



Course Description

General information

Description

Artificial Intelligence (AI), especially generative AI, is rapidly becoming part of everyday business operations. Many businesses are already benefitting from these tools, but few have established the guardrails needed to use them safely and responsibly.

Rather than focusing on technical implementation, this course emphasizes practical governance strategies that leaders can implement immediately using existing staff, processes, and tools. Participants will leave with a clearer understanding of their organization's AI risk landscape and actionable next steps for building a responsible AI governance program.

Course Length

3 hours, with an optional 1 – 2 capstone experience to build and discuss a 90-day plan.

Expectations and goals

By the end of this session, the participants should be able to:

- **Identify** how they currently spend their time by completing a basic time audit.
- **Differentiate** between urgent and important work and explain why prioritization matters more than “having more time.”
- **Understand** how to apply three popular prioritization frameworks (Eisenhower Matrix, MoSCoW, and Pareto Principle) to real-life tasks.
- **Reduce** overwhelm by identifying tasks to eliminate, delegate, outsource, or automate.
- **Create** a realistic daily or weekly task plan aligned with their top personal or professional priorities.
- **Commit** to at least one actionable change to improve their time management after the session.

Additional Information

Prerequisites

No technical or programming experience is required.

Course materials

This course includes a handout including references for quick reference and continued learning.

Format

Online or in-person

Course Outline

- 1. Why AI Governance Matters**
 - Real-world examples of AI failures and their consequences
- 2. Understanding the Regulatory Landscape**
 - The global AI governance environment
 - Why regulations matter even for small businesses
- 3. Governance Frameworks and Standards**
 - Introduction to AI governance frameworks
 - Selecting an approach appropriate for organizational size and maturity
- 4. Assessing AI Risk**
 - Risk classification models
 - Identifying high-risk AI use cases
 - Bias and fairness considerations
 - Explainability and transparency challenges
- 5. Managing Vendor and Technology Risk**
 - Identifying hidden and embedded AI
 - Managing shadow AI in the workplace
- 6. Privacy, Security, and Data Protection**
 - Data governance fundamentals
 - Protecting sensitive business information
- 7. Human Oversight and Accountability**
 - Oversight Models
 - Establishing clear accountability structures
- 8. Monitoring and Continuous Improvement**
 - Audit trails and documentation
 - Monitoring AI performance over time
 - Detecting model drift
 - Building governance into everyday business operations

OPTIONAL DAY 2: Create a 90-Day Action Plan



Contact Information

Rainwater Growth provides practical, results-driven training and consulting that helps organizations adopt technology responsibly, improve productivity, and reduce operational risk.

Schedule a free, short call to bring this training to your group or organization:

<https://shortcut.rainwatergrowth.com/quickconnect>

On our **Eventbrite** page, you can find out about our upcoming interactive live training classes.

<https://rainwatergrowth.eventbrite.com>

For questions, to request a quote, or to schedule a course tailored to your organization, please visit:

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