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Start here: AI Literacy Staff Training Pack

[Company name]

Rehearse, as a table exercise, the AI mistakes your team could make with its own tools, in one 45-minute session.

Your first five minutes

1. Open O2_Trainer-Guide. Read its preparation checklist.
2. If you have no written tool permissions or AI-use policy, start with guide section 3.
3. Fill the tool and policy slides, select two scenarios, and give learners the handout.

The separate 10-minute quiz follows the session. The group exercise uses fictional data and the team's own tasks. You do not need a live AI account to deliver it.

Honest time plan

WORK	TIME TO ALLOW
Preparation when tool permissions and rules exist	60 minutes
Preparation without them	90 minutes; unresolved tool reviews need separate time
First-delivery rehearsal, in addition to preparation	45 minutes
Core session, including baseline, exercise and administration	45 minutes
Separate internal knowledge check	10 minutes
Trainer marking and record work	Allow 15 minutes for a small group; larger groups and individual feedback need additional time

For a first delivery, preparation plus rehearsal totals 105 minutes (60 + 45), or 135 minutes without agreed rules (90 + 45). For up to 40 people, use the printing and administration checklist in Trainer Guide section 2.

These are our product time budgets, not legal training periods. The guide gives the timed run sheet and follow-up choices.

Prepared by AI Priority Map · aiprioritymap.com/kit

This document is informational and preparatory in character; before relying on it, seek professional review. Current as of 27 September 2026 (content version LIT-EN v1.0).

AI disclosure: this template was prepared with the assistance of AI tools and was checked against the Official Journal text before release; it was not generated for your organisation.

AI Literacy Staff Training Pack · EN · v1.0 · Regulation (EU) 2024/1689 as amended by Regulation (EU) 2026/1744 · © European Union (EUR-Lex).

What you have

This pack has 57 files (Word: 44 · PDF: 8 · PowerPoint: 2 · Text: 2 · Excel: 1). README_How-to-open.txt and LICENCE.txt are two of them.

Each Word document comes in 4 editions: A4, US Letter, A4 print-friendly, US Letter print-friendly. The A4 and US Letter editions use the same text; the print-friendly copies use less ink.

FILE	FILES	CONTENT
00_Start-Here	4 Word and 2 PDF	Quick start and time plan
01_AI-Literacy-Staff-Training	2 PowerPoint	29 core slides and 8 hidden scenarios with notes
01_AI-Literacy-Staff-Training_Reading-copy	2 PDF	Each slide as an image, with its learner notes
02_Trainer-Guide	4 Word	Preparation, no-policy route, delivery and follow-up
03_Team-Exercise-Pack	4 Word	Tool poll, 3 sheets and a completed fictional example
04_Knowledge-Checks_Learner	4 Word	5 baseline questions and 2 quizzes of 12 questions
05_Trainer-Answer-Key	4 Word	All check answers, rationales and scenario guidance
06_Participant-Handout	4 Word	Seven rules, local tools and action card
06_Participant-Handout_Reading-copy	2 PDF	Reading copy of the handout
07_Training-Record_Tracker	1 Excel	7-sheet record: How to use, People, Sessions, Attendance, Checks, Summary, Lists
08_Attendance-Sign-Off-Sheet	4 Word	Session details and continuation signatures
09_Certificate-of-Completion	4 Word	Internal training record wording
10_AI-Literacy-Plan_Role-Matrix	4 Word	Organisation role, staff needs and chosen measures
11_Refresher-Check_Learner	4 Word	8 scenario questions

FILE	FILES	CONTENT
12_Sources-and-Currency-Sheet	4 Word and 2 PDF	Article-level sources and full amended Article 4

Who gets which files

Learners: exercise pack, baseline and Quiz A pages, handout, then the refresher when used. Give Quiz B after feedback when needed. The deck reading copy supports catch-up. Trainer: guide and separate answer key. Record owner: tracker, sign-off, certificate and plan.

Replace the local fields

Trainer replacements: fill [Company name], [Trainer name], [AI contact], [AI contact details], [Date], [Your AI tools], [Approved AI tools], [Policy location] and [Incident route]. Replace [Your logo] or remove it. Complete each tool's [AI tool name], [Permitted use], [Allowed data], [Required settings] and [Approval reference]. Confirm session IDs and record details before issuing records.

Learner response fields: leave [My response], [My task], [My action], [Check reference] and the group's mistake, harm, rule and action fields for participants. Learners sign their own attendance confirmation. The trainer may prefill names and IDs from the roster.

See Trainer Guide section 2, "Fields to replace and fields to leave for learners", for the remaining setup fields and shared-field guidance. Search and replace exact tokens. Review each table after replacement. Do not replace historical dates or source wording.

[Your AI tools] is the inventory. [Approved AI tools] is the location or title of written tool permissions. Keep them distinct. If permission is missing, follow the interim route rather than filling a reassuring guess.

How the files fit together

PLANNING QUESTION	WHERE TO WORK
What does our team need to understand?	Deck, baseline and handout
Is our organisation a provider, deployer or both?	Plan section 1, separate role review
Which tools, tasks and people need attention?	Tool poll, scenarios and staff role matrix
Which measures will we take and record?	Plan, exercise actions and tracker

Opening, sources and limits

This free web edition is for your organisation's internal use; see LICENCE. The packaged release uses four ZIP downloads. Extract each before opening its files. See README_How-to-open for software guidance and reading copies.

This pack is informational and is not legal advice or a certification. It does not assess your AI systems or decide whether your organisation is a provider or deployer.

Article 4 does not require a certificate. The Commission says organisations can keep an internal record of training. The records here describe the measures you chose.

Current as of 27 September 2026. Source mappings are in 12_Sources-and-Currency-Sheet. Check changes before reusing the pack.

Our free online tool that drafts EU AI Act documents from your own answers is at aiprioritymap.com/kit.



Template by AI Priority Map — EU AI Act documentation for companies that use AI
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