Responsible AI for All Staff: Ethics, Bias, Privacy, Governance, and the Future of Work

Course FAST-17 · 6 hours · Instructor: Wadood Chaudhary · Presented by 7formations

Session 1. Fair and accountable AI: ethics and bias (2 hours)

- Why ethics matters when AI touches people
- Four principles of responsible AI
- A five-step ethical check
- How bias enters AI and its four types
- Bias rules in hiring and services (Massachusetts c. 151B, NYC Local Law 144)
- **Lab 1: Ethical risk check and bias detective (W1).**

Session 2. Protecting people's information (2 hours)

- Three kinds of sensitive information
- What AI tools store, remember, and train on
- Safe data practices: approved tools, minimization, placeholders
- AI-enabled impersonation scams and when to report
- **Lab 2: Redact and rewrite (W2 data-safe prompt).**

Session 3. Governance, trust, and your future with AI (2 hours)

- AI governance from the employee's seat
- Shadow AI and reporting concerns
- Stakeholders, trust, and telling people when AI is used
- How AI may change roles; skills and lifelong learning
- **Lab 3: Governance clinic and personal commitment plan (W3, W4 final).**

Worksheets and deliverables

- W1 Ethical risk check
- W2 Data-safe prompt (before and after)
- W3 Governance scenarios and AI-use note
- W4 Responsible-AI commitments and 90-day learning plan (final)
- W5 Responsible-AI pocket 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
Ethical check	Five steps applied to a real use; stakeholders named
Bias awareness	Bias type identified with a report path
Data protection	No restricted data remains; placeholders used
Governance and trust	Duties stated; clear AI-use note written
Future readiness	90-day plan with 3 skills, actions, and dates