



AI Literacy

Webinar series

Part 2: Building Your AI-Literate Organisation

AI Adoption | **Prompt Literacy** | **Governance in Practice**

Siobhán O'Leary

Co-Founder,
The Institute of Applied AI

Delivered in partnership with ICBE Business Excellence Skillnet

THE AI LITERACY GAP

The gap between AI adoption and AI understanding is widening.

61%

of employees already using
free AI tools at work

*Many without formal training
or governance*

~ 50%

of organisations lack a clear
AI literacy strategy

*Leaving teams exposed to
avoidable risk*

2.2x

more likely to report
productivity gains from AI

*When teams have structured
literacy training*

Literacy is not just knowing what AI is. It is using it responsibly, verifying outputs, and applying judgment.

Part 1: What we covered



01 AI Fundamentals

What AI is (and isn't): pattern recognition, probabilistic outputs, not magic

02 The Literacy Gap

61% using AI without governance. ~50% lack a strategy.
2.2x productivity when literate

03 EU AI Act

Risk-based framework in force. AI literacy obligations already active since Feb 2025

04 Responsible Use

Seven principles. Know what you can do, what you should not. Verify everything

Today we move from understanding to doing.



SECTION 1

Interacting with AI

AI as a Working Partner



The quality of your AI output is directly proportional to the quality of your input.

Shift your mindset

- Not a search engine. It is a thinking partner.
- Brief it like you would a capable new colleague.
- Give context, constraints, and desired outcomes.
- Iterate. First output is rarely the final answer.

What changes

- Faster first drafts across every function.
- Consistent quality in routine tasks.
- More time for judgment and strategy.
- Teams that know when NOT to use AI.

The CORE Framework



Context

Who are you? What is the situation?



Objective

What exactly do you need it to do?



Rules

Constraints, format, length, what to avoid



Example

Show what good looks like

Example Prompt

Context:

I manage a team of 12 in a mid-sized Irish manufacturing company.

Objective:

Draft a 3-month AI literacy plan for my team with monthly milestones.

Rules:

Table format. Max 1 page. Practical actions only, no theory.

Example:

Month 1 might include: 'Each team member completes one AI-assisted task per week.'

Good Prompts vs. Weak Prompts

Weak Prompt

"Write me an email about a project update."

"Summarise this document."

"Help with my CV."

Effective Prompt

"Draft a 3-paragraph email to my project sponsor summarising this week's progress on Phase 2. Highlight the delay in testing and propose a revised timeline. Keep it professional and concise."

"Summarise this 40-page regulatory document into 5 key takeaways for a non-technical leadership audience. Use plain language."

"Review my CV for a Senior Operations Manager role in pharma. Highlight gaps against the attached job spec and suggest stronger action verbs."



SECTION 2

AI in Everyday Work

Where Teams Are Seeing Value

HR & People

Job description drafting

Interview question banks

Policy summarisation

Onboarding content

Saves 2+ hrs/role

Finance & Legal

Report narrative drafting

Contract review support

Regulatory monitoring

Data pattern analysis

70% faster first draft

Operations

SOP drafting & updates

Meeting action extraction

Process documentation

Training material creation

Consistent documentation

These are starting points. The real value emerges when you connect AI to your specific workflows.



From AI Assistant to AI Agent

AI is moving from answering questions to completing tasks.

TODAY: AI AS ASSISTANT

You ask a question, it gives an answer.
End of interaction.

- Single prompt, single response
- No memory between chats
- Cannot take actions or use tools



NEXT: AI AS AGENT

You set a goal, it plans the steps
and executes them.

- Breaks goals into steps automatically
- Remembers context across sessions
- Uses tools: search, email, databases

The question is not whether this is coming. It is whether your organisation will be ready.

Your AI Time Tax

How much time is your team spending on tasks AI could handle?

Hours per person per week on drafting, summarising, researching, and reporting:

___ hrs

Number of people on your team:

Weekly time tax: ___ hrs x ___ = ___ hours per week your team could reclaim

Most teams land between 8 and 12 hours per person per week. That is 1.5 working days. Multiply by headcount.



SECTION 2

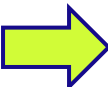
Responsible AI Adoption



Five Steps You Can Start This Week

- 01 Audit your AI tools**

Catalogue every tool in use. Sanctioned and unsanctioned. You cannot govern what you cannot see.
- 02 Set data boundaries**

Define what data categories are permitted. No PII. No client data. No confidential IP.
-  **03 Establish a verification habit**

Every AI output gets a human review before it leaves your team. Non-negotiable.
- 04 Document your AI use**

Simple log: what tool, what task, what outcome. This is your compliance evidence trail.
-  **05 Assign ownership**

Someone owns AI governance. Without accountability, policies become wallpaper.

What the Regulation Actually Requires

Article 4, EU AI Act | In force since 2 February 2025



Functionality & Limitations

How AI produces outputs, data transfers, hallucination risk



Data Hygiene

No confidential or personal data into public/unauthorised tools



Ethics & Legal Obligations

Copyright, bias detection, EU AI Act compliance obligations



Critical Evaluation

Verify accuracy, challenge bias, human in the loop

TAILORING BY SCALE

Micro / Small

Tool proficiency, hands-on practice, external mentorship

Medium

Formalised roles, extending literacy to clients, compliance

Large / Enterprise

Internal academies, governance structures, AI champions

From Awareness to Mastery



A structured path to building AI capability across your organisation

1

Assess & Plan

Evaluate current literacy levels. Identify gaps by role and function. Define what success looks like.

2

Tailor

Segment by role: leadership, management, frontline. Avoid one-size-fits-all. Match depth to need.

3

Deploy

Launch practical, multi-channel training. Workshops, e-learning, and hands-on tool practice.

4

Govern

Establish policies for data hygiene, responsible AI use, and compliance documentation.

5

Monitor & Evolve

Track adoption KPIs. Iterate content quarterly. Build continuous learning into the culture.

THE EVIDENCE

65%

increase in AI tool usage and operational efficiency from structured literacy programmes

35%

of life sciences organisations have not yet started on GenAI. 21% still evaluating.

6%

of life sciences companies have done a GenAI-specific skills assessment

AI Literacy by Organisational Level

Leadership

Set the tone. Understand risk. Fund capability.

Focus: Strategy, governance, investment decisions

Management

Identify use cases. Build team confidence.

Focus: Process improvement, team enablement, compliance

Frontline

Use tools effectively. Verify outputs. Flag risks.

Focus: Day-to-day productivity, responsible use, reporting



What to Remember

- 1 AI is a working partner, not a magic box. Treat it like a capable colleague who needs good briefing.
- 2 Better prompts deliver better results. The CORE framework gives you a repeatable method.
- 3 Governance is not about saying no. It is about creating clear guardrails so teams can say yes confidently.
- 4 Every function can benefit today. HR, Finance, and Operations are already seeing practical returns.
- 5 Literacy is a compliance requirement. The EU AI Act makes training your people a legal obligation.



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Are you ready to build Your AI-Literate Organisation?

Continue the Journey

AI in Motion

Weekly LinkedIn Newsletter.

Readiness Diagnostic

2-min assessment

Ai Literacy Programmes

Tailored to your organisation