AI Governance, Risk, Ethics, and Responsible Use for Growing Businesses

Course FAST-10 · 12 hours · Instructor: Wadood Chaudhary · Presented by 7formations

Session 1. What governance means in a small company (3 hours)

- Why governance; right-sized controls
- NIST AI RMF in plain terms
- Inventory: sanctioned and shadow AI
- **Lab 1: AI inventory.**

Session 2. Laws, contracts, and data (3 hours)

- G.L. c. 93H and 201 CMR 17.00
- HIPAA and AI
- Fairness in hiring and lending
- Vendor terms and retention
- **Lab 2: Obligations list and vendor terms comparison.**

Session 3. Measuring and testing risk (3 hours)

- Risk assessment and register
- Testing for bias, false claims, prompt injection
- Human oversight design
- **Lab 3: Risk assessment and test script.**

Session 4. Policy and incidents (3 hours)

- Acceptable use policy
- Incident response and notification
- Tabletop exercise
- Training your staff
- **Lab 4: Policy, incident checklist, tabletop notes.**

Worksheets and deliverables

- W1 AI inventory
- W2 Obligations list
- W3 Vendor terms comparison
- W4 Risk register

- W5 Test script results
- W6 Tabletop after-action notes
- Final AI acceptable use policy

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
Risk analysis	Risks identified, rated, and mapped to controls
Legal awareness	Applicable obligations identified correctly
Testing	Test script run and findings recorded honestly
Policy	Clear, right-sized, enforceable policy