



Artificial Intelligence 101

A 2-Day Workshop, 8 Hours Each Day

Course Description:

This foundational workshop offers a practical, beginner-friendly introduction to artificial intelligence (AI) with a focus on relevance and application in the federal workplace. Designed specifically for public sector employees with little to no prior experience in AI, this engaging two-day course breaks down complex technical concepts into understandable frameworks and real-world examples.

Participants will explore essential topics such as machine learning, natural language and processing, and gain insights into how AI is currently being used to automate tasks, increase data accuracy, and support mission-critical decisions across agencies. The workshop includes interactive discussions, live demonstrations, and case studies illustrating how AI is transforming areas such as procurement, HR, compliance, and data analysis in government operations.

Participants will leave with a foundational understanding of AI technologies, key terminology, federal policy context, and practical use cases tailored to their work environments.

Learning Objectives & Topics Covered in this Workshop:

- Understand core concepts of artificial intelligence, including machine learning, deep learning, natural language processing (NLP), and computer vision.
- Review how agencies are currently using AI to improve efficiency, transparency, and public service delivery.
- Build confidence with essential terminology including algorithms, models, training data, bias, and explainability.
- Human-AI Collaboration: Explore how humans and AI can work together effectively through automation, augmentation, and decision support.
- AI Ethics and Federal Policies: Learn about Executive Orders, OMB memos, and agency frameworks guiding trustworthy and ethical use of AI in government.
- Discover how tools like ChatGPT and similar large language models are being used in communications, compliance review, and content creation.
- AI Readiness and Digital Literacy: Evaluate organizational readiness and explore strategies for upskilling, responsible adoption, and workforce engagement.
- Case Studies and Demonstrations of AI tools and applications commonly used in federal workplaces.

Audience:

This workshop is designed for all government personnel.

Toolkits:

Receive a Student Handbook and Online Toolkit, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

Additional Information

CPE Credits: 16.0

CEU Credits: 1.6

Suggested Program

Prerequisites: None

Advanced Preparation:

None

NASBA Program Level:

Basic

NASBA Field of Study:

Personal Development

Delivery Method: Group Live
– Live Virtual Classroom

