Quick-Reference Card: AI Foundations for Every Employee

FAST-15 · 7formations · Instructor: Wadood Chaudhary · Keep at your workstation · Based in part on Svekis, AI Literacy for All Employees (2026), chapters 1 to 5

1. Is it AI?

Ask	If yes
Did a person write the rule?	Rule-based automation (not AI)
Did it learn from data to estimate an outcome or category?	Predictive AI
Does it create new text, images, or audio?	Generative AI

2. How it learns

Supervised (labeled examples) · **Unsupervised** (finds groups) · **Reinforcement** (rewards after actions) · Chat assistants: predict next words on huge text, then tuned by people.

3. Why it can be wrong

Limited data · Outdated information · Misread context · Bias in data. **Probable is not certain.**

4. Spot hidden AI

Features that **suggest, predict, summarize, rank, generate, transcribe.** Ask: What does it do? What data does it see? What do I still decide?

5. Myths to drop

AI thinks like us · is always right · can replace judgment · gets context · is objective · learns from (or forgets) every chat. **Check your tool's memory and data settings.**

6. The assistance ladder

1 Inform	2 Suggest	3 Draft	4 Act with approval	5 Act alone
You read	You choose	You edit and own	You approve first	Limits plus review

Higher rung = more limits and review. Decisions about people's jobs, pay, or benefits need a named person.

7. Data rule

Never paste name + SSN, license or state ID, or account or card number (G.L. c. 93H, 201 CMR 17.00). Use approved tools only.

Approved tool(s): _____ · *Ask or report to:* _____