



Full course outlines

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AXL-02	Practical Prompting for Reliable Results	AXL-19	AI for Knowledge Transfer and SOP Development
AXL-03	Responsible AI in Everyday Work	AXL-20	AI for Learning and Instructional Design
AXL-04	AI for Personal and Team Productivity	AXL-21	Assessing Organizational AI Readiness with CAL
AXL-05	Using AI Creatively at Work	AXL-22	Preparing Your Organization for AI Implementation with CAL
AXL-06	Using AI with Excel	AXL-23	Planning and Managing AI Projects for Leaders
AXL-07	Using AI with PowerPoint	AXL-24	AI Traceability for Audit Readiness
AXL-08	Using AI with Microsoft Word	AXL-25	Measuring AI Adoption and Value
AXL-09	Microsoft 365 Copilot for Everyday Work	AXL-26	Leading People Through AI Adoption
AXL-10	Using AI to Build Dashboards	AXL-27	Coaching Teams to Use AI Responsibly
AXL-11	Using AI for Data Analysis	AXL-28	Building and Leading an AI Champions Network
AXL-12	AI for Critical Thinking and Decision Making	AXL-29	AI for Stakeholder Engagement and Change Communication
AXL-13	AI for Research and Knowledge Synthesis	AXL-30	Applied AI Enablement Capstone Lab
AXL-14	Evaluating AI Outputs	AXL-31	AI Governance and Policy Compliance for Federal Work
AXL-15	AI for Executive Briefings and Business Cases	AXL-32	Handling Sensitive Government Information with AI
AXL-16	Identifying Opportunities for AI Automation	AXL-33	AI in Talent Acquisition
AXL-17	AI for Process Mapping and Work Redesign	AXL-34	AI in Employee Relations and Policy

AI Essentials for the Workforce

4 instructional hours**\$675 per participant**

Live virtual, instructor-led

4 hours: half day or two 2-hour sessions. Private onsite delivery by quote. Contact us for upcoming dates.

What you'll work on

Complete a routine work task with AI, compare it with a baseline, and review the result.

What you will be able to do

1. Select a routine work task suited to AI assistance and define what a good result looks like.
2. Complete the task with an approved AI tool and compare the result with a manual baseline.
3. Review the output with a responsible-use checklist before using it.

What you leave with: work products & reusable resources

- Completed task example
- Use-case worksheet
- Starter prompts
- Responsible-use checklist

Who it is for

Employees and teams beginning their AI learning journey.

Before you enroll

No AI experience required.

Also delivered as

AI Fundamentals for Government Employees

The government-focused title is a tailored delivery of this course, not an additional course requirement.

How the 4 hours run

A Assess 30 min	Map current tasks and AI experience; choose one routine task as the course use case.
X eXplore 1 hr 10 min	How generative AI works, what it does well, and where it fails, with guided demonstrations.
I Implement 2 hr	Complete the chosen task with AI, compare it with the baseline, and review the result.
S Sustain 20 min	Finish the use-case worksheet and starter prompts you will keep using after class.

Complete this course

Attend the live instructional hours and submit the course work products listed above.

This individual course has no formal assessment or capstone requirement. The hands-on activities help you practice and apply what you learn.

Digital badges and certificates of completion are issued through Certifier with a verification link.

Formal capstone assessment applies only when completing a full AI Mastery or role certificate pathway through AXL-30.

[Course completion and full-pathway requirements →](#)

Pathway fit

- AI Mastery
- Government Program Analysts certificate
- Managers and Supervisors certificate
- Learning Professionals certificate
- Workplace AI Practitioner Starter
- HR Professionals certificate

Often taken next

- AXL-02 Practical Prompting for Reliable Results
- AXL-03 Responsible AI in Everyday Work

Enrollment & pricing

Private team training — quoted by scope. Pricing includes program preparation and facilitation, plus participant materials and resources.

Customization, travel and split-session delivery are scoped separately. Individual tuition: four-hour courses \$675; eight-hour courses \$995 for both four-hour parts, or \$675 per part purchased separately. Full-pathway pricing is listed separately.

Request enrollment → · [View this course online →](#) · hello@axisadvisoryco.com

[Read enrollment, cancellation and accessibility policies →](#)

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Practical Prompting for Reliable Results

4 instructional hours

\$675 per participant

Live virtual, instructor-led

4 hours: half day or two 2-hour sessions. Private onsite delivery by quote. Contact us for upcoming dates.

What you'll work on

Iterate on instructions, context, examples, and output criteria for a realistic work task.

What you will be able to do

1. Write prompts that state the role, context, task, examples, and output criteria.
2. Iterate a prompt through at least three versions and record what changed and why.
3. Judge outputs against a quality checklist; revise or reject outputs that do not meet it.

What you leave with: work products & reusable resources

- Reusable prompt library
- Prompt-planning template
- Iteration log
- Quality checklist

Who it is for

Professionals who want clearer and more consistent AI assistance.

Before you enroll

Basic familiarity with an approved AI assistant.

Also delivered as

GenAI and Prompting

How the 4 hours run

A Assess 30 min	Score a prompt you use today against the elements of a reliable prompt.
X eXplore 1 hr 10 min	Instructions, context, examples, constraints, and format, and why outputs vary between runs.
I Implement 2 hr	Iterate on a realistic work task, log each revision, and test the final prompt on a second input.
S Sustain 20 min	Assemble a reusable prompt library and planning template for your team.

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Pathway fit

- AI Mastery

Often taken next

- AXL-14 Evaluating AI Outputs
- AXL-18 Building Reusable AI Workflows

Enrollment & pricing

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Responsible AI in Everyday Work

4 instructional hours**\$675 per participant**

Live virtual, instructor-led

4 hours: half day or two 2-hour sessions. Private onsite delivery by quote. Contact us for upcoming dates.

What you'll work on

Evaluate scenarios involving sensitive information, unsupported outputs, and human review.

What you will be able to do

1. Judge whether information in a scenario is appropriate to enter into an AI tool under organizational policy.
2. Identify unsupported outputs and decide when human review is required.
3. Complete a use-case risk worksheet and name an escalation path.

What you leave with: work products & reusable resources

- Use-case risk worksheet
- Responsible-use checklist
- Escalation guide template

Who it is for

Employees, managers, and AI champions.

Before you enroll

No AI experience required; organizational policies supplied where applicable.

Also delivered as

Responsible AI for Managers (with AXL-27)

The Responsible AI for Managers option combines AXL-03 and AXL-27.

How the 4 hours run

A Assess 30 min	Review the AI policies that apply to your team and where current use sits against them.
X eXplore 1 hr 10 min	Sensitive information, unsupported outputs, bias, and the points where human review is needed.
I Implement 2 hr	Work through realistic scenarios and decide whether to proceed, modify, or escalate.
S Sustain 20 min	Build a responsible-use checklist and escalation guide for organizational review.

Complete this course

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[Course completion and full-pathway requirements →](#)

Pathway fit

- AI Mastery
- Government Program Analysts certificate
- Managers and Supervisors certificate
- Learning Professionals certificate
- Workplace AI Practitioner Starter
- HR Professionals certificate

Often taken next

- AXL-24 AI Traceability for Audit Readiness
- AXL-27 Coaching Teams to Use AI Responsibly

Enrollment & pricing

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AI for Personal and Team Productivity

4 instructional hours**\$675 per participant**

Live virtual, instructor-led

4 hours: half day or two 2-hour sessions. Private onsite delivery by quote. Contact us for upcoming dates.

What you'll work on

Redesign a planning, meeting, or follow-through routine and test the revised steps.

What you will be able to do

1. Record a baseline for one planning, meeting, or follow-through routine.
2. Redesign the routine with AI-assisted steps and human checkpoints.
3. Test the revised routine and report the change in time or quality.

What you leave with: work products & reusable resources

- Weekly planning template
- Meeting-to-action workflow
- Productivity baseline tracker

Who it is for

Knowledge workers, coordinators, and team leads.

Before you enroll

Basic familiarity with an approved AI assistant.

How the 4 hours run

A Assess 30 min	Capture a baseline for one weekly routine: planning, meetings, or follow-up.
X eXplore 1 hr 10 min	AI-assisted planning, meeting preparation, summaries, and action capture, and what stays human.
I Implement 2 hr	Redesign the routine, run it on sample material, and compare it with the baseline.
S Sustain 20 min	Finalize a weekly planning template, meeting-to-action workflow, and productivity tracker.

Complete this course

Attend the live instructional hours and submit the course work products listed above.

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[Course completion and full-pathway requirements →](#)

Pathway fit

- AI Mastery

Often taken next

- AXL-02 Practical Prompting for Reliable Results
- AXL-18 Building Reusable AI Workflows

Enrollment & pricing

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Using AI Creatively at Work

4 instructional hours

\$675 per participant

Live virtual, instructor-led

4 hours: half day or two 2-hour sessions. Private onsite delivery by quote. Contact us for upcoming dates.

What you'll work on

Develop alternative concepts and turn one into a storyboard or draft communication asset.

What you will be able to do

1. Write a creative brief that states audience, purpose, and constraints.
2. Generate alternative concepts and select one with a stated rationale.
3. Turn the selected concept into a storyboard or draft communication asset and review it against a checklist.

What you leave with: work products & reusable resources

- Creative brief
- Idea-generation prompts
- Storyboard template
- Asset-review checklist

Who it is for

Communicators, facilitators, and professionals developing ideas.

Before you enroll

Basic familiarity with an approved AI assistant.

