

# Academic Senate Staff Report

December 3, 2025

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## University Employee Events & Opportunities

### • Enterprise Faculty/Staff Appreciation Week – December 1<sup>st</sup> to December 5<sup>th</sup>

**Date:** Monday, December 1<sup>st</sup> to Friday, December 5<sup>th</sup>

**Time:** 11:30 AM to 1:00 PM

**Location:** Centerpointe Dining

[RSVP Here](#)

#### Enjoy these special offers throughout the week:

- Holiday Week at Centerpointe - \$8.50 entry fee for lunch. To celebrate the connections that make our campus strong, faculty and staff are invited to enjoy a special discounted price at Centerpointe during Holiday Week and may bring up to two student guests\* to dine for free.
- 20% off at select dining locations across campus.\*\*
- 25% off gifts and emblematic apparel at Bronco Bookstore.\*\*\*

\* *RSVP required for free student guests (link below).*

\*\* *Excludes Elements, Fitbites, Panda Express, Hibachi-San, Poly Trolley 2.*

\*\*\* *Exclusions apply; may not be combined with other discounts.*

### • Enchant Christmas at Santa Anita Park – Discount through December 6<sup>th</sup>

**Dates:** Friday, November 21<sup>st</sup> through Sunday, December 28<sup>th</sup>

**Location:** Santa Anita Park – Arcadia

[Get Tickets Here](#) - save 20%\* on Winter Wonderland tickets when entering your CPP email at checkout.

Cal Poly Pomona students, faculty, and staff are invited to enjoy a magical Winter Wonderland for up to 20% off your tickets when you claim them **by December 6<sup>th</sup>**.

For the first time in Southern California history, Santa Anita Park will be transformed into a festive holiday destination. Experience the World's Largest Christmas Light Maze, glide along a sparkling ice-skating trail, and explore over 10 acres of holiday cheer. Come celebrate the season with dazzling lights, joyful music, and holiday vendors offering delicious treats and unique gifts — the perfect way to make lasting winter memories!

### • University Library Therapy Dogs – December 4<sup>th</sup> through December 11<sup>th</sup>

**Location:** University Library, 2<sup>nd</sup> Floor, Bronco Community Zone

**Date:** Thursday, December 4<sup>th</sup>

**Time:** 10:00 AM to 12:00 PM, 2:00 to 3:00 PM

**Date:** Friday, December 5<sup>th</sup>

**Time:** 12:00 to 2:00 PM

**Date:** Tuesday, December 9<sup>th</sup>

**Time:** 10:00 AM to 12:00 PM, 1:00 to 3:00 PM

**Date:** Wednesday, December 10<sup>th</sup>

**Time:** 2:00 to 3:00 PM

**Date:** Thursday, December 11<sup>th</sup>

**Time:** 10:00 AM to 12:00 PM

Need a study break or a little stress relief? Come meet our friendly therapy dogs! Take a moment to unwind, pet some adorable pups, and let your worries melt away. It's the perfect way to recharge during a busy week. Open to students, faculty, staff, and all members of the campus community. Drop in anytime, wagging tails are waiting for you!

## • Humanities Podcasting & Delegating Decisions to Machines – December 4<sup>th</sup>

**Date:** Thursday, December 4<sup>th</sup>

**Location:** Building 7, Room 235

### First Session - Humanities Podcasting

**Time:** 11:30 AM to 12:45 PM

### Second Session – Delegating Decisions to Machines

**Time:** 1:00 to 2:15 PM

#### [Registration Link for Both Sessions](#)

Experience a special double event with Barry Lam, philosophy professor at UC Riverside and creator of Slate's acclaimed podcast Hi-Phi Nation. The first session, Humanities Podcasting, offers a behind-the-scenes look at crafting powerful audio storytelling. The second session, Delegating Decisions to Machines: The Case for Human Discretion, draws from his new book Fewer Rules, Better People: The Case for Discretion and examines when human judgment should guide technology.

## • LEGO Build and Chill – December 5<sup>th</sup> through December 9<sup>th</sup>

**Date:** Friday, December 5<sup>th</sup> and Monday, December 8<sup>th</sup>

**Time:** 2:00 to 4:00 PM

**Location:** University Library, 2<sup>nd</sup> Floor, Bronco Community Zone

**Date:** Tuesday, December 9<sup>th</sup>

**Time:** 9:00 to 10:00 AM

**Location:** University Library, 2<sup>nd</sup> Floor, Bronco Community Zone

Unleash your creativity and take a break from the busy week! Join us for a relaxed LEGO® building session, whether you're crafting a masterpiece, collaborating with friends, or just stacking bricks for fun, it's all about creativity and connection. All supplies are provided, just bring your imagination! Open to students, faculty, staff, and all members of the campus community.

