

Mind+AI: Judgment, Adaptability and Collaboration

Human accountability in an AI-enabled workplace

FA-0647 · 1 day

AI for Leaders & Business

Practise decision framing, AI-output review and workflow redesign while retaining human judgment, ownership and accountability.

Introduction

This one-day course explores how people can use AI assistance without surrendering judgment or responsibility. It connects three areas: thinking and decisions, adapting through workplace change, and collaborating with AI tools or supervised digital agents.

Mind+AI is the course's organising label, not a claimed external qualification or validated universal framework. Within approximately six to seven instructional hours, participants discuss the core concepts and practise selected decision-review and workflow-design scenarios using fictional or approved non-confidential material. No employment, role-security or business-performance result is promised.

Learning outcomes

The course teaches participants to:

- Frame an appropriate workplace task or decision for AI assistance.
- Identify decisions and actions that require stronger human review or should not be delegated.
- Check AI suggestions for evidence, relevance, assumptions, bias and uncertainty.
- Recognise over-reliance and the limits of confident-looking generated answers.
- Discuss how a task or workflow may change and identify useful learning experiments.

- Allocate work between people and AI with explicit scope, constraints and review points.
- Maintain privacy, escalation and final decision ownership.

Prerequisites

- Basic familiarity with computers and common workplace applications
- General awareness of generative AI tools such as ChatGPT, Microsoft Copilot, Gemini or similar platforms
- No programming or technical AI background required
- Willingness to reconsider existing approaches to decision-making, work processes and professional development

Access to an approved demonstration AI tool is helpful; examples can be reviewed without exposing confidential workplace data.

Training outline

1. Mind+AI Foundations

People and AI

- AI as assistant, thought partner and agent
- Human contextual judgment and AI tool capabilities, with limitations rather than universal comparative superiority.
- Human agency in AI-enabled work

Operating Mindset

- Intent before automation
- Judgment before acceptance
- Accountability after AI involvement

2. Thinking and Decisions

Thinking Approaches

- Analytical thinking
- Critical thinking

- Systems thinking
- AI-assisted exploration of reasoning; generated rationale is not evidence of correctness.

Decision Framing

- Problem and decision framing
- Information gathering and synthesis
- Alternative generation
- Assumption identification
- Decision criteria and trade-offs

Reviewing Recommendations

- Accuracy and relevance
- Evidence and verification
- Bias and blind spots
- Separate fluent/confident output from supported confidence and uncertainty.
- Hallucination awareness

Judgment and Ownership

- AI-assisted versus AI-dependent decisions
- Set stronger review boundaries for high-impact decisions; identify when specialist judgment is needed.
- Human-in-the-loop oversight
- Final decision ownership

Exercise: critique a prepared AI recommendation, identify missing evidence and document a human-owned decision boundary.

3. Adapting Through Change

Workplace Changes

- Task changes and possible uses of AI, without a forecast of inevitable replacement.
- Role changes as context-dependent possibilities, not employment predictions.
- Workflow redesign
- Changing skill requirements

Learning and Feedback

- Resilience and flexibility
- Curiosity and continuous learning
- Unlearning and relearning
- Experimentation and feedback

Personal and Team Transition

- Uncertainty and resistance
- AI adoption readiness
- Capability gaps
- Identify useful contributions and capability gaps without promising career security.

Capability Development

- Human differentiating capabilities
- AI literacy
- Judgment and quality control
- Continuous capability development

4. Collaborating with AI

Collaboration Modes

- Asking
- Exploration
- Collaboration
- Bounded delegation with explicit permissions, stopping conditions and review.

Work Design

- Task decomposition
- Human versus AI task allocation
- AI-assisted workflows
- Human-agent workflow concepts and oversight, not unsupervised implementation.

Directions and Constraints

- Clear intent and outcomes
- Context and constraints
- Quality expectations
- Iterative interaction

Review and Escalation

- Review and validation
- Error detection
- Quality control
- Escalation to human judgment

Responsible Collaboration

- Human ownership
- Privacy and confidentiality
- Appropriate disclosure of AI involvement and limitations.
- Appropriate reliance
- Ethical boundaries

Exercise: redesign one illustrative workflow with clear task boundaries, authorised inputs and a review/escalation point.

5. Integration and Reflection

- Think with AI
- Decide with Human Judgment
- Adapt Continuously
- Collaborate Intentionally
- Retain Accountability