How the 4 hours run

A Assess 30 min	Define a communication need, the audience, and the criteria for success.
X eXplore 1 hr 10 min	Idea-generation techniques with AI, moving from many options to a focused concept.
I Implement 2 hr	Develop alternative concepts, select one, and build a storyboard or draft asset.
S Sustain 20 min	Review the asset with a checklist and keep the brief template and idea prompts.

Complete this course

Attend the live instructional hours and submit the course work products listed above.

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[Course completion and full-pathway requirements →](#)

Pathway fit

- AI Mastery

Often taken next

- AXL-07 Using AI with PowerPoint
- AXL-29 AI for Stakeholder Engagement and Change Communication

Enrollment & pricing

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Using AI with Excel

4 instructional hours**\$675 per participant**

Live virtual, instructor-led

4 hours: half day or two 2-hour sessions. Private onsite delivery by quote. Contact us for upcoming dates.

What you'll work on

Clean sample data, develop and explain formulas, and validate an analysis.

What you will be able to do

1. Clean a sample dataset, correcting duplicates, formats, and gaps, with AI-suggested steps you verify.
2. Develop and explain formulas with AI assistance and test them on known cases.
3. Document checks of the formulas, data, and results.

What you leave with: work products & reusable resources

- Worked workbook
- Formula prompts
- Data-cleaning checklist
- Validation worksheet

Who it is for

Spreadsheet users, analysts, and operational teams.

Before you enroll

Basic Excel skills; Excel access and an approved AI tool. Copilot is optional unless selected for delivery.

How the 4 hours run

A Assess 30 min	Review a sample workbook and the questions it needs to answer.
X eExplore 1 hr 10 min	Data-cleaning approaches, formula generation and explanation, and common AI formula errors.
I Implement 2 hr	Clean the sample data, build and test formulas, and complete the validation worksheet.
S Sustain 20 min	Save the formula prompts and data-cleaning checklist for reuse.

Complete this course

Attend the live instructional hours and submit the course work products listed above.

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[Course completion and full-pathway requirements →](#)

Pathway fit

- AI Mastery

Often taken next

- AXL-10 Using AI to Build Dashboards
- AXL-11 Using AI for Data Analysis

Enrollment & pricing

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Using AI with PowerPoint

4 instructional hours

\$675 per participant

Live virtual, instructor-led

4 hours: half day or two 2-hour sessions. Private onsite delivery by quote. Contact us for upcoming dates.

What you'll work on

Turn approved source material into a presentation narrative and draft slides.

What you will be able to do

1. Turn approved source material into a presentation narrative for a stated audience and decision.
2. Draft slides and speaker notes with AI and revise them for clarity and accuracy.
3. Apply a review checklist covering sources, clarity, and readability.

What you leave with: work products & reusable resources

- Draft presentation
- Storyboarding template
- Slide and speaker-note prompts
- Review checklist

Who it is for

Presenters, managers, and learning professionals.

Before you enroll

Basic PowerPoint skills and access; an approved AI tool.

How the 4 hours run

A Assess 30 min	Define the audience, the decision, and the approved source material for the deck.
X eXplore 1 hr 10 min	Storyboarding, outline-to-slide drafting, speaker notes, and what AI commonly gets wrong in slides.
I Implement 2 hr	Draft the presentation from approved sources and revise it for clarity and accuracy.
S Sustain 20 min	Complete the review checklist and keep the storyboard template and slide prompts.

Complete this course

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[Course completion and full-pathway requirements →](#)

Pathway fit

- AI Mastery

Often taken next

- AXL-15 AI for Executive Briefings and Business Cases
- AXL-05 Using AI Creatively at Work

Enrollment & pricing

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Using AI with Microsoft Word

4 instructional hours

\$675 per participant

Live virtual, instructor-led

4 hours: half day or two 2-hour sessions. Private onsite delivery by quote. Contact us for upcoming dates.

What you'll work on

Develop and revise a structured document, checking factual accuracy and consistency.

What you will be able to do

1. Build a structured outline for a report, procedure, or communication.
2. Draft and revise sections with AI, checking facts and consistency against source material.
3. Apply an editing checklist for accuracy, tone, and completeness.

What you leave with: work products & reusable resources

- Draft document
- Reusable document outline
- Editing prompts
- Review checklist

Who it is for

Professionals who draft reports, procedures, and communications.

Before you enroll

Basic Word skills and access; an approved AI tool.

How the 4 hours run

A Assess 30 min	Define the document's purpose, reader, and source material.
X eExplore 1 hr 10 min	Outlining, drafting, and revising with AI, and how to catch invented facts and inconsistencies.
I Implement 2 hr	Develop a structured document, revise it section by section, and check it against sources.
S Sustain 20 min	Keep the reusable outline, editing prompts, and review checklist.

Complete this course

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[Course completion and full-pathway requirements →](#)

Pathway fit

- AI Mastery

Often taken next

- AXL-19 AI for Knowledge Transfer and SOP Development
- AXL-15 AI for Executive Briefings and Business Cases

Enrollment & pricing

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Microsoft 365 Copilot for Everyday Work

4 instructional hours**\$675 per participant**

Live virtual, instructor-led

4 hours: half day or two 2-hour sessions. Private onsite delivery by quote. Contact us for upcoming dates.

What you'll work on

Complete a connected work scenario across the Microsoft applications enabled for the cohort.

What you will be able to do

1. Choose the right Copilot-enabled application for each step of a connected work scenario.
2. Complete the scenario across the Microsoft applications enabled for your cohort.
3. Verify Copilot outputs against source content before using them.

What you leave with: work products & reusable resources

- Workflow guide
- Task-based prompt library
- Verification checklist
- Personal practice plan

Who it is for

Teams using Microsoft 365 Copilot.

Before you enroll

Appropriate Microsoft 365 and Copilot licenses, permissions, and enabled features confirmed before delivery.

How the 4 hours run

A Assess 30 min	Confirm which Copilot features and permissions your cohort has and choose a work scenario.
X eXplore 1 hr 10 min	Copilot across the enabled applications, working from your own content, and permission and sensitivity considerations.
I Implement 2 hr	Complete the connected scenario and verify each output against its source.
S Sustain 20 min	Build a task-based prompt library and a personal practice plan.

Complete this course

Attend the live instructional hours and submit the course work products listed above.

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[Course completion and full-pathway requirements →](#)

Pathway fit

- AI Mastery

Often taken next

- AXL-03 Responsible AI in Everyday Work
- AXL-04 AI for Personal and Team Productivity

Enrollment & pricing

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Using AI to Build Dashboards

8 instructional hours**\$995 per participant**

Live virtual, instructor-led

8 hours: Part 1 and Part 2, four hours each. Private onsite delivery by quote. Contact us for upcoming dates.

What you'll work on

Define measures and create a dashboard prototype using a supplied dataset.

What you will be able to do

1. Define the measures, definitions, and data sources behind a reporting question.
2. Build a dashboard prototype from a supplied dataset with AI assistance.
3. Review the prototype for clarity and accuracy and assign refresh ownership.

What you leave with: work products & reusable resources

- KPI dictionary
- Dashboard prototype
- Visual-review checklist
- Refresh and ownership plan

Who it is for

Reporting professionals, analysts, and business partners.

Before you enroll

Basic spreadsheet and reporting skills; Excel or Power BI and approved AI access, agreed in advance.

How the 8 hours run

Part 1 · Frame the dashboard · 4 hours

Assess and eXplore (3½ hours), then begin the applied exercise (½ hour). Work products: A reporting brief, draft KPI definitions, and a starter dashboard layout.

Part 2 · Build and review the dashboard · 4 hours

Continue Implement (3½ hours), then Sustain (½ hour). Work products: A dashboard prototype, visual-review checklist, KPI dictionary, and refresh and ownership plan.

Tuition: \$995 per participant for both parts, or \$675 per part purchased separately. Part 2 builds on Part 1; contact Axis about equivalent preparation before enrolling in Part 2 alone. Full-course completion requires both parts and the course work products.

A Assess 1 hr	Clarify the reporting question, the audience, and the decisions the dashboard supports.
X eXplore 2 hr 30 min	KPI definitions, chart choices, and how AI can help and mislead when building visuals.
I Implement 4 hr	Build the dashboard prototype from the supplied dataset and review it with the visual checklist.
S Sustain 30 min	Write the KPI dictionary and a refresh and ownership plan.

Complete this course

Attend the live instructional hours and submit the course work products listed above.

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[Course completion and full-pathway requirements →](#)

Pathway fit

- AI Mastery

Often taken next

- AXL-06 Using AI with Excel
- AXL-11 Using AI for Data Analysis

Enrollment & pricing

Private team training — quoted by scope. Pricing includes program preparation and facilitation, plus participant materials and resources.

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Using AI for Data Analysis

8 instructional hours**\$995 per participant**

Live virtual, instructor-led

8 hours: Part 1 and Part 2, four hours each. Private onsite delivery by quote. Contact us for upcoming dates.

What you'll work on

Frame a question, prepare sample data, investigate patterns, and check conclusions.

What you will be able to do

1. Frame a question that the available data can answer.
2. Prepare sample data and investigate patterns with AI assistance.
3. Check conclusions with a validation log and state their limits in a findings brief.

What you leave with: work products & reusable resources

- Analysis worksheet
- Worked example
- Validation log
- Findings brief

Who it is for

Analysts and professionals interpreting business or program data.

Before you enroll

Basic data literacy and spreadsheet skills; approved analytical and AI tools.

How the 8 hours run

Part 1 · Frame and prepare the analysis · 4 hours

Assess and eXplore (3½ hours), then begin the applied exercise (½ hour). Work products: An analysis question, data-preparation worksheet, and initial exploration notes.

Part 2 · Validate and communicate findings · 4 hours

Continue Implement (3½ hours), then Sustain (½ hour). Work products: A worked analysis, validation log, and findings brief.

