



FACILITATOR GUIDE: AI AT WORK-ILT

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The purpose of this training plan is to outline a blended AI learning experience for employees that builds awareness, confidence, and responsibility in using generative AI at work. The series includes asynchronous micro-learning and a live capstone session to reinforce learning and support proper workplace use.

2. SESSION OVERVIEW

- Duration: 45 minutes
- Format: Live, instructor-led (in-person or virtual)
- Audience: Current or new employees (confirm group when scheduling)
- Materials:
 - Slide deck
 - Access to AI tools (for demo)
 - Poll or whiteboard tool (optional for group discussions.)
 - Handout (2-sided): company tools/do's and don'ts

3. AGENDA AND TIMING

TIME	TOPIC
5 min	Welcome and Objectives
5 min	Review of online training series
~12 min	Exploring real-world/company tools
~12 min	Discussions: responsible use and gray areas
5 min	Conclusion

4. SLIDE BY SLIDE NOTES

TOPIC	NOTES
Welcome and Objectives	<p>Say: “Welcome to AI @ Work. Today we’ll explore how to apply generative AI in your daily work—confidently and responsibly.”</p> <p>Do: Quick icebreaker – ask: “<i>What’s one AI tool you’ve heard of or used?</i>”</p> <p>Tip: Use chat, whiteboard, or a raise-hand poll to engage.</p>
Review of online training series	<p>Say: “Let’s briefly revisit the information that was covered in the online trainings you completed.”</p> <p>Show: Key objectives and key concepts.</p> <p>Ask: “What’s one thing that surprised you about AI so far?”</p>
Exploring real-world/company tools	<p>Say: “Let’s explore some of the AI tools available to you at work”</p> <p>Show: Current tools and how to access.</p> <p>Give: Hand out infographic for company tools/do’s and don’ts</p>
Discussions: responsible use and gray areas	<p>Say: “AI brings gray areas. Let’s talk through a real-world scenario.”</p> <p>Read: Provided scenarios in the presentation</p> <p>Suggested questions:</p> <p>What concerns do you have about using AI in this case?</p> <p>Where’s the line between helpful and inappropriate use?</p> <p>Would your company’s policies support or prohibit this?</p> <p>How could this be reframed as an “AI-assisted” task, not an “AI-led” one?</p> <p>Review: back of infographic handout (do’s and don’ts)</p>
Conclusion	<p>Say: “Thanks for joining! You’ve just taken a major step in learning how to use AI wisely at work.”</p> <p>Highlight: A survey link will be sent.</p> <p>Invite Questions: Open Q&A</p> <p>Offer Contact Info: Support or internal resources</p>

5. FACILITATOR TIPS

- Keep discussion flowing—don't lecture.
- Acknowledge uncertainty—AI is evolving.
- Watch for dominant voices; invite all perspectives.
- Use humor or relatable examples to keep it light but focused.