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AI Risk Awareness Training: A Guide to Responsible GenAI Use in the Workplace

Stop shadow AI and prove compliance before regulators ask

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Written policies fail to stop shadow AI

The Expectation



Employees read and remember static compliance PDFs

The Reality



- Employees rely on quick prompts and consumer tools
- 8.5% of employee prompts leak sensitive internal data
- Over 40% of AI breaches will stem from misuse by 2027

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Compliance is an expectation not a choice



Shadow Adoption Montserrat Semi-Bold

Shadow AI enters through personal accounts and browser extensions



Data Leakage Montserrat Semi-Bold

Proprietary information is exposed daily through quick prompts



Global Regulation Montserrat Semi-Bold

Regulations like the EU AI Act mandate active AI literacy

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Identify behaviors that cause avoidable harm

Hallucinations	Confident but factually incorrect outputs that misinform customers
Bias	Unfair automated outputs that trigger discrimination claims
Model Drift	Silent vendor updates that suddenly break established workflows
Data Leakage	Sensitive PII pasted into unauthorized prompt windows
Automation Bias	Blind human trust in AI outputs without independent verification

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Translate federal standards into daily habits



Govern
Define clear accountability and escalation paths

Map
Expose shadow AI and identify risky workflows

Measure
Apply standardized scoring to assess use cases

Manage
Enforce safe prompting and red flag interventions

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Align training tracks to specific role accountability

Foundation Track

(All Employees)

- Focuses on verification and safe prompting

Duration: 30 to 45 minutes

Oversight Track

(Managers)

- Equips managers to spot risky usage patterns

Duration: 60 to 90 minutes

Strategy Track

(Senior Leaders)

- Prepares leaders for board level governance

Duration: 90 to 120 minutes

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Target areas where AI touches sensitive data

Step 1 identify high leakage workflows

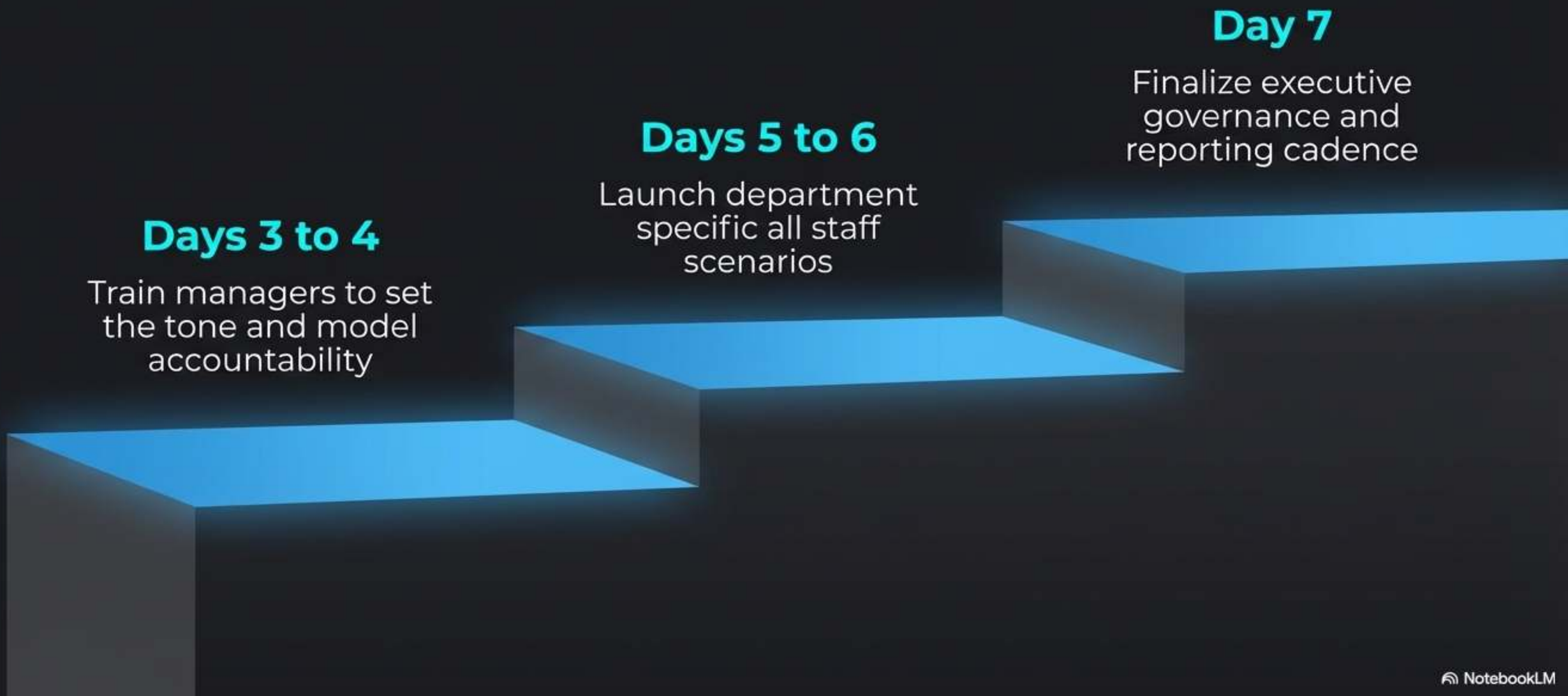
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- Audit customer communications and sales outreach
- Review HR candidate screening and performance documents
- Assess financial narratives and investor reports
- Evaluate legal summaries and contract processing

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Build cultural muscle memory in one week

Step 2 deploy training in strategic waves



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Prove reasonable care to regulators and boards

Step 3 capture audit ready receipts

Records

Track completion records across all employee tracks

Attestations

Collect attestation acknowledgments for usage guidelines

Pathways

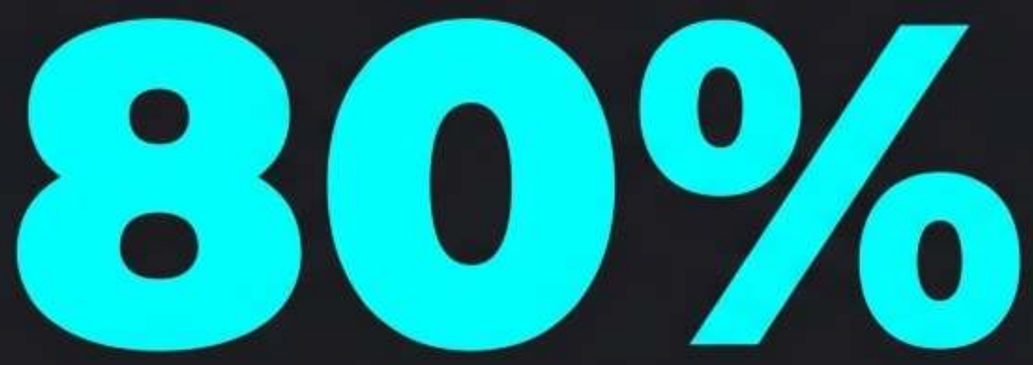
Document clear escalation pathways and response SLAs

Dashboards

Generate governance dashboards for board presentations

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Active training reduces data leakage by 80 percent



- Shared vocabulary creates early detection systems
- Vendor approval cycles accelerate safely
- Documented evidence lowers regulatory liability
- Compliance becomes a reflex instead of a roadblock

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Build your AI capability roadmap

- Schedule a quick win audit
- Identify visible and shadow AI usage
- Deploy role based training in 10 days

Start your AI readiness assessment

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