Tuition: \$995 per participant for both parts, or \$675 per part purchased separately. Part 2 builds on Part 1; contact Axis about equivalent preparation before enrolling in Part 2 alone. Full-course completion requires both parts and the course work products.

A Assess 1 hr	Frame the analysis question and review the available data.
X eXplore 2 hr 30 min	Preparing data, exploring patterns with AI, and the ways AI analysis goes wrong.
I Implement 4 hr	Investigate the sample data, test the findings, and record each check in the validation log.
S Sustain 30 min	Write a findings brief and keep the analysis worksheet for reuse.

Complete this course

Attend the live instructional hours and submit the course work products listed above.

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[Course completion and full-pathway requirements →](#)

Pathway fit

- AI Mastery
- Government Program Analysts certificate
- HR Professionals certificate

Often taken next

- AXL-14 Evaluating AI Outputs
- AXL-12 AI for Critical Thinking and Decision Making

Enrollment & pricing

Private team training — quoted by scope. Pricing includes program preparation and facilitation, plus participant materials and resources.

Customization, travel and split-session delivery are scoped separately. Individual tuition: four-hour courses \$675; eight-hour courses \$995 for both four-hour parts, or \$675 per part purchased separately. Full-pathway pricing is listed separately.

Request enrollment → · [View this course online →](#) · hello@axisadvisoryco.com

[Read enrollment, cancellation and accessibility policies →](#)

Individual course credentials recognize completion. Full AI Mastery and role certificate credentials also require passing the AXL-30 capstone. They are not academic credit, a professional license, or an accredited, government-endorsed or continuing-education-approved credential. Tuition is standard commercial pricing, not a GSA Schedule rate.

AI for Critical Thinking and Decision Making

4 instructional hours**\$675 per participant**

Live virtual, instructor-led

4 hours: half day or two 2-hour sessions. Private onsite delivery by quote. Contact us for upcoming dates.

What you'll work on

Compare options, challenge assumptions, and prepare a recommendation supported by evidence.

What you will be able to do

1. Compare options against explicit criteria in an options matrix.
2. Surface and challenge assumptions in AI-assisted reasoning.
3. Prepare a recommendation supported by evidence and a verification checklist.

What you leave with: work products & reusable resources

- Decision brief
- Options matrix
- Assumptions register
- Verification checklist

Who it is for

Managers, analysts, and decision-makers.

Before you enroll

Basic AI familiarity; no coding required.

How the 4 hours run

A Assess 30 min	State the decision, the options, and the evidence available.
X eXplore 1 hr 10 min	Using AI to widen options, test assumptions, and argue the other side without handing over the judgment.
I Implement 2 hr	Build the options matrix and assumptions register, then draft a recommendation.
S Sustain 20 min	Verify the evidence and finalize the decision brief.

Complete this course

Attend the live instructional hours and submit the course work products listed above.

This individual course has no formal assessment or capstone requirement. The hands-on activities help you practice and apply what you learn.

Digital badges and certificates of completion are issued through Certifier with a verification link.

Formal capstone assessment applies only when completing a full AI Mastery or role certificate pathway through AXL-30.

[Course completion and full-pathway requirements →](#)

Pathway fit

- Managers and Supervisors certificate

Often taken next

- AXL-14 Evaluating AI Outputs
- AXL-15 AI for Executive Briefings and Business Cases

Enrollment & pricing

Private team training — quoted by scope. Pricing includes program preparation and facilitation, plus participant materials and resources.

Customization, travel and split-session delivery are scoped separately. Individual tuition: four-hour courses \$675; eight-hour courses \$995 for both four-hour parts, or \$675 per part purchased separately. Full-pathway pricing is listed separately.

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AI for Research and Knowledge Synthesis

4 instructional hours**\$675 per participant**

Live virtual, instructor-led

4 hours: half day or two 2-hour sessions. Private onsite delivery by quote. Contact us for upcoming dates.

What you'll work on

Synthesize an approved document set while preserving sources and contradictory evidence.

What you will be able to do

1. Build a source register for an approved document set.
2. Synthesize findings while keeping sources and contradictory evidence visible.
3. Identify evidence gaps and state confidence in a research brief.

What you leave with: work products & reusable resources

- Research brief
- Source register
- Synthesis prompts
- Evidence-gap checklist

Who it is for

Researchers, analysts, and knowledge workers.

Before you enroll

Basic AI familiarity; approved documents and tools.

How the 4 hours run

A Assess 30 min	Define the research question and review the approved documents.
X eXplore 1 hr 10 min	Summarizing, comparing, and synthesizing sources with AI, and how citations and claims drift.
I Implement 2 hr	Synthesize the document set, check every claim against its source, and log contradictions.
S Sustain 20 min	Write the research brief and keep the synthesis prompts and evidence-gap checklist.

Complete this course

Attend the live instructional hours and submit the course work products listed above.

This individual course has no formal assessment or capstone requirement. The hands-on activities help you practice and apply what you learn.

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Formal capstone assessment applies only when completing a full AI Mastery or role certificate pathway through AXL-30.

[Course completion and full-pathway requirements →](#)

Pathway fit

- AI Mastery
- Government Program Analysts certificate

Often taken next

- AXL-14 Evaluating AI Outputs
- AXL-11 Using AI for Data Analysis

Enrollment & pricing

Private team training — quoted by scope. Pricing includes program preparation and facilitation, plus participant materials and resources. Customization, travel and split-session delivery are scoped separately. Individual tuition: four-hour courses \$675; eight-hour courses \$995 for both four-hour parts, or \$675 per part purchased separately. Full-pathway pricing is listed separately.

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[Read enrollment, cancellation and accessibility policies →](#)

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Evaluating AI Outputs

4 instructional hours**\$675 per participant**

Live virtual, instructor-led

4 hours: half day or two 2-hour sessions. Private onsite delivery by quote. Contact us for upcoming dates.

What you'll work on

Identify unsupported claims, numerical errors, weak reasoning, and missing context in sample outputs.

What you will be able to do

1. Identify unsupported claims, numerical errors, weak reasoning, and missing context in sample outputs.
2. Apply an output-review rubric consistently across samples.
3. Decide whether to accept, revise, or escalate an output and record the decision.

What you leave with: work products & reusable resources

- Output-review rubric
- Validation log
- Error checklist
- Escalation decision guide

Who it is for

Anyone reviewing AI-assisted work.

Before you enroll

Basic AI familiarity.

How the 4 hours run

A Assess 30 min	Review how AI-assisted work reaches you today and what checks exist.
X eXplore 1 hr 10 min	The common failure patterns in AI outputs and how to test for each.
I Implement 2 hr	Review sample outputs with the rubric, log errors, and make accept, revise, or escalate decisions.
S Sustain 20 min	Adopt the error checklist and escalation decision guide for your team.

Complete this course

Attend the live instructional hours and submit the course work products listed above.

This individual course has no formal assessment or capstone requirement. The hands-on activities help you practice and apply what you learn.

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[Course completion and full-pathway requirements →](#)

Pathway fit

- AI Mastery

Often taken next

- AXL-03 Responsible AI in Everyday Work
- AXL-24 AI Traceability for Audit Readiness

Enrollment & pricing

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Customization, travel and split-session delivery are scoped separately. Individual tuition: four-hour courses \$675; eight-hour courses \$995 for both four-hour parts, or \$675 per part purchased separately. Full-pathway pricing is listed separately.

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[Read enrollment, cancellation and accessibility policies →](#)

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AI for Executive Briefings and Business Cases

4 instructional hours

\$675 per participant

Live virtual, instructor-led

4 hours: half day or two 2-hour sessions. Private onsite delivery by quote. Contact us for upcoming dates.

What you'll work on

Convert complex source material into a concise recommendation and business-case outline.

What you will be able to do

1. Convert complex source material into a concise executive brief with a clear recommendation.
2. Draft a business-case outline with assumptions and costs.
3. Review the draft for accuracy and unsupported claims before it goes forward.

What you leave with: work products & reusable resources

- Executive brief
- Business-case template
- Assumption and cost worksheet
- Review checklist

Who it is for

Program leads, managers, and executive support teams.

Before you enroll

Basic AI familiarity and experience preparing workplace recommendations.

How the 4 hours run

A Assess 30 min	Identify the decision-maker, the question, and the source material.
X eXplore 1 hr 10 min	Structuring briefs and business cases, and using AI to condense without distorting.
I Implement 2 hr	Draft the executive brief and business-case outline, then test each claim against sources.
S Sustain 20 min	Complete the assumption and cost worksheet and keep the templates.

Complete this course

Attend the live instructional hours and submit the course work products listed above.

This individual course has no formal assessment or capstone requirement. The hands-on activities help you practice and apply what you learn.

Digital badges and certificates of completion are issued through Certifier with a verification link.

Formal capstone assessment applies only when completing a full AI Mastery or role certificate pathway through AXL-30.

[Course completion and full-pathway requirements →](#)

Pathway fit

- Government Program Analysts certificate

Often taken next

- AXL-12 AI for Critical Thinking and Decision Making
- AXL-07 Using AI with PowerPoint

Enrollment & pricing

Private team training — quoted by scope. Pricing includes program preparation and facilitation, plus participant materials and resources.

Customization, travel and split-session delivery are scoped separately. Individual tuition: four-hour courses \$675; eight-hour courses \$995 for both four-hour parts, or \$675 per part purchased separately. Full-pathway pricing is listed separately.

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[Read enrollment, cancellation and accessibility policies →](#)

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Identifying Opportunities for AI Automation

8 instructional hours**\$995 per participant**

Live virtual, instructor-led

8 hours: Part 1 and Part 2, four hours each. Private onsite delivery by quote. Contact us for upcoming dates.

