

Staff AI Training Curriculum

Managers, trainers, and nonprofit staff learning approved AI use

Four weeks of practical AI learning

One 45-minute session each week. Practice with public or fully fictional information.

Learning outcomes

Participants can choose a suitable first task, write a clear prompt, spot unsupported claims, protect information boundaries, and explain who owns final review. Completion records participation and demonstrated skills. This curriculum is not professional certification.

Before the first session

Name the trainer and review owner. Confirm approved tools/accounts, permitted data, reporting contacts, and organization-specific policy. If no tool is approved, use paper exercises and supplied fictional outputs. Ask participants about needed formats and access support.

Materials

This curriculum, the Starter Kit, approved policy, a public or fictional source, a timer, and a place to record examples. Provide a readable digital version and any requested alternatives. Avoid real client, donor, HR, or financial records.

Facilitator approach

Explain one idea, demonstrate it, let participants practice, then give specific feedback. Offer a way to ask questions privately. Record process difficulties without treating them as personal failings.

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Week 1: AI basics and boundaries

Outcome: choose a suitable task and explain what information stays out.

45-minute agenda

0-5: Ask where staff encounter AI in work.

5-15: Explain drafting, uncertainty, and human responsibility.

15-25: Sort sample inputs into suitable practice, needs review, and keep out.

25-35: Discuss the fictional scenario below.

35-42: Each participant chooses a small practice task.

42-45: Exit check and next step.

Scenario

A colleague wants to paste a real service-recipient note into a personal AI account to make it shorter. Tool approval and allowed data types are unknown. Ask what should happen next and why.

Facilitator answer

Hold the upload and route the exact use to the designated owner. Use fictional text to explore a format. Removing the name alone does not resolve identification or permission questions.

Exit check

Name one suitable practice input, one input that needs separate approval, and the organization's reporting contact.

Practice task chosen: _____

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Week 2: prompts and source fidelity

Outcome: create a draft with a defined audience, source, and format.

45-minute agenda

- 0-5: Review last week's boundary questions.
- 5-12: Demonstrate purpose, audience, source, limits, and format.
- 12-27: Participants draft using the fictional event facts below.
- 27-37: Compare output with the source and revise.
- 37-42: Share one useful improvement.
- 42-45: Exit check.

Fictional source

Riverbend Community Garden orientation. November 7, 2026, 10-11 a.m. At the fictional Riverbend Center, 100 Example Lane. Free. Register through the fictional example.org/garden page. Bring a water bottle. No accessibility features or contact details are supplied. These details are training fiction, not an actual event.

Practice prompt

Write a 100-word public announcement using only [FICTIONAL FACTS]. Keep dates, cost, place, and signup accurate. Do not invent access features, urgency, or a contact. Mark missing information for staff confirmation. Add one clear call to action.

Exit check

Participants identify the audience, source, output limit, and one missing fact. The trainer checks whether the draft preserves the supplied details.

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Week 3: verify the draft

Outcome: identify errors and explain how to correct them.

45-minute agenda

- 0-5: Review the source from Week 2.
- 5-15: Demonstrate source-to-draft checking.
- 15-27: Participants inspect the flawed output below.
- 27-37: Rewrite with supported facts only.
- 37-42: Discuss clarity, dignity, and access.
- 42-45: Exit check.

Intentionally flawed training output

"Join our wheelchair-accessible garden event on November 8 from 9 to 11 a.m. at Riverbend Center. Your \$10 fee supports 500 local families. Snacks and transportation are included. Register today before seats sell out."

Facilitator answer key

Wrong date: November 7 is supplied. Wrong start time: 10 a.m. is supplied. Wrong price: the source says free. Unsupported: accessibility, 500 families, snacks, transportation, scarce seats, and urgency. Missing: full supplied location, accurate signup route, and water-bottle instruction. The source does not support an impact claim.

Exit check

Explain how to verify a date, a number, and an impact claim. Identify who may approve the final version and how to handle an unresolved fact.

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Week 4: one controlled pilot

Outcome: plan and evaluate a narrowly scoped exercise.

45-minute agenda

- 0-5: Review common errors from practice.
- 5-15: Name one task, approved input, and reviewer.
- 15-25: Draft the pilot record below.
- 25-35: Estimate baseline effort and define quality.
- 35-42: Explain failure and reporting paths.
- 42-45: Each participant states a next step.

Pilot record

Task and intended benefit: _____

Approved tool/account: _____

Public/fictional source: _____

Human reviewer: _____

Success standard: _____

Baseline and measurement method: _____

Failure contact and manual fallback: _____

Review date: _____

Evaluation

Record preparation, drafting, review, and corrections. Compare with a similar task. Keep, change, or stop using the evidence. A training exercise does not authorize a new integration, data category, or external action.

Between sessions and after training

Offer a short office hour or feedback route. Ask staff what remains confusing. Update approved team examples when tools or policies change.

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Practical skills review

Use a public or fictional source. Allow the access supports participants need.

Demonstration tasks

1. Choose a suitable task and approved practice input.
2. Write a prompt specifying audience, source, boundaries, and format.
3. Identify at least two unsupported claims in a supplied flawed draft.
4. Produce a corrected draft and explain who reviews it.
5. Describe how to report an accidental disclosure or unexpected action.

Observation record

Participant: _____ Date: _____

Task/input choice: ☐ Demonstrated ☐ More practice

Prompt clarity: ☐ Demonstrated ☐ More practice

Source checking: ☐ Demonstrated ☐ More practice

Review responsibility: ☐ Demonstrated ☐ More practice

Reporting route: ☐ Demonstrated ☐ More practice

Feedback and follow-up

Strength observed: _____

One specific practice need: _____

Support or format adjustment: _____

Practice owner/date: _____

Completion record wording

[NAME] participated in four HLTF-based introductory sessions and completed a practice review on [DATE]. Document any remaining support needs separately. Do not describe this as certification or permission for all AI uses.