## • Sunday Horse Show – December 7<sup>th</sup>

**Date:** Monday, December 8<sup>th</sup>

**Time:** 2:00 PM

**Location:** W.K. Kellogg Arabian Horse Center

#### [Tickets available here](#)

Enjoy an afternoon with our talented students and the famed Arabian horses of the W.K. Kellogg Arabian Horse Center. The Sunday Horse Show showcases classic maneuvers, student horsemanship, and the long-standing traditions of the former Kellogg Ranch. After the performance, spectators are welcome to meet the horses up close.

## • Button Making and Drawing – December 8<sup>th</sup>

**Date:** Monday, December 8<sup>th</sup>

**Time:** 10:00 AM to 12:00 PM

**Location:** University Library, 2<sup>nd</sup> Floor, Bronco Community Zone

Take a break and unwind at our creative de-stress event! Drop by the library to design your own pinback buttons or enjoy some casual drawing time. All materials are provided, just bring your imagination and a friend! Open to students, faculty, staff, and all members of the campus community. Limit of 3 pinback buttons for this session!

## • Holiday Market at Kellogg Ranch – December 13<sup>th</sup>

**Date:** Saturday, December 13<sup>th</sup>

**Time:** 3:00 to 7:00 PM

**Location:** Kellogg Ranch, AGRIsclapes (Cal Poly Pomona Farm Store)

[Tickets available here](#)

Celebrate the season at AGRIsclapes' Holiday Market, featuring local artisans, festive food, holiday lights and décor, and family-friendly activities including the Petting Farm and Hay Wagon Ride. Guests can also enjoy themed photo props perfect for capturing holiday memories.

## • Pet Spay, Neuter & Dental Cleaning Services – January 5<sup>th</sup> to May 28<sup>th</sup>

[Request an appointment here](#)

The Animal Health Science program will offer reduced cost spay, neuter and dental cleaning services for cats and dogs throughout Spring 2026. The clinic supports student training while providing essential care for pets in the campus community. Appointments are available

Monday through Thursday from January through early May and first come, first served. Eventbrite fees must be paid within 48 hours of receiving an appointment date. For questions, contact

[ahsprogram@cpp.edu](mailto:ahsprogram@cpp.edu).

## • LA Clippers College Night – January 25<sup>th</sup>

**Date:** Sunday, January 25<sup>th</sup>

**Time:** 6:00 PM

**Location:** Intuit Dome – Inglewood

[Ticket Portal](#)

Cal Poly Pomona and the LA Clippers have teamed up to reward our amazing students, employees and staff with discounted tickets, as low as \$21.00 (while available).

### How to redeem your tickets:

- Visit the Ticket Portal
- Confirm your access by entering your school email
- Select your desired seating level and quantity of seats

### Important things to know:

- Select your quantity of seats before entering the discount.
- Tickets are subject to availability, don't wait, claim yours!
- Tickets are non-transferable and not eligible for resale.
- Ticketing fees still apply. No refunds or exchanges.

# Employee News & Updates

## • Common Human Resource System (CHRS) Launch

### [CHRS Website](#)

The Common Human Resources System (CHRS) is replacing our current HR system. All 23 CSU campuses are switching to this single platform. CPP is in "Wave 4" with 7 other campuses going live on **March 23, 2026**.

### Why This is Happening

- **One system for everyone:** All CSU campuses will work the same way
- **Less redundancy:** Combines multiple HR functions into one place
- **Better security:** Centralized data management with stricter privacy
- **More transparency:** You'll have better access to your own HR info

### What Changes for Employees

- **New look and feel:** The interface uses visual tiles instead of menus (mobile-friendly)
- **One login for everything:** If you work at multiple CSU campuses, you only update your info once
- **Personal data updates:** Address, emergency contacts, preferred name—all updated in CHRS Employee Self Service (not MyCPP anymore)
- **Leave/absence tracking:** You can request time off up to 12 months in advance, see forecasted balances, and your leave balances will update faster (twice daily instead of monthly)
- **Benefits:** eBenefits self-service for enrollment, with guided "life events" processes for marriage, birth, adoption, divorce, etc.