What you'll work on

Map a repeatable process and assess candidate steps for AI, automation, and human handling.

What you will be able to do

1. Map a repeatable process step by step.
2. Rate each step for AI assistance, automation, or human handling with a suitability scorecard.
3. Prioritize candidates and produce a pilot shortlist.

What you leave with: work products & reusable resources

- Opportunity inventory
- Suitability scorecard
- Prioritization matrix
- Pilot shortlist

Who it is for

Process owners, managers, and improvement teams.

Before you enroll

Knowledge of a business process; no coding required.

How the 8 hours run

Part 1 · Find automation opportunities · 4 hours

Assess and eXplore (3½ hours), then begin the applied exercise (½ hour). Work products: A current-process sketch and initial inventory of AI and automation opportunities.

Part 2 · Prioritize a pilot · 4 hours

Continue Implement (3½ hours), then Sustain (½ hour). Work products: A scored prioritization matrix, opportunity inventory, and pilot shortlist.

Tuition: \$995 per participant for both parts, or \$675 per part purchased separately. Part 2 builds on Part 1; contact Axis about equivalent preparation before enrolling in Part 2 alone. Full-course completion requires both parts and the course work products.

A Assess 1 hr	Choose a repeatable process and describe how it runs today.
X eXplore 2 hr 30 min	What makes a step suitable for AI, for automation, or for people, and the risks of each.
I Implement 4 hr	Map the process, score each step, and rank the candidates in a prioritization matrix.
S Sustain 30 min	Finalize the opportunity inventory and pilot shortlist.

Complete this course

Attend the live instructional hours and submit the course work products listed above.

This individual course has no formal assessment or capstone requirement. The hands-on activities help you practice and apply what you learn.

Digital badges and certificates of completion are issued through Certifier with a verification link.

Formal capstone assessment applies only when completing a full AI Mastery or role certificate pathway through AXL-30.

[Course completion and full-pathway requirements →](#)

Pathway fit

- AI Mastery

Often taken next

- AXL-17 AI for Process Mapping and Work Redesign
- AXL-23 Planning and Managing AI Projects for Leaders

Enrollment & pricing

Private team training — quoted by scope. Pricing includes program preparation and facilitation, plus participant materials and resources.

Customization, travel and split-session delivery are scoped separately. Individual tuition: four-hour courses \$675; eight-hour courses \$995 for both four-hour parts, or \$675 per part purchased separately. Full-pathway pricing is listed separately.

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[Read enrollment, cancellation and accessibility policies →](#)

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AI for Process Mapping and Work Redesign

8 instructional hours**\$995 per participant**

Live virtual, instructor-led

8 hours: Part 1 and Part 2, four hours each. Private onsite delivery by quote. Contact us for upcoming dates.

What you'll work on

Compare current and redesigned workflows, defining review points and employee responsibilities.

What you will be able to do

1. Document a current-state workflow.
2. Design a future-state workflow with defined human review points and employee responsibilities.
3. Assess the impact on roles and set controls for the redesigned work.

What you leave with: work products & reusable resources

- Current and future workflow maps
- Role-impact worksheet
- Control checklist

Who it is for

Operations, change, HR, and process-improvement teams.

Before you enroll

Familiarity with the process being examined.

How the 8 hours run

Part 1 · Map the current work · 4 hours

Assess and eXplore (3½ hours), then begin the applied exercise (½ hour). Work products: A current-state process map and initial AI opportunity and review-point notes.

Part 2 · Redesign the workflow · 4 hours

Continue Implement (3½ hours), then Sustain (½ hour). Work products: A future-state workflow, role-impact worksheet, and control checklist.

Tuition: \$995 per participant for both parts, or \$675 per part purchased separately. Part 2 builds on Part 1; contact Axis about equivalent preparation before enrolling in Part 2 alone. Full-course completion requires both parts and the course work products.

A Assess 1 hr	Choose the process and gather how it actually runs today.
X eXplore 2 hr 30 min	Work redesign principles, review points, and how AI changes who does what.
I Implement 4 hr	Map current and future workflows and complete the role-impact worksheet.
S Sustain 30 min	Finalize the control checklist and prepare next steps for stakeholder review.

Complete this course

Attend the live instructional hours and submit the course work products listed above.

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[Course completion and full-pathway requirements →](#)

Pathway fit

- AI Mastery

Often taken next

- AXL-16 Identifying Opportunities for AI Automation
- AXL-26 Leading People Through AI Adoption

Enrollment & pricing

Private team training — quoted by scope. Pricing includes program preparation and facilitation, plus participant materials and resources.

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Building Reusable AI Workflows

4 instructional hours

\$675 per participant

Live virtual, instructor-led

4 hours: half day or two 2-hour sessions. Private onsite delivery by quote. Contact us for upcoming dates.

What you'll work on

Build and test a repeatable sequence with defined inputs, instructions, outputs, and checks.

What you will be able to do

1. Define the inputs, instructions, outputs, and checks for a repeatable AI sequence.
2. Build the sequence and test it against defined cases.
3. Document a handoff so a colleague can run it.

What you leave with: work products & reusable resources

- Workflow playbook
- Reusable instructions
- Test cases
- Handoff checklist

Who it is for

Professionals moving beyond one-off prompts.

Before you enroll

AI fundamentals and practical prompting experience; no coding required.

You build a repeatable AI-assisted workflow and handoff guide. Production software deployment and connected-system integration are outside this course.

How the 4 hours run

A Assess 30 min	Pick a task you repeat and list what goes in and what must come out.
X eXplore 1 hr 10 min	Breaking work into steps, reusable instructions, and building in checks.
I Implement 2 hr	Build the workflow, run it against the test cases, and fix what fails.
S Sustain 20 min	Complete the workflow playbook and handoff checklist.

Complete this course

Attend the live instructional hours and submit the course work products listed above.

This individual course has no formal assessment or capstone requirement. The hands-on activities help you practice and apply what you learn.

Digital badges and certificates of completion are issued through Certifier with a verification link.

Formal capstone assessment applies only when completing a full AI Mastery or role certificate pathway through AXL-30.

[Course completion and full-pathway requirements →](#)

Pathway fit

- AI Mastery

Often taken next

- AXL-02 Practical Prompting for Reliable Results
- AXL-19 AI for Knowledge Transfer and SOP Development

Enrollment & pricing

Private team training — quoted by scope. Pricing includes program preparation and facilitation, plus participant materials and resources.

Customization, travel and split-session delivery are scoped separately. Individual tuition: four-hour courses \$675; eight-hour courses \$995 for both four-hour parts, or \$675 per part purchased separately. Full-pathway pricing is listed separately.

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AI for Knowledge Transfer and SOP Development

4 instructional hours

\$675 per participant

Live virtual, instructor-led

4 hours: half day or two 2-hour sessions. Private onsite delivery by quote. Contact us for upcoming dates.

What you'll work on

Convert an approved expert interview or process description into a usable procedure.

What you will be able to do

1. Plan and run an expert interview from an interview guide.
2. Convert interview or process notes into a draft SOP and job aid.
3. Validate the procedure with a checklist and assign a maintenance owner.

What you leave with: work products & reusable resources

- Draft SOP
- Expert interview guide
- Job-aid template
- Validation and maintenance checklist

Who it is for

Subject-matter experts, operations teams, and onboarding leads.

Before you enroll

Access to a non-sensitive sample process or supplied scenario.

How the 4 hours run

A Assess 30 min	Choose a non-sensitive process and review supplied interview notes or approved notes prepared before class.
X eXplore 1 hr 10 min	Capturing expert knowledge, turning notes into procedures, and where AI drops important detail.
I Implement 2 hr	Convert the interview or process description into an SOP and job aid, then validate it.
S Sustain 20 min	Finish the validation and maintenance checklist and keep the interview guide.

Complete this course

Attend the live instructional hours and submit the course work products listed above.

This individual course has no formal assessment or capstone requirement. The hands-on activities help you practice and apply what you learn.

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[Course completion and full-pathway requirements →](#)

Pathway fit

- Learning Professionals certificate

Often taken next

- AXL-20 AI for Learning and Instructional Design
- AXL-08 Using AI with Microsoft Word

Enrollment & pricing

Private team training — quoted by scope. Pricing includes program preparation and facilitation, plus participant materials and resources.

Customization, travel and split-session delivery are scoped separately. Individual tuition: four-hour courses \$675; eight-hour courses \$995 for both four-hour parts, or \$675 per part purchased separately. Full-pathway pricing is listed separately.

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AI for Learning and Instructional Design

8 instructional hours**\$995 per participant**

Live virtual, instructor-led

8 hours: Part 1 and Part 2, four hours each. Private onsite delivery by quote. Contact us for upcoming dates.

What you'll work on

Develop objectives, a practice activity, an assessment, and facilitator guidance for a short module.

What you will be able to do

1. Write measurable learning objectives for a short module.
2. Develop a practice activity and assessment, and check that they match the objectives.
3. Produce facilitator guidance and score the module against a learning-quality rubric.

What you leave with: work products & reusable resources

- Module storyboard
- Activity and assessment templates
- Facilitator guide
- Learning-quality rubric

Who it is for

L&D professionals, instructional designers, and trainers.

Before you enroll

Foundational instructional design knowledge and basic AI familiarity.

The assessment you design is for the learners in your module; it is not a formal assessment for your own course completion.

How the 8 hours run

Part 1 · Plan the learning experience · 4 hours

Assess and eXplore (3½ hours), then begin the applied exercise (½ hour). Work products: A learner and performance-gap brief and starter module storyboard.

