



Developing Your Skills with AI

Our **Developing Your Skills with AI** Program is comprised of several courses designed to build your skills in using AI to accomplish specific goals:

1. AI for Leaders (4 Hours)
2. The Top 10 Ways to Use Agentic AI at Work (4 Hours)
3. Responsible and Ethical Use of AI in the Government Workplace (4 Hours)
4. Using AI for Data Modeling: From Patterns to Predictions (4 Hours)
5. Using AI to Extract and Visualize Mainframe Data in Excel, Power BI or Tableau (4 Hours)
6. Using Artificial Intelligence to Improve Section 508 Compliance (4 Hours)

These courses can be taught individually or combined.

Course descriptions for all the above courses are on the following pages.



AI for Leaders – 4 Hours

In today's data-driven workplace, artificial intelligence (AI) is transforming how professionals explore, interpret, and communicate insights from data. This hands-on workshop introduces participants to practical ways of using AI-powered tools—such as ChatGPT, Gemini, and Microsoft Copilot—to analyze data, identify trends, and generate clear visualizations and summaries.

Through guided demonstrations and real-world exercises, learners will discover how to use AI to clean data, interpret statistical results, and translate complex datasets into actionable business insights. The session emphasizes accessibility—no coding or data science background required—and focuses on practical applications for decision-making, reporting, and strategy.

Learning Objectives:

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

1. Explain what artificial intelligence is and how it impacts leadership, strategy, and organizational performance.
2. Identify opportunities where AI can improve efficiency, service delivery, and decision-making.
3. Evaluate AI use cases for feasibility, risk, and alignment with mission and values.
4. Recognize the leadership roles and responsibilities in ensuring ethical, transparent, and compliant AI use.
5. Assess the cultural and workforce impacts of AI adoption and how to manage change effectively.
6. Develop an action plan for integrating AI responsibly into their leadership practices and organizational strategy.



The Top 10 Ways to Use Agentic AI at Work – 2 Day

Agentic AI represents the next evolution of artificial intelligence — systems that don't just respond to commands, but can reason, plan, and act to complete multi-step tasks with minimal guidance. From drafting reports and managing data to automating workflows and improving accessibility, agentic AI has the power to transform how professionals work.

This two-day, hands-on course introduces participants to the top 10 practical uses of agentic AI in the modern workplace. Through live demonstrations, guided exercises, and small-group projects, learners will explore how to apply agentic AI tools like ChatGPT (with actions or Assistants), Microsoft Copilot, Claude, Gemini, and other workplace AI agents to real-world tasks.

Participants will leave with practical experience, tested prompts, and a clear strategy for integrating agentic AI responsibly into their own workflows.

Learning Objectives:

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

1. Define what agentic AI is and explain how it differs from generative AI.
2. Identify 10 practical use cases for agentic AI that enhance productivity and efficiency.
3. Apply AI agents to automate multi-step administrative or data tasks.
4. Use agentic AI to gather, synthesize, and summarize complex information from multiple sources.
5. Generate and refine professional documents, presentations, and communications with AI support.
6. Employ AI to analyze, visualize, and report data insights.
7. Integrate AI tools with workplace platforms (e.g., Excel, Teams, SharePoint, email systems).
8. Ensure ethical, transparent, and secure use of agentic AI within organizational policies.
9. Evaluate AI outputs for reliability, accuracy, and bias.
10. Design a personalized action plan to implement agentic AI in everyday work.



Responsible and Ethical Use of AI in the Government Workplace – 4 Hours

As artificial intelligence (AI) becomes increasingly integrated into government operations from data analysis to citizen services, public sector professionals must understand how to use AI tools responsibly, transparently, and ethically.

This course provides a practical and values-driven foundation for understanding the ethical implications, legal responsibilities, and best practices for AI use in government. Participants will explore real-world examples, regulatory frameworks, and hands-on scenarios to build confidence in evaluating AI outputs, maintaining public trust, and aligning with agency policies.

Through guided discussion and applied learning, this session empowers government employees to make informed, ethical decisions when adopting and interacting with AI tools.

