

GOVERNANCE & COMPLIANCE | COURSE BROCHURE

AI Policy and Acceptable Use for Organisations

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

Employees are already using AI tools, often without guidance. This course helps organisations create practical AI policies: identifying AI use cases and risks, acceptable and prohibited uses, data protection and confidentiality, intellectual property, approval processes for new tools, training and monitoring compliance.

Without clear rules, AI use creates data leaks and legal risks; overly strict rules push use underground. You will learn to write balanced, workable policies.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

Policy drafting workshops, risk scenarios, review of published AI policies and stakeholder discussions.

Course objectives

By the end of this course, participants will be able to:
• Map current and planned AI use
• Identify legal, data and reputational risks
• Define acceptable and prohibited uses
• Set rules for confidential and personal data
• Establish approval processes for AI tools
• Train staff and monitor compliance

Target audience

This course is suitable for:
• Compliance and legal professionals
• IT and information security managers
• HR managers
• Data protection officers
• Senior managers



Course content

Target competencies

Participants will develop competencies in:

- Policy drafting
- Risk assessment
- Data governance
- Approval design
- Awareness training

Course outline

Day 1: AI in the Workplace

09:00–10:08	How employees use AI
10:08–11:00	Benefits
11:00–11:30	**Coffee break**
11:30–11:45	Benefits (continued)
11:45–12:53	Risks
12:53–14:00	Exercise

Day 2: Risks

09:00–10:08	Data and confidentiality
10:08–11:00	Intellectual property
11:00–11:30	**Coffee break**
11:30–11:45	Intellectual property (continued)
11:45–12:53	Accuracy and bias
12:53–14:00	Scenarios

Day 3: Policy Content

09:00–10:08	Acceptable use
10:08–11:00	Prohibited use
11:00–11:30	**Coffee break**



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11:30–11:45	Prohibited use (continued)
11:45–12:53	Responsibilities
12:53–14:00	Drafting workshop

Day 4: Approval and Tools

09:00–10:08	Tool assessment
10:08–11:00	Approved tool lists
11:00–11:30	**Coffee break**
11:30–11:45	Approved tool lists (continued)
11:45–12:53	Vendor terms
12:53–14:00	Exercise

Day 5: Implementation

09:00–10:08	Training
10:08–11:00	Monitoring
11:00–11:30	**Coffee break**
11:30–11:45	Monitoring (continued)
11:45–12:53	Policy review
12:53–14:00	Action plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (EUR)
Barcelona Confirmed dates	16 Nov 2026	20 Nov 2026	**€2,840.–**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**€1,250.–**
Vienna Confirmed dates	7 Dec 2026	11 Dec 2026	**€2,940.–**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**€1,250.–**
Rome Confirmed dates	11 Jan 2027	15 Jan 2027	**€2,450.–**
Online Confirmed dates	11 Jan 2027	15 Jan 2027	**€1,250.–**
Dubai Confirmed dates	25 Jan 2027	29 Jan 2027	**€3,150.–**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**€1,250.–**
Rome Confirmed dates	15 Feb 2027	19 Feb 2027	**€2,450.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**€1,250.–**
Dubai Confirmed dates	8 Mar 2027	12 Mar 2027	**€3,150.–**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**€1,250.–**
Vienna Confirmed dates	29 Mar 2027	2 Apr 2027	**€2,940.–**
Online Confirmed dates	29 Mar 2027	2 Apr 2027	**€1,250.–**
Paris Confirmed dates	19 Apr 2027	23 Apr 2027	**€2,860.–**
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**€1,250.–**
Cape Town Confirmed dates	3 May 2027	7 May 2027	**€1,890.–**
Online Confirmed dates	3 May 2027	7 May 2027	**€1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Barcelona Confirmed dates	24 May 2027	28 May 2027	**€2,840.-**
Online Confirmed dates	24 May 2027	28 May 2027	**€1,250.-**
Rome Confirmed dates	14 Jun 2027	18 Jun 2027	**€2,450.-**
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**€1,250.-**
London Confirmed dates	5 Jul 2027	9 Jul 2027	**€2,450.-**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**€1,250.-**
Istanbul Confirmed dates	26 Jul 2027	30 Jul 2027	**€2,650.-**
Online Confirmed dates	26 Jul 2027	30 Jul 2027	**€1,250.-**
Cape Town Confirmed dates	9 Aug 2027	13 Aug 2027	**€1,890.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**€1,250.-**
Dubai Confirmed dates	30 Aug 2027	3 Sept 2027	**€3,150.-**
Online Confirmed dates	30 Aug 2027	3 Sept 2027	**€1,250.-**
Amsterdam Confirmed dates	20 Sept 2027	24 Sept 2027	**€2,540.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**€1,250.-**
Frankfurt Confirmed dates	11 Oct 2027	15 Oct 2027	**€2,650.-**
Online Confirmed dates	11 Oct 2027	15 Oct 2027	**€1,250.-**
Cape Town Confirmed dates	1 Nov 2027	5 Nov 2027	**€1,890.-**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**€1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Kuala Lumpur Confirmed dates	15 Nov 2027	19 Nov 2027	**€1,450.-**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**€1,250.-**
London Confirmed dates	6 Dec 2027	10 Dec 2027	**€2,450.-**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**€1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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