## • Employee Affinity Groups

### [Employee Affinity Group Website](#)

Employee Affinity Groups (EAG) bring together Cal Poly Pomona employees who share common identities, interests, or goals. The purpose is to foster belonging, connection, and collaboration across campus. These employee-led groups create spaces for support, networking, and professional growth and help make CPP an even more inclusive and engaged community.

If you are interested in joining an existing group or starting a new one, visit our Employee Affinity Group website.

## • CPP Delegation of Fiscal Authority Update

### [Delegation of Fiscal Authority \(DOA\) Website](#)

The CSU Chancellor's Office has standardized the Delegation of Fiscal Authority (DOA) structure across all campuses. The updated DOA will take effect at Cal Poly Pomona starting this month. This update aligns fiscal authority processes systemwide and ensures consistency in financial decision-making. The new DOA module in the Common Financial System (CFS) will help campus fiscal operations, such as General Accounting, Accounts Payable, and Purchasing, verify that the person signing a document has the proper authority.

### What is Delegation of Authority and Why Should You Care?

This is the system that determines who can approve spending money at Cal Poly Pomona. If you need to buy something, travel, or host an event, someone with the right approval level needs to sign off on it.

### The Five Approval Levels (Simplified)

- Level 1 (President/CFO): Can approve anything, unlimited amounts
- Level 2 (VPs/Provost): Can approve up to \$5 million
- Level 3 (VPs/Provost - lower tier): Can approve up to \$500,000
- Level 4 (Deans, AVPs, Department Chairs, Directors): Can approve up to \$100,000
- Level 5 (Associate Deans, support staff): Can approve up to \$5,000

### **What This Means for Your Day-to-Day**

If you need to:

- Buy supplies or services (through CSUBUY)
- Submit travel expenses (through Concur)
- Pay for hospitality/food at events

...then someone with DOA at the appropriate level for that dollar amount must approve it.

**You cannot approve your own purchase** - If you initiate a transaction, someone else has to approve it. (This is why departments need at least 2 people with DOA.)

### **If You're Responsible for a Budget**

You're expected to:

- Understand what you're spending money on and why
- Make sure you're charging the right fund/account
- Verify you actually have the money available
- Confirm the funding source allows that type of expense
- Follow all spending rules (especially with student fee money)

**How to Get DOA or Change It** - Fill out the DOA Request Form and submit it through SmartSheets. Changes are processed every Friday morning.

## **• Employee ADA Requests**

### [Employee ADA Resources Website](#)

Under the American with Disabilities Act and Fair Employment and Housing Act, qualified individuals with disabilities must have equal access to all aspects of employment that are available to employees without disabilities. These Acts also require employers to afford such individuals reasonable accommodations that will allow them to perform the essential functions of their jobs.

Cal Poly Pomona is fully committed to ensuring equal employment opportunity for qualified applicants and/or employees with disabilities and engages in a timely, good faith, interactive process to determine effective reasonable accommodations.

Employees with questions about disability support and accommodation should contact the [ADA Coordinator](#) who has been designated as the campus authority to verify employee disabilities and to prescribe specific accommodations for employees with documented disabilities.

Please refer to the Interactive Process Guides below for both Supervisors and Employees:

- [Employee Interactive Process Guide](#)
- [Supervisor Interactive Process Guide](#)

## **• EODA/HR Strategic Learning Department: New Learning Requests**

Through the Strategic Learning department, any CPP employee can submit a request for professional development training sessions for themselves or their team.

[New Learning Request Form](#)  
[CPP Strategic Learning Website](#)

The Strategic Learning department is the dynamic hub of training and development resources at Cal Poly Pomona with a steadfast commitment to employee excellence and professional growth. Our department offers comprehensive support to faculty and staff through a wide range of resources, programs, and workshops designed to empower you with the tools and strategies necessary for success.

Whether you seek to enhance your crucial conversation skills or develop essential competencies, our team of dedicated professionals is here to guide you on your learning journey. Embrace the transformative power of lifelong learning and unlock your full potential!

