AI for Managers and Leaders: Leading Teams, Choosing Use Cases, and Managing Risk

Course FAST-09 · 9 hours · Instructor: Wadood Chaudhary · Presented by 7formations

Session 1. Using AI as a manager (3 hours)

- Data rules for managers (employee and customer data)
- Three management tasks hands-on
- Supervising AI-assisted work: what to check
- **Lab 1: Own-use outputs with review notes.**

Session 2. Choosing and justifying use cases (3 hours)

- Use-case matrix
- ROI and time-savings math
- Build, buy, or wait
- **Lab 2: Matrix and ROI worksheet.**

Session 3. Leading the change (3 hours)

- Team AI use guideline
- Talking with staff about AI
- Measuring without surveillance
- 90-day plan
- **Lab 3: Guideline and 90-day plan.**

Worksheets and deliverables

- W1 Own-use review notes
- W2 Use-case matrix
- W3 ROI worksheet
- W4 Team AI use guideline
- Final 90-day adoption plan

Attendance and completion

- Attendance is recorded at the start and end of every session (live virtual: platform attendance log plus an instructor roll call or poll; in-person: signed sheet).
- A trainee must attend 100% of instructional hours. A missed session may be made up by attending the same session in another scheduled cohort within 30 days; the make-up is

logged the same way.

- A trainee must submit every required lab deliverable and score 'Meets' on the final applied task.
- Each completion record is tied to the trainee, the employer FEIN, and the course number, and is kept for the contract retention period.
- Incomplete trainees are not reported as completions and are not billed to anyone. FAST AI pays for completions only; employers and trainees are never charged.
- Optional asynchronous pre-work (under 10% of course time) is supplemental, is not counted as instructional hours, and never substitutes for a live session.

Assessment rubric

Each criterion is scored Not yet / Meets / Strong. Completion requires Meets on every criterion for the final deliverable (resubmission allowed within the course window).

Criterion	Meets standard
Judgment	Use cases ranked with sound value and risk reasons
Business case	ROI math correct and assumptions stated
Policy fit	Guideline consistent with employer policy and data law
Plan quality	Milestones, training, measures, and communication present