AI Foundations for Every Employee: What AI Is, How It Learns, and Where It Shows Up at Work

Course FAST-15 · 6 hours · Instructor: Wadood Chaudhary · Presented by 7formations

Session 1. What AI is and how it learns (2 hours)

- Why AI literacy matters now: 2026 adoption and the literacy gap
- Rules versus patterns: rule-based software, predictive AI, generative AI
- Data, training, and use
- Three ways machines learn
- Probable, not certain: four reasons AI gets it wrong
- **Lab 1: Rules, prediction, or generation? (W1 How-AI-works explainer card).**

Session 2. AI in everyday work and the myths around it (2 hours)

- Five categories of workplace AI
- Automation versus augmentation
- Hidden AI in everyday tools
- Six myths and the 2026 reality (memory and training settings)
- **Lab 2: AI Spotter inventory and myth-buster cards (W2, W3).**

Session 3. How employees use AI today and where people decide (2 hours)

- Five ways employees use AI, with research evidence
- The jagged frontier: where AI helps and where it hurts
- The assistance ladder and decision authority (including agents)
- Appropriate and inappropriate uses; common mistakes
- **Lab 3: AI role and responsibility chart (W4, final).**

Worksheets and deliverables

- W1 How-AI-works explainer card
- W2 AI Spotter inventory (5+ tools)
- W3 Myth-buster cards (6 myths)
- W4 AI role and responsibility chart (final)
- W5 AI-at-a-glance card (take-home)

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
AI types	10 of 12 systems classified correctly with a reason
How AI learns	Training versus use and four error causes explained in own words
AI spotting	5+ own tools with AI function, data seen, and human decision
Myths	Six myths corrected with an accurate statement and example
Decision authority	Each use placed on the ladder with the decider and check named