

AI at Work: Essentials for Every Employee

Seven short modules. About 49 minutes. Built for every employee, not just the tech team.

7 modules

10 downloads

**Quiz +
certificate**

**Captions
available on
every video**

1

Why we're adopting AI, and what it means for you

4:32

The reasons behind the rollout, what changes for you, and what doesn't.

Download: My AI goals worksheet

2

How AI tools actually work

8:24

What AI is great at, where it slips up, and why it sometimes makes things up.

Download: AI strengths and blind spots card

3

The rules: what you can and can't share

7:26

The data traffic light, approved tools, and the risks of shadow AI.

Downloads: Do's and Don'ts, data traffic-light card

4

Prompting that works at work

9:24

A simple what-why-how formula and how to fix a weak answer.

Downloads: prompt formula card, role-based prompt library

5

AI in your daily work

7:39

Email, meetings, documents, research, and summarizing.

Download: use-case finder worksheet

6

Checking AI's work

7:19

Accuracy, bias, and when not to use AI at all.

Download: verification checklist

7

Building the habit and getting help

4:35

A 30-day plan, AI champions, and how to report a slip.

Downloads: 30-day habit plan, incident reporting quick guide

Finish with a short quiz and a completion certificate.

Available with your company's logo and branding.