Part 2 · Build and review the module · 4 hours

Continue Implement (3½ hours), then Sustain (½ hour). Work products: A module storyboard, learning activity, assessment, facilitator guide, and review rubric.

Tuition: \$995 per participant for both parts, or \$675 per part purchased separately. Part 2 builds on Part 1; contact Axis about equivalent preparation before enrolling in Part 2 alone. Full-course completion requires both parts and the course work products.

A Assess 1 hr	Define the audience, the performance gap, and the module's purpose.
X eXplore 2 hr 30 min	Using AI across the design process, and checking its output for accuracy and learning value.
I Implement 4 hr	Build the module storyboard, activity, assessment, and facilitator guide.
S Sustain 30 min	Score the module with the rubric and revise it.

Complete this course

Attend the live instructional hours and submit the course work products listed above.

This individual course has no formal assessment or capstone requirement. The hands-on activities help you practice and apply what you learn.

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[Course completion and full-pathway requirements →](#)

Pathway fit

- Learning Professionals certificate

Often taken next

- AXL-19 AI for Knowledge Transfer and SOP Development
- AXL-28 Building and Leading an AI Champions Network

Enrollment & pricing

Private team training — quoted by scope. Pricing includes program preparation and facilitation, plus participant materials and resources.

Customization, travel and split-session delivery are scoped separately. Individual tuition: four-hour courses \$675; eight-hour courses \$995 for both four-hour parts, or \$675 per part purchased separately. Full-pathway pricing is listed separately.

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Assessing Organizational AI Readiness with CAL

8 instructional hours

\$995 per participant

Live virtual, instructor-led

8 hours: Part 1 and Part 2, four hours each. Private onsite delivery by quote. Contact us for upcoming dates.

What you'll work on

Apply Capability, Authority, and Leadership to a scenario and identify evidence-backed readiness gaps.

What you will be able to do

1. Apply Capability, Authority, and Leadership to a scenario organization.
2. Collect and cite evidence for each readiness finding using an interview guide and evidence checklist.
3. Prioritize gaps in a readiness gap register.

What you leave with: work products & reusable resources

- CAL assessment worksheet
- Stakeholder interview guide
- Evidence checklist
- Prioritized gap register

Who it is for

Leaders, HR and L&D teams, and transformation partners.

Before you enroll

Understanding of organizational roles and basic AI concepts.

How the 8 hours run

Part 1 · Frame a CAL readiness assessment · 4 hours

Assess and eXplore (3½ hours), then begin the applied exercise (½ hour). Work products: A scenario evidence checklist, draft interview questions, and starter assessment notes.

Part 2 · Assess readiness and prioritize gaps · 4 hours

Continue Implement (3½ hours), then Sustain (½ hour). Work products: A completed scenario CAL assessment, prioritized gap register, stakeholder interview guide, and evidence checklist.

Tuition: \$995 per participant for both parts, or \$675 per part purchased separately. Part 2 builds on Part 1; contact Axis about equivalent preparation before enrolling in Part 2 alone. Full-course completion requires both parts and the course work products.

A Assess 1 hr	Introduce the CAL Framework and set the scenario organization's starting point.
X eXplore 2 hr 30 min	What each CAL dimension looks like in practice, and how to gather evidence for it.
I Implement 4 hr	Run the CAL assessment on the scenario and build the prioritized gap register.
S Sustain 30 min	Finalize the stakeholder interview guide and evidence checklist for your own organization.

Complete this course

Attend the live instructional hours and submit the course work products listed above.

This individual course has no formal assessment or capstone requirement. The hands-on activities help you practice and apply what you learn.

Digital badges and certificates of completion are issued through Certifier with a verification link.

Formal capstone assessment applies only when completing a full AI Mastery or role certificate pathway through AXL-30.

[Course completion and full-pathway requirements →](#)

Pathway fit

- AI Mastery

Often taken next

- AXL-22 Preparing Your Organization for AI Implementation with CAL
- AXL-23 Planning and Managing AI Projects for Leaders

Enrollment & pricing

Private team training — quoted by scope. Pricing includes program preparation and facilitation, plus participant materials and resources.

Customization, travel and split-session delivery are scoped separately. Individual tuition: four-hour courses \$675; eight-hour courses \$995 for both four-hour parts, or \$675 per part purchased separately. Full-pathway pricing is listed separately.

Request enrollment → · [View this course online →](#) · hello@axisadvisoryco.com

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Preparing Your Organization for AI Implementation with CAL

8 instructional hours

\$995 per participant

Live virtual, instructor-led

8 hours: Part 1 and Part 2, four hours each. Private onsite delivery by quote. Contact us for upcoming dates.

What you'll work on

Translate readiness findings into ownership, governance decisions, workforce preparation, and sequencing.

What you will be able to do

1. Convert readiness findings into ownership and governance decisions.
2. Sequence workforce preparation activities in a roadmap.
3. Prepare a responsibility matrix for leadership review and alignment.

What you leave with: work products & reusable resources

- Preparation roadmap
- Responsibility matrix
- Leadership alignment worksheet
- Adoption plan

Who it is for

Sponsors, program managers, and enablement leads.

Before you enroll

CAL readiness course or an equivalent documented readiness assessment.

How the 8 hours run

Part 1 · Translate readiness into priorities · 4 hours

Assess and eXplore (3½ hours), then begin the applied exercise (½ hour). Work products: An implementation-priority outline and draft ownership and sequencing decisions.

Part 2 · Build the preparation roadmap · 4 hours

Continue Implement (3½ hours), then Sustain (½ hour). Work products: A preparation roadmap, responsibility matrix, leadership alignment worksheet, and adoption plan.

Tuition: \$995 per participant for both parts, or \$675 per part purchased separately. Part 2 builds on Part 1; contact Axis about equivalent preparation before enrolling in Part 2 alone. Full-course completion requires both parts and the course work products.

A Assess 1 hr	Review readiness findings from a CAL assessment or equivalent documented assessment.
X eXplore 2 hr 30 min	Ownership, governance, workforce preparation, and sequencing for AI implementation.
I Implement 4 hr	Build the preparation roadmap and responsibility matrix from the findings.
S Sustain 30 min	Complete the leadership alignment worksheet and adoption plan.

Complete this course

Attend the live instructional hours and submit the course work products listed above.

This individual course has no formal assessment or capstone requirement. The hands-on activities help you practice and apply what you learn.

Digital badges and certificates of completion are issued through Certifier with a verification link.

Formal capstone assessment applies only when completing a full AI Mastery or role certificate pathway through AXL-30.

[Course completion and full-pathway requirements →](#)

Pathway fit

- AI Mastery

Often taken next

- AXL-21 Assessing Organizational AI Readiness with CAL
- AXL-23 Planning and Managing AI Projects for Leaders

Enrollment & pricing

Private team training — quoted by scope. Pricing includes program preparation and facilitation, plus participant materials and resources.

Customization, travel and split-session delivery are scoped separately. Individual tuition: four-hour courses \$675; eight-hour courses \$995 for both four-hour parts, or \$675 per part purchased separately. Full-pathway pricing is listed separately.

Request enrollment → · [View this course online →](#) · hello@axisadvisoryco.com

[Read enrollment, cancellation and accessibility policies →](#)

Individual course credentials recognize completion. Full AI Mastery and role certificate credentials also require passing the AXL-30 capstone. They are not academic credit, a professional license, or an accredited, government-endorsed or continuing-education-approved credential. Tuition is standard commercial pricing, not a GSA Schedule rate.

Planning and Managing AI Projects for Leaders

8 instructional hours**\$995 per participant**

Live virtual, instructor-led

8 hours: Part 1 and Part 2, four hours each. Private onsite delivery by quote. Contact us for upcoming dates.

What you'll work on

Select a repeatable process and draft a pilot plan covering data, scope, oversight, acceptance, ROI assumptions, and adoption.

What you will be able to do

1. Select a repeatable process suited to an AI pilot.
2. Draft a pilot charter covering data, scope, oversight, and acceptance criteria.
3. State ROI assumptions and an adoption plan.

What you leave with: work products & reusable resources

- AI pilot charter
- Data-collection plan
- Risk register
- Success and ROI worksheet
- Adoption checklist

Who it is for

Leaders accountable for an AI pilot or organizational initiative.

Before you enroll

Basic AI literacy and familiarity with project delivery; no coding required.

How the 8 hours run

Part 1 · Scope an AI pilot · 4 hours

Assess and eXplore (3½ hours), then begin the applied exercise (½ hour). Work products: A pilot problem statement, draft scope, and initial data, oversight, and acceptance requirements.

Part 2 · Build the project plan · 4 hours

Continue Implement (3½ hours), then Sustain (½ hour). Work products: A pilot charter, data-collection plan, risk register, success and ROI worksheet, and adoption checklist.

Tuition: \$995 per participant for both parts, or \$675 per part purchased separately. Part 2 builds on Part 1; contact Axis about equivalent preparation before enrolling in Part 2 alone. Full-course completion requires both parts and the course work products.

A Assess 1 hr	Choose a candidate process and the outcome the pilot should achieve.
X eXplore 2 hr 30 min	Pilot scoping, data needs, oversight, risk, and what acceptance looks like.
I Implement 4 hr	Draft the pilot charter, data-collection plan, and risk register.
S Sustain 30 min	Complete the success and ROI worksheet and adoption checklist.

Complete this course

Attend the live instructional hours and submit the course work products listed above.

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[Course completion and full-pathway requirements →](#)

Pathway fit

- AI Mastery
- Government Program Analysts certificate
- Managers and Supervisors certificate

Often taken next

- AXL-25 Measuring AI Adoption and Value
- AXL-16 Identifying Opportunities for AI Automation

Enrollment & pricing

Private team training — quoted by scope. Pricing includes program preparation and facilitation, plus participant materials and resources.