#### **Special Session Opportunities:**

- FranklinCovey Learning – Facilitator-led courses
- TeachingHorse – Experiential learning with W.K. Kellogg Arabian Horse Center
- DiSC and CliftonStrengths Workshops
- Fearless Campus – Team training
- Emergenetics Workshops

## University & CSU Employee Engagement

### • **Volunteer: Day of Service at McKinley Children's Center – December 13<sup>th</sup>**

**Date:** Saturday, December 13<sup>th</sup>

**Time:** TBD

**Location:** McKinley Children's Center - Pomona

[Sign up Link](#) by December 5<sup>th</sup>

Broncos are invited to support youth at McKinley Children's Center during a Day of Service focused on care and community. Volunteers will contribute to an organization that empowers children healing from trauma and offers pathways to stability and growth. This is a meaningful opportunity to Learn by Doing Good while giving back to the broader Pomona community.

### • **Annual Employee Compliance Training – Due December 31<sup>st</sup>**

As part of Cal Poly Pomona's 2025 Annual Compliance Audit, all employees are required to complete their annual compliance training by December 31, 2025. Completing these training courses ensures we maintain a safe, respectful, and equitable workplace for our entire campus community.

These training courses are more than a compliance checkbox - they help us all build a culture rooted in safety, equity, and accountability. Thank you for taking the time to complete your modules and for contributing to CPP's ongoing commitment to excellence

#### **Required Trainings in CPP Learning:**

1. CSU Discrimination, Harassment and Retaliation Prevention Program for Non-Supervisors or Supervisors (Required Every Other Year)
2. Gender Equity and Title IX (Required Annually)
3. CSU Workplace Violence Prevention (Required Annually)
4. Injury and Illness Prevention Program (IIPP) (Assigned Upon Hire)
5. Avoiding Conflicts of Interest (Required Annually)

#### **How to Access Your Trainings:**

- **Step 1:** Log in to [CPP Learning](#) using your Bronco credentials.
- **Step 2:** From your Home Dashboard, look for the [Assigned Learning](#) tile to see your required courses.
- **Step 3:** Launch each module and complete it by the due date listed.

**If you're unsure whether you've completed a course, you can quickly confirm your status by:**

- Navigate to Self → Quick Links → [Training Analysis](#).
- Select the "All Assigned Training" view to see completion dates, due dates, and progress.

### **Need Help or Have Questions?**

If a course doesn't appear on your dashboard, you experience technical issues, or you believe you've already completed a course that isn't marked complete, please contact CPP Learning ([cpplearning@cpp.edu](mailto:cpplearning@cpp.edu)) for assistance.

If you manage employees, you can review completion status for your direct reports using the Manager Dashboard in CSU Learn:

- Log in → Select the [Manager Dashboard](#) icon → Review completion status or run exception reports.
- *(Note: Employees with multiple campus positions may not appear; contact CPP Learning for verification.)*

## **• The California State University AI Commons**

### [AI Commons Website](#)

The CSU AI Commons website serves as the central hub for the California State University system's generative AI initiative. The site organizes resources by audience (faculty, staff, students, alumni), making it easy to find role-specific guidance on integrating AI into daily work and curriculum.

### **Here's what employees can find:**

**Professional Development & Training** - The site offers multiple pathways for AI skill development. CSU Learn provides diverse courses on AI fundamentals, ethical considerations, and practical applications for business functions. Faculty and staff can access courses that cover AI terminology, hands-on tool exploration, content detection strategies, and help participants develop personalized AI use policies.

**Guidelines & Security** - The site provides comprehensive guidelines for safe and responsible AI use, addressing data security, privacy, intellectual property, and compliance. Employees learn about the CSU's enterprise contract with OpenAI that protects university data and ensures no CSU information is used for model training. The site clarifies which AI tools are approved and explains the procurement process for new tools.

**Governance & Committee Work** - Information about the Systemwide Generative AI Advisory Committee is available, which advises on operationalizing CSU AI policy across teaching, learning, scholarship, productivity applications, IT security, and intellectual property implications.

## **• New "CSU Voices" Platform**

[Learn more about CSU Voices here](#)

[Join the CSU Voices Community](#)

The California State University has launched **CSU Voices**, a new e-advocacy platform that invites students, faculty, staff, alumni and supporters to engage on key policy issues affecting public higher education. The initiative provides timely updates on state and federal developments and offers opportunities to take action when it matters most. By joining CSU Voices, you'll receive timely updates on policies that impact our students, alerts when your voice can help influence legislation, and stories that show the real impact of CSU in every community.

