

Course : Implementing AI Literacy in the Workplace and Demonstrating Compliance

Design, manage, and document an awareness program that complies with the AI Act

Practical course - 2d - 14h00 - Ref. VLI

Price : 1620 CHF E.T.

NEW

The European AI Act requires organizations to ensure that individuals using or overseeing artificial intelligence systems have a sufficient level of AI literacy, appropriate to their roles and the associated risks. This requirement goes beyond mere awareness-raising: it involves establishing a comprehensive skills-building program, managing it effectively, and being able to provide evidence of its implementation. This training provides a practical method for developing an AI literacy plan, producing the required evidence, and embedding this approach within a sustainable governance framework tailored to the organization's challenges.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Identify the AI Act's requirements regarding AI literacy and their impact on the organization
- ✓ Identify the relevant populations and define the expected skills based on AI applications
- ✓ Develop a training and awareness program tailored to different user profiles
- ✓ Provide documentary evidence demonstrating the implementation of AI Literacy
- ✓ Implementing an AI Literacy program over time using metrics and a continuous improvement plan

Intended audience

Training managers, HR managers, compliance officers, DPOs, AI managers, transformation managers, quality managers, legal departments, AI project managers, members of AI governance teams, and anyone responsible for structuring or overseeing an AI Act compliance program.

PARTICIPANTS

Training managers, HR managers, compliance officers, DPOs, AI managers, transformation managers, quality managers, legal departments, AI project managers, members of AI governance teams, and anyone responsible for structuring or overseeing an AI Act compliance program.

PREREQUISITES

None

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've developed.

Prerequisites

None

Practical details

A mix of methodological input, examples, demonstrations, and sharing of experiences. Case studies based on real-life situations in various industries. Collaborative workshops, small-group work, individual exercises, and group presentations. Templates for competency matrices, training plans, dashboards, and checklists that can be reused within the company.

Course schedule

1 Understanding the AI Literacy Requirements Under the AI Act

- Identifying the AI Literacy Objectives in the European Regulation on Artificial Intelligence
- Distinguish between the responsibilities of the organization, managers, users, and those who oversee AI systems
- Link the expected level of competence to the uses, functions performed, and risk levels of AI systems
- Identify the connections between AI literacy, AI governance, risk management, compliance, and continuous improvement
- Analyze the organizational consequences of an inadequate or undocumented system

Hands-on work

Group analysis of various business scenarios involving the use of AI (HR, customer relations, marketing, support functions, industry, public sector). Working in small groups, participants identify the affected populations, potential AI literacy requirements, and initial skill-building needs. A group presentation and debriefing allow participants to distinguish between the different situations encountered.

2 Developing an AI Literacy Competency Framework Tailored to Your Organization

- Identify the different categories of AI users within the organization
- Define the expected competencies based on job roles, responsibilities, and use cases
- Develop a matrix linking populations, uses, risk levels, and training needs
- Prioritize skill-building pathways based on business and regulatory challenges
- Develop a scalable AI literacy framework that incorporates new applications of generative AI and AI agents

Hands-on work

Red Thread Case Study. Working in groups, participants map out the user base of a fictional company. They develop a competency matrix that distinguishes between executives, managers, occasional users, advanced users, developers, compliance teams, and administrators. Each group then compares its choices with those of the other participants to identify best practices.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

3 Develop a verifiable training and awareness plan

- Develop a program that combines training, awareness-raising, e-learning, workshops, communications, and on-the-ground support
- Define teaching methods tailored to different user profiles
- Organize the onboarding process for new employees using AI
- Establish procedures for retraining and maintaining skills over time
- Develop a deployment plan that aligns with the organization's AI strategy

Hands-on work

Working in pairs, participants develop an AI Literacy plan covering one year of implementation. They categorize the initiatives by target audience, define the instructional methods (in-person, distance learning, microlearning, workshops, virtual classrooms, awareness campaigns), draw up a schedule, and justify their choices to the group. A shared evaluation grid is used to assess the coherence and feasibility of the proposed initiatives.

4 Gather the required evidence and prepare an auditable system

- Identify the documents that demonstrate the implementation of AI Literacy
- Establish formal procedures for documenting participation, assessment, and skills tracking
- Organizing a set of supporting documents that can be used during an audit or inspection
- Define responsibilities for maintaining and updating evidence
- Integrating AI Literacy into Quality, Compliance, and Document Governance Processes

Hands-on work

Based on a case study, participants conduct a documentation audit of an existing training program. Working in groups, they identify the available evidence, any missing elements, and the associated risks. They then develop a documentation checklist and propose a model for organizing the evidence to facilitate future audits.

5 Lead the continuous improvement of the AI Literacy program

- Define monitoring metrics tailored to compliance and performance objectives
- Develop a dashboard to monitor the AI Literacy initiative
- Organize periodic skills reassessments based on changes in practices and technologies
- Incorporate user feedback to improve training programs
- Develop a roadmap for deployment and continuous improvement

Hands-on work

Individual and then group synthesis workshop. Each participant develops an action plan tailored to their organization: short-term priorities, governance, metrics, implementation timeline, responsibilities, and key deliverables. A peer review among participants helps refine the proposed plans before their final presentation.

whole or in part, without the prior written authorisation of ORSYS, is strictly prohibited. ORSYS reserves the right to take any action necessary to protect its intellectual property rights.

Dates and locations

REMOTE CLASS

2026 : 17 Dec.

2027 : 18 Mar., 28 June, 7 Oct., 13 Dec.