Customization, travel and split-session delivery are scoped separately. Individual tuition: four-hour courses \$675; eight-hour courses \$995 for both four-hour parts, or \$675 per part purchased separately. Full-pathway pricing is listed separately.

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[Read enrollment, cancellation and accessibility policies](#) →

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AI Traceability for Audit Readiness

8 instructional hours**\$995 per participant**

Live virtual, instructor-led

8 hours: Part 1 and Part 2, four hours each. Private onsite delivery by quote. Contact us for upcoming dates.

What you'll work on

Trace an AI-assisted work product from approved sources through validation, human decisions, and changes.

What you will be able to do

1. Record an AI-assisted work product's sources, instructions, and outputs in an AI-use record.
2. Document validation steps and human decisions in an approval and change log.
3. Assemble an evidence index that a reviewer can follow.

What you leave with: work products & reusable resources

- AI-use record
- Source register
- Validation checklist
- Approval and change log
- Evidence index

Who it is for

Program owners, governance teams, risk partners, and reviewers.

Before you enroll

Basic AI and governance familiarity. Documentation follows organizational access and retention rules; no audit guarantee.

How the 8 hours run

Part 1 · Design the evidence trail · 4 hours

Assess and eXplore (3½ hours), then begin the applied exercise (½ hour). Work products: A documentation-gap review and starter traceability record for sample AI-assisted work.

Part 2 · Build a traceable evidence package for review · 4 hours

Continue Implement (3½ hours), then Sustain (½ hour). Work products: A sample traceability record, evidence index, and validation checklist aligned to the scenario's review requirements.

Tuition: \$995 per participant for both parts, or \$675 per part purchased separately. Part 2 builds on Part 1; contact Axis about equivalent preparation before enrolling in Part 2 alone. Full-course completion requires both parts and the course work products.

A Assess 1 hr	Review how AI-assisted work is documented today and what a reviewer would ask for.
X eXplore 2 hr 30 min	What to record, when to record it, and how it follows your organization's access and retention rules.
I Implement 4 hr	Trace a sample work product from approved sources through validation and changes.
S Sustain 30 min	Build the evidence index and adopt the validation checklist.

Complete this course

Attend the live instructional hours and submit the course work products listed above.

This individual course has no formal assessment or capstone requirement. The hands-on activities help you practice and apply what you learn.

Digital badges and certificates of completion are issued through Certifier with a verification link.

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[Course completion and full-pathway requirements →](#)

Pathway fit

- AI Mastery

Often taken next

- AXL-03 Responsible AI in Everyday Work
- AXL-14 Evaluating AI Outputs

Enrollment & pricing

Private team training — quoted by scope. Pricing includes program preparation and facilitation, plus participant materials and resources.

Customization, travel and split-session delivery are scoped separately. Individual tuition: four-hour courses \$675; eight-hour courses \$995 for both four-hour parts, or \$675 per part purchased separately. Full-pathway pricing is listed separately.

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[Read enrollment, cancellation and accessibility policies →](#)

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Measuring AI Adoption and Value

8 instructional hours**\$995 per participant**

Live virtual, instructor-led

8 hours: Part 1 and Part 2, four hours each. Private onsite delivery by quote. Contact us for upcoming dates.

What you'll work on

Define a baseline, distinguish usage from proficiency and outcomes, and design an evaluation approach.

What you will be able to do

1. Establish a baseline before AI adoption begins.
2. Distinguish usage measures from proficiency and outcome measures.
3. Design an evaluation approach with KPIs and a benefits and cost tracker.

What you leave with: work products & reusable resources

- Measurement plan
- KPI dictionary
- Proficiency rubric
- Benefits and cost tracker
- Feedback-loop template

Who it is for

Program managers, enablement leads, and business analysts.

Before you enroll

Basic measurement skills and a supplied or approved AI use case.

How the 8 hours run

Part 1 · Define adoption and value · 4 hours

Assess and eXplore (3½ hours), then begin the applied exercise (½ hour). Work products: A success statement, draft measures, and baseline and evidence-source notes.

Part 2 · Build your measurement plan and tools · 4 hours

Continue Implement (3½ hours), then Sustain (½ hour). Work products: A measurement plan, KPI dictionary, proficiency rubric, benefits and cost tracker, and feedback loop.

Tuition: \$995 per participant for both parts, or \$675 per part purchased separately. Part 2 builds on Part 1; contact Axis about equivalent preparation before enrolling in Part 2 alone. Full-course completion requires both parts and the course work products.

A Assess 1 hr	Choose the AI use case and what success should mean for it.
X eXplore 2 hr 30 min	Usage, proficiency, and outcomes, and the common ways adoption metrics mislead.
I Implement 4 hr	Build the measurement plan, KPI dictionary, and proficiency rubric.
S Sustain 30 min	Set up the benefits and cost tracker and feedback loop.

Complete this course

Attend the live instructional hours and submit the course work products listed above.

This individual course has no formal assessment or capstone requirement. The hands-on activities help you practice and apply what you learn.

Digital badges and certificates of completion are issued through Certifier with a verification link.

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[Course completion and full-pathway requirements →](#)

Pathway fit

- AI Mastery

Often taken next

- AXL-23 Planning and Managing AI Projects for Leaders
- AXL-28 Building and Leading an AI Champions Network

Enrollment & pricing

Private team training — quoted by scope. Pricing includes program preparation and facilitation, plus participant materials and resources.

Customization, travel and split-session delivery are scoped separately. Individual tuition: four-hour courses \$675; eight-hour courses \$995 for both four-hour parts, or \$675 per part purchased separately. Full-pathway pricing is listed separately.

Request enrollment → · [View this course online →](#) · hello@axisadvisoryco.com

[Read enrollment, cancellation and accessibility policies →](#)

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Leading People Through AI Adoption

8 instructional hours**\$995 per participant**

Live virtual, instructor-led

8 hours: Part 1 and Part 2, four hours each. Private onsite delivery by quote. Contact us for upcoming dates.

What you'll work on

Practice responding to uncertainty and redesign a team adoption approach using realistic scenarios.

What you will be able to do

1. Respond to employee uncertainty about AI using a conversation guide.
2. Describe role impacts honestly in a role-impact worksheet.
3. Produce a team communication plan and a leadership action plan.

What you leave with: work products & reusable resources

- Team communication plan
- Role-impact worksheet
- Leadership action plan
- Conversation guide

Who it is for

People managers, executives, and change leaders.

Before you enroll

People leadership or change responsibilities; basic AI literacy.

How the 8 hours run

Part 1 · Understand the people side of adoption · 4 hours

Assess and eXplore (3½ hours), then begin the applied exercise (½ hour). Work products: A team concerns map, leader talking points, and starter adoption approach.

Part 2 · Practice and plan leader action · 4 hours

Continue Implement (3½ hours), then Sustain (½ hour). Work products: Practiced conversation responses, communication plan, and leadership action plan.

Tuition: \$995 per participant for both parts, or \$675 per part purchased separately. Part 2 builds on Part 1; contact Axis about equivalent preparation before enrolling in Part 2 alone. Full-course completion requires both parts and the course work products.

A Assess 1 hr	Surface the concerns and questions your team is raising about AI.
X eXplore 2 hr 30 min	How people respond to workplace AI change and what leaders can say and do about it.
I Implement 4 hr	Practice difficult conversations with realistic scenarios and redesign your team's adoption approach.
S Sustain 30 min	Finalize the communication plan and leadership action plan.

Complete this course

Attend the live instructional hours and submit the course work products listed above.

This individual course has no formal assessment or capstone requirement. The hands-on activities help you practice and apply what you learn.

Digital badges and certificates of completion are issued through Certifier with a verification link.

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[Course completion and full-pathway requirements →](#)

Pathway fit

- AI Mastery
- Managers and Supervisors certificate
- HR Professionals certificate

Often taken next

- AXL-27 Coaching Teams to Use AI Responsibly
- AXL-29 AI for Stakeholder Engagement and Change Communication

Enrollment & pricing

Private team training — quoted by scope. Pricing includes program preparation and facilitation, plus participant materials and resources.

Customization, travel and split-session delivery are scoped separately. Individual tuition: four-hour courses \$675; eight-hour courses \$995 for both four-hour parts, or \$675 per part purchased separately. Full-pathway pricing is listed separately.

[Request enrollment →](#) · [View this course online →](#) · hello@axisadvisoryco.com

[Read enrollment, cancellation and accessibility policies →](#)

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Coaching Teams to Use AI Responsibly

4 instructional hours**\$675 per participant**

Live virtual, instructor-led

4 hours: half day or two 2-hour sessions. Private onsite delivery by quote. Contact us for upcoming dates.

What you'll work on

Coach an employee through a flawed AI output and establish practical team expectations.

What you will be able to do

1. Coach an employee through a flawed AI output using a coaching guide.
2. Give specific, usable feedback against a feedback rubric.
3. Create a team working agreement and escalation checklist.

What you leave with: work products & reusable resources

- Coaching guide
- Team working agreement
- Feedback rubric
- Escalation checklist

Who it is for

Managers, supervisors, and team leads.

Before you enroll

Basic AI literacy and people-management experience.

Also delivered as

Responsible AI for Managers (with AXL-03)

The Responsible AI for Managers option combines AXL-03 and AXL-27.

How the 4 hours run

A Assess 30 min	Review how your team uses AI today and where the problems show up.
X eXplore 1 hr 10 min	Coaching conversations about AI mistakes, and setting clear expectations.
I Implement 2 hr	Practice coaching on flawed outputs and draft the team working agreement.
S Sustain 20 min	Finish the feedback rubric and escalation checklist.

