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AI Ethics for Leaders

Non-technical governance, policy and risk review

FA-0562 · 1 day

AI for Leaders & Business

A one-day leadership workshop on fairness, accountability, privacy, risk assessment, policy drafting and an initial AI governance roadmap.

Introduction

This one-day course helps leaders discuss responsible AI use and organise practical oversight without needing to code. Business scenarios explore fairness, privacy, transparency, accountability and reputational or operational risk.

Participants work through a simple risk assessment, draft selected policy elements and outline responsibilities and next steps. Drafts are starting points for organisational and specialist review, not a guarantee of legal compliance or bias-free systems.

Learning outcomes

The course teaches participants to:

- Explain core AI ethics principles in business language.
- Identify possible risks in HR, marketing, operations and customer support.
- Distinguish laws, voluntary frameworks and organisational policies and identify where specialist review is needed.
- Use a simple governance checklist and risk-assessment table.
- Draft selected policy elements and decision checkpoints.
- Outline a phased governance action plan and monitoring responsibilities.

Prerequisites

- No technical background required
- Some familiarity with how AI might be used in your business is helpful
- Comfortable with interactive discussions and case studies

Training outline

1. 1 – AI in business: a leadership perspective

- Snapshots of AI in marketing, HR, support, logistics
- Illustrative scenarios: biased hiring recommendations, unchecked professional-use outputs and chatbot errors.
- Business risks: reputational, regulatory, customer trust

2. 2 – Ethical foundations

- Ethics in business: identify and mitigate bias, protect privacy and establish accountability.
- Simple scenario walkthroughs: using AI in hiring, customer profiling, content moderation
- Interactive discussion or poll: prioritise an illustrative ethical dilemma without sharing confidential organisational details.

3. 3 – Regulatory and governance context

- EU AI Act at an awareness level: risk-based approach, prohibited uses and context-dependent obligations.
- Compare regulatory and voluntary approaches in the US and Asia-Pacific/ASEAN context; identify applicability questions rather than a universal rule.
- Short quiz: “Which risks should your business prioritize?”

4. 4 – Practical risk-review tools

- Four useful discussion themes: fairness, accountability, transparency and data privacy; a starting lens, not an exhaustive compliance framework.
- Filling out easy risk assessment tables—no tech jargon, just business questions
- Executive checklist: what evidence and unresolved risks should a project review include?

5. 5 — Roles and decision checkpoints

- Defining leadership roles, ethical officers, and decision checkpoints
- Who needs to know what—and when? (executives, HR, CMO, legal)
- Illustrative mini cases: governance choices in marketing and operations.

6. 6 — Policy drafting workshop

- Breakout: Draft plain-English policy elements—objective clarity, monitoring rules, audit triggers
- Peer feedback: clarity, responsibilities, feasibility and unanswered legal/technical questions.

7. 7 — An initial governance roadmap

- Phased plan: scoped pilot, team training and reviewed governance expansion.
- Communications strategy: Getting leadership and stakeholder buy-in
- Monitoring examples: risk logs, review/audit findings and stakeholder feedback; measures do not prove trustworthiness on their own.

8. 8 — Review and next steps

- Recap of core models and where to go next
- Review sample meeting structures, board-level summaries and governance checklists; adapt them to the organisational context.
- Q&A: Your workflows and your governance concerns—let’s connect them

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