

Frequently Asked Questions

Course Title: AI Essentials for Federal Employees

Course #: 4690

Duration: .5 Days

Delivery Method: Instructor-led online (synchronous)

Alternative Delivery Methods: Instructor-led live classroom

1. What business or organizational need does this course address?

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.

2. Who should attend?

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

3. What will I learn how to do in this course?

- 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

4. What kinds of activities are included in this course?

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

5. Are there prerequisites for this course?

No Information Available.

6. Do I have to complete any prework for the course?

Frequently Asked Questions

There is no prework required for this course.

7. Is this course applicable toward a professional certification?

No, this course is not applicable toward a professional certification. However, many Management Concepts courses do prepare you for professional certification programs. Click [here](#) to see a full list of professional certification programs that are supported by Management Concepts training courses.

8. Does this course count for credit toward a Management Concepts Certificate Program?

No, this course is not applicable toward a Management Concepts Certificate Program. However, many Management Concepts courses do count for credit toward a Management Concepts Certificate Program. Click [here](#) to see a full list of Management Concepts Certificate Programs.

9. What credits do I earn by completing this course?

The following credits are available for this course:

NASBA CPEs: 4

NASBA Field of Study: Specialized Knowledge

NASBA Level: Intermediate

CEUs: 0.3

PDU: 4

CLPs: 4

10. What course(s) do you recommend after I complete this course?

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

11. What are Additional Features?

Most courses and training solutions have **Additional Features** designed to help every learner master and retain the concepts explored in the course. You can see which Additional Features are added to this course on the course page under the **Learning Objectives & Additional Features** tab – and for a more detailed exploration of our Additional Features, you can visit [this web page](#).