Complete this course

Attend the live instructional hours and submit the course work products listed above.

This individual course has no formal assessment or capstone requirement. The hands-on activities help you practice and apply what you learn.

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[Course completion and full-pathway requirements →](#)

Pathway fit

- Managers and Supervisors certificate

Often taken next

- AXL-03 Responsible AI in Everyday Work
- AXL-26 Leading People Through AI Adoption

Enrollment & pricing

Private team training — quoted by scope. Pricing includes program preparation and facilitation, plus participant materials and resources.

Customization, travel and split-session delivery are scoped separately. Individual tuition: four-hour courses \$675; eight-hour courses \$995 for both four-hour parts, or \$675 per part purchased separately. Full-pathway pricing is listed separately.

Request enrollment → · [View this course online](#) → · hello@axisadvisoryco.com

[Read enrollment, cancellation and accessibility policies →](#)

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Building and Leading an AI Champions Network

8 instructional hours

\$995 per participant

Live virtual, instructor-led

8 hours: Part 1 and Part 2, four hours each. Private onsite delivery by quote. Contact us for upcoming dates.

What you'll work on

Design champion roles, selection criteria, operating routines, and support arrangements.

What you will be able to do

1. Define champion roles, selection criteria, and time expectations.
2. Design operating routines and support arrangements for the network.
3. Produce a launch plan and progress tracker.

What you leave with: work products & reusable resources

- Champions charter
- Role profile
- Launch plan
- Meeting toolkit
- Progress tracker

Who it is for

L&D, change, and AI enablement leads.

Before you enroll

Basic AI literacy and familiarity with workforce development or change.

How the 8 hours run

Part 1 · Design the champions network · 4 hours

Assess and eXplore (3½ hours), then begin the applied exercise (½ hour). Work products: A network purpose statement, draft champion role, and initial selection criteria.

Part 2 · Plan launch and sustainment · 4 hours

Continue Implement (3½ hours), then Sustain (½ hour). Work products: A network charter, role profile, operating routines, launch plan, meeting toolkit, and progress tracker.

Tuition: \$995 per participant for both parts, or \$675 per part purchased separately. Part 2 builds on Part 1; contact Axis about equivalent preparation before enrolling in Part 2 alone. Full-course completion requires both parts and the course work products.

A Assess 1 hr	Assess your organization's need for a champions network and who could lead it.
X eXplore 2 hr 30 min	Champion roles, selection, and what keeps a network active after launch.
I Implement 4 hr	Design the charter, role profile, and operating routines.
S Sustain 30 min	Complete the launch plan, meeting toolkit, and progress tracker.

Complete this course

Attend the live instructional hours and submit the course work products listed above.

This individual course has no formal assessment or capstone requirement. The hands-on activities help you practice and apply what you learn.

Digital badges and certificates of completion are issued through Certifier with a verification link.

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[Course completion and full-pathway requirements →](#)

Pathway fit

- AI Mastery
- Learning Professionals certificate

Often taken next

- AXL-25 Measuring AI Adoption and Value
- AXL-26 Leading People Through AI Adoption

Enrollment & pricing

Private team training — quoted by scope. Pricing includes program preparation and facilitation, plus participant materials and resources.

Customization, travel and split-session delivery are scoped separately. Individual tuition: four-hour courses \$675; eight-hour courses \$995 for both four-hour parts, or \$675 per part purchased separately. Full-pathway pricing is listed separately.

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AI for Stakeholder Engagement and Change Communication

4 instructional hours

\$675 per participant

Live virtual, instructor-led

4 hours: half day or two 2-hour sessions. Private onsite delivery by quote. Contact us for upcoming dates.

What you'll work on

Map stakeholder needs and develop messages and feedback mechanisms for an AI initiative.

What you will be able to do

1. Map stakeholders by interest, influence, and concerns.
2. Draft audience-specific messages for an AI initiative.
3. Design a feedback mechanism and an action log.

What you leave with: work products & reusable resources

- Stakeholder map
- Communication plan
- Message templates
- Feedback and action log

Who it is for

Change practitioners, communicators, and program leads.

Before you enroll

Basic AI literacy and a supplied or approved change scenario.

How the 4 hours run

A Assess 30 min	Describe the AI initiative and who it affects.
X eXplore 1 hr 10 min	Stakeholder analysis and change messaging, and where AI helps and where it should not speak for you.
I Implement 2 hr	Build the stakeholder map and draft the communication plan and message templates.
S Sustain 20 min	Set up the feedback and action log.

Complete this course

Attend the live instructional hours and submit the course work products listed above.

This individual course has no formal assessment or capstone requirement. The hands-on activities help you practice and apply what you learn.

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[Course completion and full-pathway requirements →](#)

Pathway fit

- Learning Professionals certificate

Often taken next

- AXL-26 Leading People Through AI Adoption
- AXL-05 Using AI Creatively at Work

Enrollment & pricing

Private team training — quoted by scope. Pricing includes program preparation and facilitation, plus participant materials and resources.

Customization, travel and split-session delivery are scoped separately. Individual tuition: four-hour courses \$675; eight-hour courses \$995 for both four-hour parts, or \$675 per part purchased separately. Full-pathway pricing is listed separately.

Request enrollment → · [View this course online](#) → · hello@axisadvisoryco.com

[Read enrollment, cancellation and accessibility policies](#) →

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Applied AI Enablement Capstone Lab

16 instructional hours

\$2,495 per participant

Live virtual, instructor-led

16 hours: two days or four 4-hour sessions. Private onsite delivery by quote. Contact us for upcoming dates.

What you'll work on

Integrate prior learning into a workplace workflow or an organizational pilot plan and demonstrate it for feedback.

What you will be able to do

1. Integrate prior learning into a workplace workflow or organizational pilot plan.
2. Demonstrate the work and receive assessor feedback against a rubric.
3. Revise the work and write a next-step plan.

What you leave with: work products & reusable resources

- Completed capstone
- Reusable implementation toolkit
- Assessor feedback against a rubric
- Next-step plan

Who it is for

Participants completing a full AI Mastery or role certificate pathway.

Before you enroll

AXL-30 is for participants completing AI Mastery or a role certificate. Complete the required courses in your selected pathway before the final capstone assessment.

How the 16 hours run

A Assess 2 hr	Review your pathway courses and choose the capstone focus.
X eXplore 5 hr	Capstone expectations, the feedback rubric, and worked examples.
I Implement 8 hr	Build the capstone and demonstrate it for feedback.
S Sustain 1 hr	Revise against the feedback and complete the implementation toolkit and next-step plan.

Pathway capstone assessment

AXL-30 is the assessed capstone for learners completing a full AI Mastery or role certificate pathway. Build and demonstrate your capstone, receive assessor feedback, and revise your work. All five full pathways use the same six-criterion rubric; only the work products change by pathway.

Pass: weighted score of 3.0 or higher, no criterion at 1, and both required gates at 3 or higher: Checking the AI output; Responsible use and traceability.

Revision: one revision within 14 days at no charge. Only criteria below 3 are rescored.

Digital badges and certificates of completion are issued through Certifier with a verification link.

[Read assessment requirements and the full rubric →](#)

Pathway fit

- AI Mastery
- Government Program Analysts certificate
- Managers and Supervisors certificate
- Learning Professionals certificate
- HR Professionals certificate

Often taken next

- AXL-01 AI Essentials for the Workforce
- AXL-21 Assessing Organizational AI Readiness with CAL

Enrollment & pricing

Private team training — quoted by scope. Pricing includes program preparation and facilitation, plus participant materials and resources.

Customization, travel and split-session delivery are scoped separately. Individual tuition: four-hour courses \$675; eight-hour courses \$995 for both four-hour parts, or \$675 per part purchased separately. Full-pathway pricing is listed separately.

[Request enrollment →](#) · [View this course online →](#) · hello@axisadvisoryco.com

[Read enrollment, cancellation and accessibility policies →](#)

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AI Governance and Policy Compliance for Federal Work

8 instructional hours**\$995 per participant**

Live virtual, instructor-led

8 hours: Part 1 and Part 2, four hours each. Private onsite delivery by quote. Contact us for upcoming dates.

What you'll work on

Complete a use-case inventory entry and risk and impact assessment for a supplied or approved, non-sensitive AI use case, and map it to the NIST AI Risk Management Framework.

What you will be able to do

1. Apply the NIST AI Risk Management Framework functions (Govern, Map, Measure, Manage) to a real use case.
2. Complete a use-case inventory entry with a risk and impact assessment.
3. Draft an oversight and escalation plan with named owners.

What you leave with: work products & reusable resources

- Use-case inventory entry
- Risk and impact assessment
- Framework crosswalk
- Oversight and escalation plan

Who it is for

Program managers, policy and compliance staff, and contractor teams supporting federal programs.

Before you enroll

Basic AI literacy and your agency or contractor policies. Not legal advice; current policy sources are reviewed in class.

How the 8 hours run

Part 1 · Frame governance for a federal use case · 4 hours

Assess and eXplore (3½ hours), then begin the applied exercise (½ hour). Work products: A starter use-case inventory entry and notes on applicable policy, risk, and human oversight.

Part 2 · Build governance work products · 4 hours

Continue Implement (3½ hours), then Sustain (½ hour). Work products: A use-case inventory entry, risk and impact assessment, framework crosswalk, oversight and escalation plan, and policy-review calendar.

Tuition: \$995 per participant for both parts, or \$675 per part purchased separately. Part 2 builds on Part 1; contact Axis about equivalent preparation before enrolling in Part 2 alone. Full-course completion requires both parts and the course work products.

