



Responsible Use of Enterprise AI Tools

Policy-aligned AI for knowledge workers

Format	Duration	Audience	Deployment	LMS/SSO	PO
On-Demand	60 min	Business users, analysts, managers	Enterprise licensing	Optional	Supported

Executive Overview

Responsible Use of Enterprise AI Tools is an on-demand workforce program that turns enterprise AI policy into practical guidance for day-to-day work. It helps knowledge workers use approved AI tools productively while reducing shadow AI, policy drift, unverified outputs, and unsafe handling of sensitive information.

Program Outcome

Enable productive AI use through practical safe-use patterns, clearer accountability, and documented guidance aligned to enterprise policy.

Why This Matters

Employees need clear direction for routine AI use, added caution, and escalation. A practical baseline reduces inconsistency and supports reviewable oversight.

Enterprise Risk Exposure Addressed

- Shadow AI adoption outside approved tooling
- Inconsistent application of enterprise AI policy
- Over-reliance on unverified outputs in decisions
- Improper handling of confidential data

What the Organization Receives

- **Policy-to-Practice Playbook:** Compliant AI examples for common business workflows.
- **Risky-Use Pattern Library:** Common failure modes and safer alternatives.
- **Accountability & Review Checklist:** Validation steps and human review expectations.
- **Escalation & Exception Path:** When to stop use and route to Risk, Legal, or Privacy.
- **Templates and Workbook Support:** Practical materials that reinforce policy-aligned adoption.