Learning Objectives:

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

1. Explain the role of AI in the public sector and its potential benefits and risks.
2. Identify ethical principles guiding AI use in government — including fairness, accountability, transparency, and privacy.
3. Recognize how bias, misinformation, and automation errors can impact equity and decision-making.
4. Apply federal and agency-specific AI governance and compliance standards (e.g., U.S. Executive Order on AI, NIST AI Risk Management Framework).
5. Evaluate when and how to use AI responsibly in everyday government work.
6. Develop practical strategies for maintaining human oversight and protecting public data.
7. Promote trust and transparency by communicating clearly about how AI systems are used and monitored.



Using AI for Data Modeling: From Patterns to Predictions – 4 Hours

This advanced, hands-on workshop introduces professionals to the use of **artificial intelligence (AI)** in data modeling—transforming raw data into predictive, descriptive, and actionable insights. Participants will explore how AI tools can assist with designing, testing, and interpreting data models without requiring deep programming expertise.

Through guided exercises and real-world examples, learners will use AI platforms (such as ChatGPT, Copilot, or data-focused AI tools) to assist in model selection, hypothesis testing, variable identification, and validation. The session emphasizes how AI can accelerate the modeling process, reduce human bias, and enhance analytical decision-making.

This course is ideal for analysts, business professionals, and managers who work with data and want to harness AI to improve modeling accuracy and speed.

Learning Objectives:

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

1. Explain the role of AI in modern data modeling and analytics.
2. Use AI tools to explore data and identify key variables for modeling.
3. Apply AI-assisted techniques for regression, classification, and forecasting.
4. Interpret AI-generated model outputs and assess performance metrics.
5. Optimize model design through AI-driven experimentation and validation.
6. Recognize ethical and practical considerations when deploying AI-based models.



Using AI to Extract and Visualize Mainframe Data in Excel, Power BI, or Tableau – 4 Hours

Legacy mainframe systems often contain valuable business data that's difficult to access and analyze using modern tools. This hands-on course teaches professionals how to leverage **artificial intelligence (AI)** to bridge that gap—using AI assistants to extract, transform, and prepare mainframe data for visualization and reporting in Excel, Power BI or Tableau.

Participants will learn how to prompt AI tools (such as ChatGPT, Microsoft Copilot, or domain-specific AI connectors) to assist with writing and interpreting data queries, cleaning and formatting extracted data, and automating the import process into modern analytics environments. The session emphasizes practical workflows, error checking, and ethical handling of enterprise data.

This workshop is ideal for professionals who work with legacy systems, data analysts, or business teams who need faster, smarter ways to make mainframe data accessible and actionable—without advanced coding.

Learning Objectives:

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

1. Explain how AI can assist in connecting to and extracting data from mainframe systems.
2. Use AI to generate and refine SQL or data-access queries for mainframe databases.
3. Apply AI to clean, format, and transform extracted data for use in Excel or Tableau.
4. Automate parts of the data pipeline using AI-assisted workflows.
5. Visualize mainframe data effectively through charts, dashboards, and summaries.
6. Recognize data governance, privacy, and compliance issues when using AI for data migration or transformation.



Using Artificial Intelligence to Improve Section 508 Compliance – 4 Hours

Ensuring digital accessibility is both a legal requirement and a commitment to equitable public service. Section 508 of the Rehabilitation Act mandates that federal electronic and information technology be accessible to people with disabilities — but achieving and maintaining compliance across large volumes of digital content can be time-consuming.

This hands-on course explores how artificial intelligence (AI) tools can help automate, assess, and enhance accessibility compliance for documents, websites, and multimedia materials. Participants will learn how AI can assist with tasks such as alt text generation, color contrast evaluation, document tagging, and automated accessibility testing — while maintaining human oversight to ensure accuracy and fairness.

Through live demonstrations, guided exercises, and case studies, attendees will discover how to integrate AI responsibly into existing 508 workflows to improve efficiency, consistency, and user experience for all.

Learning Objectives:

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

1. Explain the purpose and key requirements of Section 508 and digital accessibility standards (WCAG 2.1, Section 501/504 alignment).
2. Identify how AI tools can support document, web, and media accessibility remediation.
3. Use AI-powered tools to detect accessibility issues in PDFs, Word documents, and websites.
4. Apply AI assistance to generate alt text, captions, and properly tagged structures for content.
5. Evaluate AI-generated accessibility outputs for accuracy and compliance with 508 standards.
6. Integrate AI tools into existing content development, testing, and review workflows.
7. Recognize the ethical and legal limitations of AI in accessibility compliance — including the need for human validation.
8. Develop a plan to responsibly adopt AI-based accessibility tools within their organization or agency.