## **• UPD Perceptions Research Study Survey – First 1,000 Participants**

[Survey Link](#)



Faculty and staff are invited to contribute to this 10-minute anonymous survey approved by the CPP Institutional Review Board about what campus community members think of the University Police Department. Study participation is open to all current CPP students, faculty, staff and administrators over 18 years of age. The first 1,000 participants will receive a \$1 Amazon gift card. For questions, contact Peter Hanink at [pahanink@cpp.edu](mailto:pahanink@cpp.edu).

## • Free Speech Event Fund – AY 2025-2026

[Read more about the fund and apply here](#)

The Bronco Leadership Center is proud to announce the 2025-2026 Free Speech Event Support fund! This fund is open to CPP departments, colleges and student groups hosting events occurring in the 25-26 academic year with free speech component — such as a panel discussion, debate, open forum, guest lecture or similar activity. Qualifying events can receive up to \$1000 for your event. The goal is to encourage dialogue, foster understanding and ensure that free expression thrives on campus. Whether your event is large or small, if it advances the spirit of open conversation, you may be eligible for support.

## University & CSU Professional Development

### • 2026 EDGE Leadership Program Info Sessions – December 11<sup>th</sup> to January 8<sup>th</sup>

[EDGE Program Website](#)

The mission of the CPP EDGE Program is to inspire, ignite learning, and prepare future leaders as they explore and further develop their personal and career aspirations. Participants will gain valuable experience, acquire essential skills, and evolve as leaders and advocates to promote the CPP culture.

We're hosting brief information sessions for anyone who wants to learn what the EDGE Leadership Development Program is, who it's for, and how nominations work.

#### Info Session 1

**Date:** Thursday, December 11<sup>th</sup>

**Time:** 9:00 AM

[Registration Link](#)

#### Info Session 2

**Date:** Wednesday, December 17<sup>th</sup>

**Time:** 10:00 AM

[Registration Link](#)

#### Info Session 3

**Date:** Thursday, January 8<sup>th</sup>

**Time:** 2:00 PM

[Registration Link](#)

#### Who should attend these sessions (and consider nomination):

- Aspiring leaders ready to take the next step in their development.
- New and/or current leaders seeking formal leadership training and a structured growth experience.
- Individual contributors who demonstrate leadership qualities (e.g., leading projects or events, mentoring, facilitating meetings) and want to grow their impact.

**Nominations – January 5<sup>th</sup> to January 24<sup>th</sup>**



- Managers/Supervisors: Please communicate with your staff member to confirm interest and availability before nominating.
- Interested staff: Please speak with your manager to share your interest and request nomination.

### Program Eligibility

- At least six months of employment with Cal Poly Pomona
- Currently employed at Cal Poly Pomona, auxiliary, or faculty
- Most recent overall performance rating of “Satisfactory”
- Manager/Supervisor nomination and approval to participate

### Preferred Qualifications

- Availability to participate from April 2026 through October 2026
- Demonstrated desire to develop leadership capabilities
- Formal or informal experience with leadership activities (e.g., leading a project, meeting, or team)

EDGE blends practical tools with real-world applications. Participants get the most value when they are already engaging in leadership activities, formally or informally, such as leading projects, mentoring peers, running meetings, or supervising staff. The program benefits from a diversity of experiences and perspectives.

Staff will be required to complete an application, including essays. All applications are reviewed and scored by an impartial committee.

## • Office of Academic Innovation Winter Institute – January 14<sup>th</sup> & January 15<sup>th</sup>

[Winter Institute Website](#)

**Date:** Wednesday, January 14<sup>th</sup> & Thursday, January 15<sup>th</sup>

**Time:** 8:00 AM to 4:00 PM

**Location:** Building 162

[Register here](#)

Register today to attend the Academic Innovation Winter Institute focused on **Cultivating Partnerships for Inclusive Academic Excellence**.

Since 2003, the Kellogg Honors College (KHC) has fostered engaged learning through community, honors classes, civic engagement, and undergraduate research—leading to high graduation rates, low equity gaps, and strong student outcomes.

The 2026 Office of Academic Innovation Winter Institute spotlights the Kellogg Honors College as a case study in how cross-campus collaboration can advance inclusive academic excellence for all Cal Poly Pomona students. Join faculty and staff from across the university for an interactive institute focused on building partnerships and leveraging campus strengths to enhance student, faculty, and staff success.

