



# Enterprise AI Governance Essentials for Everyone

## Course description

Learn how to safely, ethically, and responsibly use AI in everyday work by understanding AI governance principles, identifying risks, preventing governance failures, and applying practical decision-making frameworks.

Through real-world scenarios, discussions, governance frameworks, and practical toolkits, learners will gain the knowledge required to identify governance risks, avoid costly mistakes, and confidently use AI-enabled tools while protecting organizational interests. The course emphasizes that most AI governance failures can be prevented through awareness, sound judgment, and adherence to established processes.

- Course level: Intermediate
- Duration: 1 day

## Activities

This course includes instructor-led training, interactive discussions, scenario-based learning, governance awareness exercises, reflection activities, practical decision framework workshops, knowledge checks and quizzes, and real-world governance case studies to reinforce learning.

## Course objectives

In this course, you will learn to:

- Understand why AI governance matters in daily work.

- Identify common risks associated with AI systems and data usage.
- Apply governance principles when using AI tools.
- Recognize warning signs of governance violations.
- Escalate governance concerns appropriately.
- Use practical governance decision-making frameworks.
- Contribute to a culture of responsible AI adoption.
- Support the organization's AI risk management strategy.

## **Key features**

- AI Governance for Every Employee
- Five Universal Governance Principles
- Real-World Governance Failures
- AI Risk Awareness
- Practical Governance Decision Framework
- Governance Toolkit for Daily Work
- Building a Governance Culture
- Interactive Learning and Reflection

## **Intended audience**

This course is intended for:

- All Employees
- Business Users
- Knowledge Workers
- Managers and Team Leads
- Administrative Staff
- Customer Service Teams
- Operations Personnel
- HR Professionals
- Sales and Marketing Teams
- Anyone Using AI Tools, Data, or AI-Enabled Applications

## Prerequisites

We recommend that attendees of this course have:

- No prior technical or AI expertise required
- No prior governance experience required
- Suitable for employees across all functions and business units

## Products covered

- This course references general AI tools and AI-enabled systems rather than specific technology platforms.

## Course outline

### **Module 01 - Why AI Governance Matters to You**

- The AI Governance Wake-Up Call
- The Five Universal Governance Principles
- Your Role in the Governance Lifecycle

### **Module 02 - The Cost of Shortcuts**

- Scenario 1: The \$2.4M Data Leak
- Scenario 2: The Biased Hiring Tool
- Scenario 3: The Rogue Chatbot

### **Module 03 - Your Practical Guide to Making Governance Work**

- The Governance Decision Framework
- Your Governance Toolkit
- Building a Governance Culture

### **Module 04 - Conclusion and Quiz**

- Course Summary
- Governance Review
- Final Knowledge Assessment

## Certification details

CloudThat Course Completion Certificate will be awarded to all learners who complete the training.

## FAQs

### **Who should attend this course?**

This course is designed for all employees who interact with AI systems, data, or AI-enabled tools, regardless of technical background.

### **Do I need technical AI knowledge?**

No. The course is designed for both technical and non-technical audiences and focuses on practical governance awareness.

### **Why is AI governance important for everyday employees?**

Employees make daily decisions involving AI tools and data. Understanding governance helps prevent risks, protect the organization, and ensure responsible AI use.

### **What governance principles are covered?**

The course introduces five universal governance principles and demonstrates how they apply in everyday work situations.

### **Are real-world examples included?**

Yes. The course uses three detailed cautionary scenarios involving data leaks, biased AI systems, and rogue chatbots to illustrate governance risks.

### **Will I learn how to identify governance violations?**

Yes. Learners will learn to recognize warning signs, assess risks, and understand escalation procedures.

### **Is there a practical framework provided?**

Yes. The course includes a governance decision framework and a practical governance toolkit to support day-to-day decision-making.

### **Will I receive a certificate?**

Yes. A CloudThat Course Completion Certificate will be awarded upon successful completion of the course.