

AI for Board Members: Understanding AI for Better Leadership and Decision-Making

A Practical and Non-Technical Introduction to Artificial Intelligence

Introduction

Artificial intelligence is increasingly becoming part of everyday work, business and public life. However, many Board Members may not have had the opportunity to explore AI directly or understand how tools such as generative AI are changing the way organisations communicate, analyse information, solve problems and improve productivity. Board Members do not need to become technical specialists, but they should be sufficiently familiar with AI to understand its potential, recognise its limitations and participate confidently in boardroom discussions involving AI.

This two-day executive programme provides a practical, comfortable and non-technical introduction to AI for Board Members. The programme starts from the fundamentals and uses familiar workplace examples, guided demonstrations and simple hands-on activities. The emphasis is on awareness, confidence and practical understanding rather than programming, technical architecture or complex AI governance frameworks.

Program Objective

1. Introduce Board Members to the basic concepts, terminology and everyday applications of artificial intelligence.
2. Build confidence in understanding and using common AI tools at a simple executive level.
3. Help participants recognise practical opportunities where AI can support productivity, communication, analysis and decision-making.
4. Create awareness of the main limitations, risks and responsibilities that Board Members should consider when AI is used in an organisation.

Learning Outcomes

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

1. Explain AI and generative AI in simple, non-technical terms.
2. Recognise common AI tools and understand what they can and cannot do.
3. Use selected AI tools for simple tasks such as summarising, drafting, idea generation and information review.
4. Identify practical areas where AI may improve organisational productivity and work quality.
5. Ask sensible questions about AI use, accuracy, privacy, security and human responsibility.

Who Should Attend?

Specially designed for Board Members and senior officers who have limited exposure to artificial intelligence and would benefit from a practical, easy-to-follow introduction to AI and its relevance to organisational leadership and decision-making.

Training Approach

- Non-technical explanations using plain language and familiar examples.
- Step-by-step demonstrations of common AI tools.
- Simple guided hands-on activities suitable for first-time or less experienced AI users.
- Board and workplace examples rather than technical programming exercises.
- Facilitated discussion on opportunities, limitations and responsible use.
- Repetition, guided practice and question-and-answer sessions to build confidence.

Program Outline

DAY 1 | UNDERSTANDING AI AND BUILDING CONFIDENCE

Module 1: AI Made Simple - What Board Members Need to Know

- What artificial intelligence means in simple terms
- AI versus automation, search engines and traditional software
- What generative AI is and why it has become widely used
- Examples of AI already present in everyday life and business
- Common misunderstandings and myths about AI

Module 2: Getting to Know Common AI Tools

- Introduction to common AI assistants and enterprise AI tools
- What AI tools can help with: writing, summarising, searching, organising and generating ideas
- How to interact with an AI tool using normal language
- Understanding prompts without complicated prompt engineering
- Live demonstration: asking AI a simple workplace question

Module 3: Simple Hands-On AI Skills for Board Members

- Using AI to summarise a long document into key points
- Using AI to improve or simplify written communication
- Using AI to generate questions before a meeting
- Using AI to compare simple alternatives or organise information
- Guided practice with trainer support
- Learning when the AI answer should not be accepted immediately

Module 4: Where AI Can Help an Organisation

- AI for repetitive and text-heavy work
- AI for reports, communication, meetings and information management
- AI for customer service, administration and internal support
- AI for basic analysis, idea generation and problem-solving
- Workflow spotting: recognising routine activities that may benefit from AI
- Group discussion: where could AI help in our organisation?

Module 5: What AI Can Do Well - and Where It Can Go Wrong

- Why AI can produce impressive but incorrect answers
- Understanding AI hallucination in simple terms
- Why human judgement remains important
- Checking facts, numbers, sources and important recommendations
- Examples of good and poor use of AI

Module 6: Safe and Responsible Use of AI

- What information should and should not be entered into AI tools
- Basic awareness of confidentiality, personal data and sensitive information
- Cybersecurity and online safety considerations
- Copyright, ownership and responsible use of AI-generated content
- Why organisations need simple rules and guidance for AI use

Module 7: AI and the Role of the Board

- Why Board Members should understand AI even if they do not use it daily
- Questions Board Members can ask when management proposes an AI initiative
- Understanding the purpose, expected benefit and possible risk of an AI project
- Ensuring there is human responsibility for important decisions
- Avoiding both fear of AI and over-confidence in AI
- Board discussion: what level of AI awareness should an organisation have?

Module 8: Practical Board-Level AI Awareness Exercise

- Reviewing a simple organisational AI use case
- Identifying possible benefits and concerns
- Deciding what additional information the board should request
- Practising simple board-level questions about AI
- Personal reflection: how will AI affect the organisation in the next few years?
- Preparing a simple personal AI learning and awareness plan

Executive Programme Output

Participants will leave the programme with a simple AI Checklist for Board Members. The checklist is intended to help participants remember the basic questions to ask when AI is discussed: What is the purpose? What benefit is expected? What information is being used? Can the output be trusted? What risks need attention? Who remains responsible for the final decision?

Programme Positioning

This is an AI programme, not a technical certification programme. It is intentionally designed for Board Members who may have limited exposure to AI. The programme focuses on understanding, confidence, practical exposure and responsible awareness so that participants can engage meaningfully in future discussions about AI without needing technical expertise.