



# Enterprise AI Fundamentals

*Workforce baseline training for safe, compliant enterprise AI use*

Format	Duration	Audience	Deployment	LMS/SSO	PO
On-Demand	60-90 min	All employees	Enterprise licensing	Optional	Supported

## Executive Overview

Enterprise AI Fundamentals is an on-demand workforce training program that establishes a clear baseline for safe, responsible, and policy-aligned AI use across the organization. It explains where AI can support work, where it introduces operational, data handling, and compliance risk, and what responsibilities employees have when using AI tools. The program is designed to reduce misuse, data leakage, and compliance risk while producing defensible evidence of workforce enablement for oversight, audit review, and enterprise deployment.

## Program Outcome

Establish a defensible baseline for workforce AI use across the organization through clear acceptable-use guidance, practical safe-use behaviors, and documented evidence of workforce enablement.

## Why This Matters

Organizations cannot rely on ad hoc employee judgment for day-to-day AI use. A common baseline reduces inconsistent use, strengthens internal controls, and shows that workforce AI enablement has been handled in a structured, reviewable way.

## Enterprise Risk Exposure Addressed

- Unapproved tool usage and shadow AI adoption
- Confidential or sensitive data leakage through prompts, uploads, or outputs
- Non-compliant use inconsistent with internal policy or control expectations
- Lack of documented workforce enablement evidence for oversight and audit review

## What the Organization Receives

- **AI Acceptable Use Baseline:** Approved and prohibited use patterns, data handling rules, and escalation triggers.
- **Safe Prompting and Output Review Guide:** Practical guidance for prompt hygiene, output verification, and responsible use.
- **Workforce Enablement Evidence Pack:** Completion evidence and documentation language to support oversight and audit inquiry.
- **Governance Integration Notes:** Guidance for aligning training to internal policy, records retention, and review cadence.
- **Templates and Workbook Support:** Practical materials that reinforce consistent workforce adoption and governance alignment.