

# Frequently Asked Questions

**Course Title:** AI Application for Federal Employees

**Course #:** 4691

**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?

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.

## 2. Who should attend?

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.

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

- 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

## 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?

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Suggested:

- [AI Essentials for Federal Employees](#)

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

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?

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

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

## 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?

- [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

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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](#).