### Key Themes

- Inclusive mentorship and advising
- Engaged learning in and beyond the classroom
- Community, connection, and belonging
- Undergraduate research and faculty partnerships

### Participants will:

- Identify transferable practices in mentorship, engagement, and community-building
- Strengthen collaboration between academic and student service units
- Explore ways to expand mentoring and program resilience through student leadership

All attendees will earn a **digital badge** recognizing their commitment to inclusive excellence and engaged learning—perfect for a professional portfolio or LinkedIn profile.

## • **Stress Less, Live More: Retraining Your Mind & Body for Resilience –** January 20<sup>th</sup>

**Date:** Tuesday, January 20<sup>th</sup>

**Time:** 10:00 to 11:00 AM

**Location:** Virtual

[Registration Link](#)

Do you often feel stressed or anxious, as if your nervous system is always on? Tension, overwhelm, and shutdown are increasingly common in today's world, blocking our ability to thrive. Further, neuroscience shows that the more we experience stress or anxiety, the more our mind/body makes these our default states. Without realizing it, we train ourselves to stay reactive and act accordingly.

In this presentation, Dr. Alane Daugherty explains how an overactivated nervous system develops and how to retrain it. She'll introduce somatic awareness, building a zone of resilience, and returning to calm as key practices for restoring balance. You'll leave with understanding, practical tools, and a plan to reset your stress response and cultivate greater calm in daily life.

## • **Academic Applications of AI (AAAI) Microcredential for Faculty & Staff**

[CSU Canvas AI Courses Website](#)

The Academic Applications of AI (AAAI) Faculty Microcredential (2.0) is a comprehensive program to enhance **faculty and staff** understanding of generative AI is now available systemwide. Whether you are a researcher, support staff, or simply curious about AI, this course offers valuable insights. This course was developed by SDSU.

[Self-Enroll here](#) - Click the button below, choose "CSU Employee & Student Login In," select your campus from the dropdown menu, and click the "Enroll in Course" button on the top right.

### **After completing this course, you will be able to:**

- Articulate and differentiate how language-based and image-based generative AI tools actually work.
- Describe an action plan for ensuring student awareness of bias, privacy, and other ethical concerns inherent in using generative AI tools.
- Construct a syllabus statement on using generative AI tools appropriate to at least one of your courses.
- Understand the variety of popular generative AI options and selectively build a tailored toolkit appropriate to your academic work.
- Iteratively refine prompt results leading to effective querying of generative AI.
- Course Commitment: 2-10 hours online, asynchronous
- Digital Credential: [Academic Applications of AI Microcredential](#)

Upon successful completion of the course, participants will be eligible for a badge/credential.

*Course Updated: November 2025*

## • **AI Tools for Higher Ed Staff and Professionals Microcredential**

[CSU Canvas AI Courses Website](#)  
[Course Testimonials](#)

This online course is offered systemwide and will help higher ed professionals learn the AI Tool Basics, including what they are, as well as why, when, and how to use them. The course was developed at Fresno State University.

### Two Course Modality Options

**1. Facilitated by an Instructor** (Registration will open in December 2025)

**Course commitment:** 4 weeks, approximately 20-30 hours

**Digital Credential:** [AI Tools for Higher-Ed Staff Professionals \(Facilitated\)](#)

**Spring Schedule:** February 23 to March 15, 2026 | March 23 to April 19, 2026

**2. Self-Paced without an Instructor - [Self-Enroll Link](#)**

**Course commitment:** Approximately 6-8 hours

**Digital Credential:** [AI Tools for Higher-Ed Staff Professionals \(Asynchronous\)](#)

### By the end of this course, participants should be able to:

- Explain key concepts and concerns related to generative AI (gAI) and its potential applications in the workplace.
- Evaluate available gAI tools for relevance to professional tasks.
- Identify specific areas where gAI could be applied to streamline workflows or address challenges.
- Develop (facilitated course) and consider (self-paced course) or effective prompts for generating relevant and high-quality outputs using gAI tools.
- Explore (self-paced course) or discuss (facilitated course) critical issues related to ethical and responsible use of AI in the workplace.
- Critically assess the quality and reliability of AI-generated outputs for use.

Upon successful completion of the course, participants will be eligible for a badge/credential.

*Course Updated: September 2025*