

BIZ-F1

BIZ-F1 — AI Literacy for Teams

Business — Foundation / Foundation

Audience	All team members — no technical background required
Prerequisites	None
Duration	1 day
Delivery format	Workshop — interactive, team-based
Group size	8–24
Materials provided	Participant workbooks, tool access guide, AI audit template

Description

The foundation course every organisation should run before deploying AI at scale. This one-day workshop cuts through hype and marketing to give teams an honest, accurate picture of what AI can and cannot do today. Participants develop shared language and norms, identify tools already in use, understand competitive implications for their sector, and build a realistic foundation for responsible AI adoption. Leave with team agreement on the next steps and a clear view of how AI affects their specific work context.

Key Modules

Module 1 — What AI is and what it is not

Honest, accurate foundation without marketing or jargon. Covers what large language models actually do, current real-world capabilities and real limitations, and what has changed in the past 12 months versus hype cycles.

Module 2 — The tools your team is probably already using

Audit of free and paid AI tools in active use, sometimes without formal authorisation. Participants document what they are already doing, how they are using AI, and what risks they may have created.

Module 3 — Why AI matters for your sector

Sector-specific competitive landscape, what is changing at pace, and what is likely hype. Participants understand the relevance of AI to their specific work context and competitive positioning.

Module 4 — Common mistakes organisations make

Real case studies of what goes wrong in AI adoption: failed implementations, security incidents, governance failures, and productivity dead ends. Learn what to avoid and red flags to watch for.

Module 5 — Healthy AI culture

What good adoption looks like from inside successful organisations. Team norms, responsible use, supporting reluctant adopters, and balancing automation with human judgment.

Module 6 — Agreement and next steps

Team co-creates agreement on permitted and prohibited AI use, identifies one clear next step, and assigns accountability for follow-up.

What You Will Be Able To Do

1. Articulate what AI can and cannot do today, and recognise marketing versus capability
2. Conduct a simple audit of AI tools already in use across the team
3. Identify competitive implications of AI adoption in their sector
4. Establish agreed team norms for responsible and permitted AI use
5. Plan the immediate next step in their AI journey with clear ownership

Delivery Notes

Meeting room with internet connection, projector, and breakout space for group work. All participants require laptop or tablet and pre-provisioned access to at least two major AI tools (ChatGPT, Claude, Gemini, or equivalent). Trainer requires 30 minutes setup beforehand and materials printer access. Optimal group size 12–18 for facilitation; groups larger than 24 require co-facilitators.

Pathway Position

Comes after: Entry point — no prerequisite

Feeds into: BIZ-F2 — AI Tools for Professional Productivity / BIZ-F3 — AI Safety, Ethics, and Policy

Ready to book this course?

Contact Io Technologies to discuss delivery at your organisation.

All courses and engagements are delivered on request — on-site, remote, or blended.