
- Discuss advanced prompting techniques to produce higher-quality, more consistent AI outputs
- Explore human judgment when working with AI by collaborating effectively, delegating tasks appropriately, and recognizing when AI use adds risk
- Clarify AI instructions and simple AI-supported workflows that reflect personal and organizational preferences and support responsible AI use in the federal workplace.
- Select, use, and reassess AI tools collaboratively and responsibly, applying human judgement and adapting as tools evolve

Course Additional Features

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

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

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Course Schedule

DAY ONE	
MORNING	Module 1: Working with AI as a Collaborative Partner
LUNCH	

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

Management Concepts Certificate Program Relationship

This is a core course in the following program(s):

- [Artificial Intelligence \(AI\) Certificate Program](#)

Prerequisites

Suggested

- [AI Essentials for Federal Employees](#)

Pework

There is no prework required for this course.

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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

- [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/4691>



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