

# **SAFE AND RESPONSIBLE USE OF GENERATIVE AI: A COMPREHENSIVE EMPLOYEE GUIDE**



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TRAINING CENTER



## Introduction

Generative AI tools now write, summarize, and analyze faster than any team. However, careless use can expose data, spread errors, and damage trust. This Safe and Responsible Use of Generative AI: A Comprehensive Employee Guide Training Course from Gentex Training Center gives participants a clear, practical framework for using these tools safely at work. Participants learn how large language models work, write effective prompts, and check outputs for accuracy. Furthermore, they learn to protect confidential data and follow ethical and legal rules. The course draws on the NIST AI Risk Management Framework and ISO/IEC 42001. In addition, hands-on exercises build daily habits. As a result, participants use AI with confidence, speed, and control.

## Safe and Responsible Use of Generative AI: A Comprehensive Employee Guide Course Objectives

- Explain how generative AI and large language models (LLMs) work, including their strengths, limits, and common failure modes.
- Write effective prompts using the role-task-context-format framework and iterative refinement techniques.
- Verify AI outputs using fact-checking routines, source validation, and human-in-the-loop review to catch hallucinations.
- Protect confidential and personal data using data classification rules and GDPR principles before entering any prompt.
- Identify security threats such as prompt injection and data leakage using the OWASP Top 10 for LLM Applications.
- Assess AI use cases using the NIST AI Risk Management Framework and ISO/IEC 42001 principles.
- Recognize bias, fairness, and copyright issues using UNESCO ethics principles and content review checklists.

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- Follow acceptable use policies, approval workflows, and disclosure rules for AI-assisted work.
- Use approved tools such as Microsoft Copilot, ChatGPT, Google Gemini, and Claude for writing, research, and analysis tasks.
- Avoid shadow AI by reporting incidents and keeping usage logs for audit and accountability.

## Course Methodology

- Interactive lectures that explain generative AI concepts, risks, and best practices.
- Hands-on prompt labs where participants test and improve real workplace prompts.
- Case studies on data leaks, AI errors, and bias incidents.
- Group exercises and role-plays on approval decisions and incident reporting.
- Ready-to-use templates, including prompt libraries, verification checklists, and AI use logs.
- Peer feedback and trainer coaching throughout the five days.

## Who Should Take This Course

- Employees in any department who use AI tools for daily tasks
- Managers and team leaders who supervise AI-assisted work
- HR and training staff who write AI usage guidelines
- Marketing, communications, and content professionals
- Analysts, administrators, and customer service staff
- Compliance, legal, and risk officers who review AI use
- IT and security staff who support AI tool rollout
- Professionals who want to build responsible AI skills





## Safe and Responsible Use of Generative AI: A Comprehensive Employee Guide Course Outlines

### Day 1: Foundations of Generative AI at Work

- What generative AI is and how LLMs work
- Types of tools: chatbots, image generators, code assistants, and copilots
- Strengths, limits, and AI hallucinations
- Common workplace use cases and benefits
- Public versus enterprise AI tools
- Shadow AI and why it creates organizational risk
- Overview of the AI risk landscape

### Day 2: Prompt Engineering and Productive Use

- Prompt structure: role, task, context, and format
- Iterative prompting and refinement techniques
- Few-shot examples and chain-of-thought prompting
- Drafting, summarizing, and translating with AI
- Data analysis and research support with AI
- Building reusable prompt templates and libraries
- Choosing the right tool for each task

### Day 3: Data Privacy and Security

- Data classification: public, internal, confidential, and restricted
- What never to enter into an AI prompt

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- GDPR and personal data protection basics
- Data loss prevention (DLP) controls and data leakage risks
- Prompt injection and the OWASP Top 10 for LLM Applications
- Secure account, access, and plugin settings
- Incident reporting for AI-related breaches

## Day 4: Ethics, Bias, and Legal Compliance

- Responsible AI principles: fairness, transparency, and accountability
- UNESCO Recommendation on the Ethics of AI
- Identifying bias and harmful outputs
- Copyright, intellectual property, and licensing issues
- EU AI Act risk categories overview
- Deepfakes, misinformation, and content provenance (C2PA)
- Disclosure rules for AI-assisted work

## Day 5: Governance, Verification, and Practice

- NIST AI Risk Management Framework essentials
- ISO/IEC 42001 AI management system overview
- Acceptable use policies and approval workflows
- Human-in-the-loop review and verification checklists
- Documenting AI use for audit and accountability
- Measuring productivity gains and AI value
- Building a personal responsible AI action plan





## Conclusion

By successfully completing Safe and Responsible Use of Generative AI: A Comprehensive Employee Guide, participants will gain a clear understanding of how generative AI works and where it can fail. They will know how to write effective prompts, verify outputs, protect confidential data, and follow ethical and legal rules using frameworks such as the NIST AI Risk Management Framework and ISO/IEC 42001. Gentex Training Center designed this Training Course to help employees use AI safely and productively. Join Gentex Training Center to build responsible AI habits.

## FAQs

### Q1 What is the "Safe and Responsible Use of Generative AI: A Comprehensive Employee Guide" course about?

This course teaches employees how to use generative AI tools safely, effectively, and ethically at work. It covers how large language models work, prompt writing, output verification, data protection, and AI governance. Participants practice each topic through hands-on exercises and real workplace scenarios.

### Q2 What are the key benefits of the "Safe and Responsible Use of Generative AI: A Comprehensive Employee Guide" course?

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The course helps employees work faster while avoiding data leaks, errors, and legal risks. In addition, it builds confidence in checking AI outputs. As a result, participants improve productivity, protect their organization's reputation, and support compliance with company AI policies.

## Q3 What skills will I gain from the "Safe and Responsible Use of Generative AI: A Comprehensive Employee Guide" course?

Participants gain four core skills: prompt engineering and productive AI use, output verification and critical evaluation, data privacy and AI security awareness, and responsible AI governance and compliance. Furthermore, they strengthen decision-making and reporting skills through scenarios and case studies.

## Q4 What tools, methods, or standards are covered in the "Safe and Responsible Use of Generative AI: A Comprehensive Employee Guide" course?

The course covers the NIST AI Risk Management Framework, ISO/IEC 42001, the OWASP Top 10 for LLM Applications, GDPR principles, and the EU AI Act. It also teaches prompt frameworks, data classification, and verification checklists for tools such as Microsoft Copilot and ChatGPT.





## Q5 How is the "Safe and Responsible Use of Generative AI: A Comprehensive Employee Guide" course applied in real-world practice?

Employees apply these methods to draft documents, summarize reports, and analyze data while protecting confidential information. They review every AI output, follow approval rules, and log their AI use. As a result, teams gain speed without losing accuracy or compliance.