

Frequently Asked Questions

Course Title: Supervising AI-Enabled Work in the Federal Workplace

Course #: 4692

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?

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.

2. Who should attend?

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.

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

- 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

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

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

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5. Are there prerequisites for this course?

There are no prerequisites for this course.

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?

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?

- [Federal Data Ethics Framework](#)
- [Data Storytelling for the Federal Government: Numbers to Narratives](#)
- [Leveraging Artificial Intelligence for Federal Decision-Making](#)

11. What are Additional Features?

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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](#).