

E-learning collections to boost your teams' digital performance

Short, interactive e-learning courses that can be applied immediately, ensuring that every employee uses new digital tools effectively and safely.



Path 1: AI in the Workplace: Security and Performance

Don't let AI develop without keeping it under control

Turn basic exposure to AI into true mastery of the technology.
Boost your performance with AI, while adhering to key data security principles.

Duration : 75 mins

5 modules (15 minutes each)

 **1 final quiz**

For all employees

Whether you're an assistant, manager, sales representative, or technician, AI tools have become indispensable. Understanding these tools, including their risks and potential, is essential in the workplace.





AI Mindset Reset

15 minutes



How enterprise AI actually works

15 minutes



Safe & responsible AI use at work

15 minutes



AI & Decision-making

15 minutes



AI in regulated & industrial contexts

15 minutes



AI Mindset Reset

15 minutes

- Placing generative AI within the broader context of professional transformation and moving beyond emotional reactions
- Debunking four common misconceptions: understanding, neutrality, autonomy, and the replacement of expertise
- Identifying the shift in value: from production to judgment, validation, and accountability
- Recognizing three risky behaviors: overconfidence, avoidance, and gradual abdication of responsibility
- Downloadable kit



How enterprise AI actually works

15 minutes

- Distinguish between predictive AI and generative AI, and understand why a language model makes predictions without understanding
- Identify why the confidence score of an AI output is not an indicator of reliability
- Understand the mechanism of hallucination and the difference between correlation and causation
- Recognize the three structural limitations of models: training data bias, obsolescence, and lack of domain context
- Downloadable kit



Safe & responsible AI use at work

15 minutes

- Classify data before sharing it with an AI tool: public, internal, sensitive
- Apply a four-question checklist before submitting any content to an AI
- Understand the four risk levels outlined in the European AI Regulation and the associated obligations
- Take personal responsibility for the data submitted, the outputs used, and the decisions made
- Recognize instances of Shadow AI and understand why a tool's reputation does not replace a contractual framework
- Downloadable kit



AI & Decision-making

15 minutes

- Recognize automation bias as a gradual drift, exacerbated by time pressure and the system's past reliability
- Distinguish between algorithmic authority and legitimate data-driven reasoning
- Apply a four-step framework (Explore, Challenge, Verify, Arbitrate) to maintain human judgment at every stage
- Document decisions with a full justification, beyond a simple AI score
- Identify red zones where AI can inform but never decide
- Downloadable kit



AI in regulated & industrial contexts

15 minutes

- Identify critical processes by asking three questions related to safety, legal liability, and human consequences
- Classify AI usage into three risk levels based on the specific process involved, not the tool
- Know when to document, approve, or reject an AI use case in a highly critical context
- Distinguish between what falls under human supervision and what falls under scope rejection
- Downloadable kit

Path 2: Digital performance: working and collaborating better with digital and AI

Adopt the practices of digital pros!

This is the operational training you've been waiting for: how to work and collaborate better with digital technology!
Boost your efficiency by making full use of digital tools and AI assistants, while keeping data safe.

Duration: 90 mins

6 modules (15 minutes each)

 **1 final quiz**

For all employees

Whether you're an assistant, manager, salesperson or technician, digital technology is essential. If you use it better, you'll be more efficient every day. No need to be an expert! The training is progressive and designed to suit beginners and advanced users alike.





B

6 reflexes of digital pros
15 minutes



B

Let digital tools work for you
15 minutes



B

Become a master of collaboration
15 minutes



B

6 concrete uses of AI in the workplace
15 minutes



B

4 cyber reflexes for digital security
15 minutes

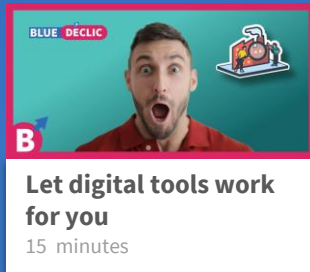


B

Digital eco-actions
15 minutes



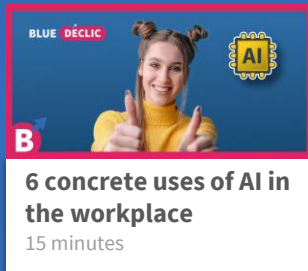
- Using keyboard shortcuts, creating hyperlinks
- Automatic translation
- Better document management
- Handling images, video and sound
- Download kit



- Create high-quality presentations
- Spend less time on your emails
- Manage your tasks and information
- Download kit



- Working on files
- Exchanging efficiently
- Working on the move
- The download kit



- When should you use an AI assistant?
- Writing texts
- Creating media
- Organising your work
- Download the kit



- Passwords
- Mailbox
- Web browsing
- On the move
- Download kit



- Order of magnitude: the environmental footprint of digital technology
- Eco-actions related to equipment
- Eco-actions related to usage
- Download the digital eco-actions kit

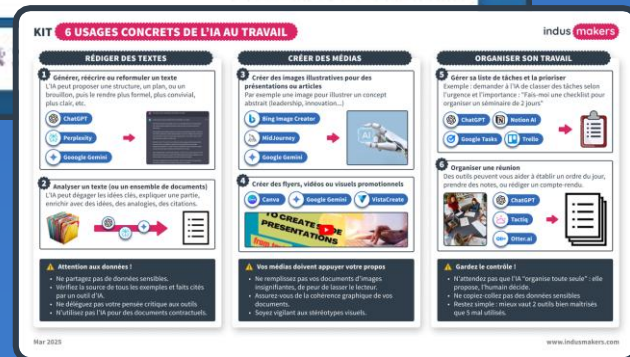
Active and motivating learning

6 multilingual e-learning capsules

Modern design

Powerful interactions

Kits to download



Do you have a question? Want a demo? Contact us to discuss your needs
contact@bluedeclic.com

More information on our website **<http://www.bluedeclic.com>**