COURSE SYLLABUS

AI Ethics for Employees (Self-Paced)

You will examine the ethical principles, policies, and practical tools employees draw on to make AI use responsible and trustworthy throughout your work.

Group classes (Live Online) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://training-nyc.com/courses/ai-ethics-for-employees-self-paced

nyc@careercenters.com • (212) 658-1918

Course Outline

What is Artificial Intelligence (AI)?

Definition and scope of AI

Why Ethics Matters in AI

Impact of ethical considerations on trust and adoption

The Unique Role of Government Employees

Responsibilities in ensuring trustworthy AI in government contexts

Core Principles of AI Ethics

- Fairness
- Transparency
- Accountability
- Privacy
- Safety
- Human Oversight

Government Policy Context

- OMB & NIST guidance on AI (e.g., NIST AI Risk Management Framework)
- EO 13960: Promoting the Use of Trustworthy AI in the Federal Government
- FAI/OMB/GAO roles and requirements

Ethical Risks and Challenges

Examples of risks such as bias, lack of transparency, and unintended consequences

Practical Tools for Ethical AI

- Risk assessment checklists
- Human-in-the-loop practices
- Data governance and documentation
- Procurement and vendor questions

Application to Government Work

Integrating AI ethics principles into day-to-day responsibilities

How to Build an AI Ethics “Action Plan”

Steps to create an actionable framework for ethical AI in government agencies