

Supervising AI-Enabled Work in the Federal Workplace

Course Number: 4692

Length: .5 Days

Primary Delivery Method: Instructor-led online (synchronous)

Alternative Delivery Methods: Instructor-led live classroom

Course Description

Build the skills needed to manage AI-enabled work in the federal workplace. Explore how artificial intelligence can support day-to-day operations, where its use is appropriate, and how to address data, privacy, security, and ethics considerations through practical examples and hands-on activities. The course provides tools to set clear expectations, monitor responsible use, address staff questions and concerns, and ensure AI application aligns with agency policy, risk requirements, and mission objectives.

Intended Audience

This course is designed primarily for federal supervisors, managers, and team leaders who oversee staff and projects using artificial intelligence in their daily work and need a practical approach to guiding safe, appropriate, and policy-aligned use across their teams.

Client-Provided Facility Requirements

- Internet required for instructor computer

Course Learning Objectives

- Enable federal employees to assist their team in making informed, responsible decisions about when and how to use artificial intelligence in their work
- Explain artificial intelligence in plain language to team members, distinguishing appropriate workplace uses from higher-risk applications
- Gain an understanding of setting clear expectations, guardrails, and review practices that ensure AI use aligns with agency guidance and mission requirements
- Explain AI related privacy, security, records, ethics, and policy compliance risks
- Address staff concerns, resistance, and job-impact questions related to AI adoption while reinforcing accountability and performance standards
- Guide the development and use of a shared prompt library that reinforces safe practices, improves output quality, and supports consistent AI use across the team

Course Additional Features

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

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

Course Schedule

DAY ONE	
HALF DAY	Module 1: Managing Responsible AI Use Across Federal Teams

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

Prerequisites

There are no prerequisites for this course.

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

Supervising AI-Enabled Work in the Federal Workplace

- [Federal Data Ethics Framework](#)
- [Data Storytelling for the Federal Government: Numbers to Narratives](#)
- [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/4692>



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