A Assess 1 hr	Use a supplied scenario or an approved, non-sensitive program use case and the applicable policies.
X eXplore 2 hr 30 min	The NIST AI RMF, current federal AI policy sources, use-case inventories, impact and risk assessment, and human oversight.
I Implement 4 hr	Complete the inventory entry, risk and impact assessment, and framework crosswalk for your use case.
S Sustain 30 min	Draft the oversight and escalation plan and a policy-review calendar.

Complete this course

Attend the live instructional hours and submit the course work products listed above.

This individual course has no formal assessment or capstone requirement. The hands-on activities help you practice and apply what you learn.

Digital badges and certificates of completion are issued through Certifier with a verification link.

Formal capstone assessment applies only when completing a full AI Mastery or role certificate pathway through AXL-30.

[Course completion and full-pathway requirements →](#)

Pathway fit

- Stands alone or in team bundles

Often taken next

- AXL-22 Preparing Your Organization for AI Implementation with CAL
- AXL-32 Handling Sensitive Government Information with AI

Enrollment & pricing

Private team training — quoted by scope. Pricing includes program preparation and facilitation, plus participant materials and resources.

Customization, travel and split-session delivery are scoped separately. Individual tuition: four-hour courses \$675; eight-hour courses \$995 for both four-hour parts, or \$675 per part purchased separately. Full-pathway pricing is listed separately.

Request enrollment → · [View this course online →](#) · hello@axisadvisoryco.com

[Read enrollment, cancellation and accessibility policies →](#)

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Handling Sensitive Government Information with AI

4 instructional hours

\$675 per participant

Live virtual, instructor-led

4 hours: half day or two 2-hour sessions. Private onsite delivery by quote. Contact us for upcoming dates.

What you'll work on

Sort realistic scenarios into what may be entered into an approved AI tool, what must be redacted, and what stays out.

What you will be able to do

1. Decide what information may be entered into an approved AI tool under organizational policy.
2. Redact or reframe a prompt so it leaves out sensitive details.
3. Spot prompt-injection and data-leakage risks, and know when AI-assisted work becomes a record.

What you leave with: work products & reusable resources

- Information-handling decision guide
- Redaction checklist
- Prompt-injection and data-leakage checklist
- Records and disclosure reminder card

Who it is for

Federal employees and contractor staff who handle sensitive, controlled, or personal information.

Before you enroll

Basic AI literacy and your organization's data-handling and records policies, supplied by you.

How the 4 hours run

A Assess 30 min	Work with supplied scenarios or approved, non-sensitive examples of information-handling decisions and the applicable policies.
X eXplore 1 hr 10 min	Sensitive and controlled information, privacy, records and disclosure, and how AI tools can leak or be manipulated.
I Implement 2 hr	Sort scenarios, redact prompts, and build your decision guide.
S Sustain 20 min	Finish the checklists and reminder card for your team.

Complete this course

Attend the live instructional hours and submit the course work products listed above.

This individual course has no formal assessment or capstone requirement. The hands-on activities help you practice and apply what you learn.

Digital badges and certificates of completion are issued through Certifier with a verification link.

Formal capstone assessment applies only when completing a full AI Mastery or role certificate pathway through AXL-30.

[Course completion and full-pathway requirements →](#)

Pathway fit

- Stands alone or in team bundles

Often taken next

- AXL-03 Responsible AI in Everyday Work
- AXL-31 AI Governance and Policy Compliance for Federal Work

Enrollment & pricing

Private team training — quoted by scope. Pricing includes program preparation and facilitation, plus participant materials and resources.

Customization, travel and split-session delivery are scoped separately. Individual tuition: four-hour courses \$675; eight-hour courses \$995 for both four-hour parts, or \$675 per part purchased separately. Full-pathway pricing is listed separately.

Request enrollment → · View this course online → · hello@axisadvisoryco.com

[Read enrollment, cancellation and accessibility policies →](#)

Individual course credentials recognize completion. Full AI Mastery and role certificate credentials also require passing the AXL-30 capstone. They are not academic credit, a professional license, or an accredited, government-endorsed or continuing-education-approved credential. Tuition is standard commercial pricing, not a GSA Schedule rate.

AI in Talent Acquisition

8 instructional hours**\$995 per participant**

Live virtual, instructor-led

8 hours: Part 1 and Part 2, four hours each. Private onsite delivery by quote. Contact us for upcoming dates.

What you'll work on

Build a talent acquisition workflow with AI, with human review at every decision point, and check it for bias and adverse impact.

What you will be able to do

- Write and audit job descriptions and sourcing plans with AI, and check them for biased language.
- Design a structured interview kit and a screening workflow with human review at every decision point.
- Run an adverse-impact check on a sample dataset and document what you would escalate.

What you leave with: work products & reusable resources

- Job description and sourcing content
- Structured interview kit
- Screening workflow and human-review map
- Adverse-impact checklist and audit log

Who it is for

Recruiters, talent acquisition partners and HR generalists

Before you enroll

Basic AI literacy and hiring experience. Current rules on AI in hiring are reviewed from current sources in class. Not legal advice.

Session options

One day or two 4-hour sessions.

How the 8 hours run

Part 1 · Map AI use in hiring · 4 hours

Assess and eXplore (3½ hours), then begin the applied exercise (½ hour). Work products: A hiring-workflow map and initial AI risk and human-review notes.

Part 2 · Build and review hiring resources · 4 hours

Continue Implement (3½ hours), then Sustain (½ hour). Work products: A hiring workflow, interview kit, human-review map, sample adverse-impact check, audit log, and team action plan.

Tuition: \$995 per participant for both parts, or \$675 per part purchased separately. Part 2 builds on Part 1; contact Axis about equivalent preparation before enrolling in Part 2 alone. Full-course completion requires both parts and the course work products.

A · Assess 1 hour	Map your current hiring workflow and mark where AI is, or could be, used.
X · eXplore 2 hours 30 minutes	Where AI helps and where it creates risk in sourcing, screening and interviewing, and the rules that apply.
I · Implement 4 hours	Build the workflow, interview kit and human-review map, then run an adverse-impact check on sample data.
S · Sustain 30 minutes	Finish the audit log and a one-page plan for using the workflow with your team.

Complete this course

Attend the live instructional hours and submit the course work products listed above.

This individual course has no formal assessment or capstone requirement. The hands-on activities help you practice and apply what you learn.

Digital badges and certificates of completion are issued through Certifier with a verification link.

Formal capstone assessment applies only when completing a full AI Mastery or role certificate pathway through AXL-30.

[Course completion and full-pathway requirements →](#)

Pathway fit

[AI Certificate for HR Professionals](#)

Enrollment & pricing

Private team training — quoted by scope. Pricing includes program preparation and facilitation, plus participant materials and resources.

Customization, travel and split-session delivery are scoped separately. Individual tuition: four-hour courses \$675; eight-hour courses \$995 for both four-hour parts, or \$675 per part purchased separately. Full-pathway pricing is listed separately.

Request enrollment → · [View this course online](#) → · hello@axisadvisoryco.com

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AI in Employee Relations and Policy

8 instructional hours**\$995 per participant**

Live virtual, instructor-led

8 hours: Part 1 and Part 2, four hours each. Private onsite delivery by quote. Contact us for upcoming dates.

What you'll work on

Update a policy with AI against its source, and document a synthetic employee-relations case consistently, with a clear line for legal review.

What you will be able to do

- Draft and interpret a policy update with AI and check it against the source policy.
- Document a complaint or corrective-action case consistently without putting protected data into an unapproved tool.
- Explain benefits and leave rules in plain language and know where legal review starts.

What you leave with: work products & reusable resources

- Policy update and source crosswalk
- Synthetic case-documentation template
- Benefits and leave guide
- Escalation and rollout plan

Who it is for

HR business partners, employee relations specialists and HR generalists

Before you enroll

Basic AI literacy and employee-relations experience. Synthetic cases only; no real employee data in class. Not legal advice.

Session options

One day or two 4-hour sessions.

How the 8 hours run

Part 1 · Frame responsible policy and case work · 4 hours

Assess and eXplore (3½ hours), then begin the applied exercise (½ hour). Work products: A policy and case-work process review and initial privacy and escalation notes.

Part 2 · Build policy and case resources · 4 hours

Continue Implement (3½ hours), then Sustain (½ hour). Work products: A policy update with source crosswalk, synthetic case template, benefits and leave guide, escalation guide, and rollout plan.

Tuition: \$995 per participant for both parts, or \$675 per part purchased separately. Part 2 builds on Part 1; contact Axis about equivalent preparation before enrolling in Part 2 alone. Full-course completion requires both parts and the course work products.

A · Assess 1 hour	Review how your team documents cases and updates policy today, and where errors creep in.
X · eXplore 2 hours 30 minutes	What AI can and cannot do in policy and case work, privacy limits, and escalation triggers.
I · Implement 4 hours	Update a policy with a source crosswalk, document a synthetic case, and draft a plain-language benefits and leave guide from supplied policy examples.
S · Sustain 30 minutes	Finish the escalation guide and a short plan for rolling the templates out.

Complete this course

Attend the live instructional hours and submit the course work products listed above.

This individual course has no formal assessment or capstone requirement. The hands-on activities help you practice and apply what you learn.

Digital badges and certificates of completion are issued through Certifier with a verification link.

Formal capstone assessment applies only when completing a full AI Mastery or role certificate pathway through AXL-30.

[Course completion and full-pathway requirements →](#)

Pathway fit

[AI Certificate for HR Professionals](#)

Enrollment & pricing

Private team training — quoted by scope. Pricing includes program preparation and facilitation, plus participant materials and resources.

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