

AI Training Workbook

A workbook for staff training sessions, self-paced learning, and manager-led discussion.

Audience	Teams learning responsible, practical AI use
Best used for	Planning, staff discussion, policy development, and responsible AI adoption decisions.
Full guide	Available from this resource page as a public download.

What is inside

- AI basics for workplace use
- Prompt practice exercises
- Privacy and data boundary scenarios
- Manager discussion guide
- Completion checklist

Sample guidance

This preview includes representative guidance from the full resource. Customize any templates or examples for your organization before adopting them.

1. Practice rewriting a vague prompt into a specific request.

Why it matters: responsible AI works best when staff have clear boundaries, practical examples, and a defined human review step.

2. Identify which data should be removed before using AI.

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3. Discuss where human review belongs in the workflow.

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Public-use note

Do not paste confidential client, resident, employee, health, financial, legal, or protected operational information into public AI tools. Use approved systems and written data-handling rules for sensitive work.

Next steps

- Download the full guide from the resource page.
- Review the examples with leadership or the team that owns the workflow.
- Identify one low-risk process to pilot first.
- Create or update policy language before expanding use.
- Book a consultation if you want help tailoring this to your organization.

Need help applying this?

Visit aiimpactmaine.com/contact to schedule a conversation with AI Impact Maine.