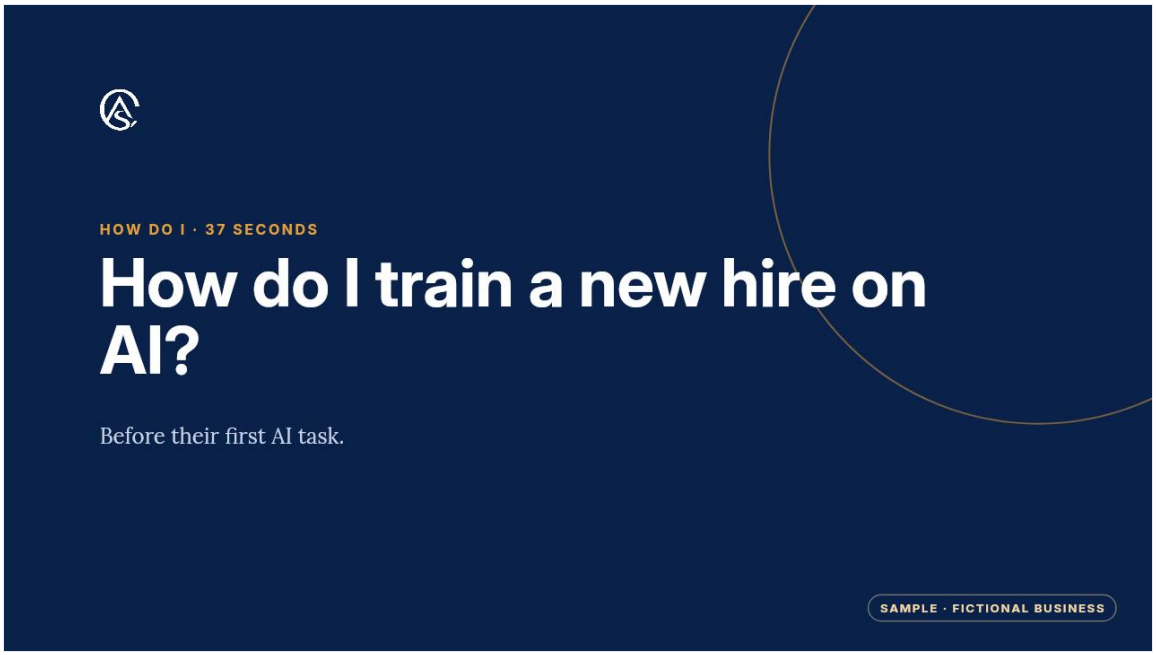
SAFE AI KIT · HOW DO I

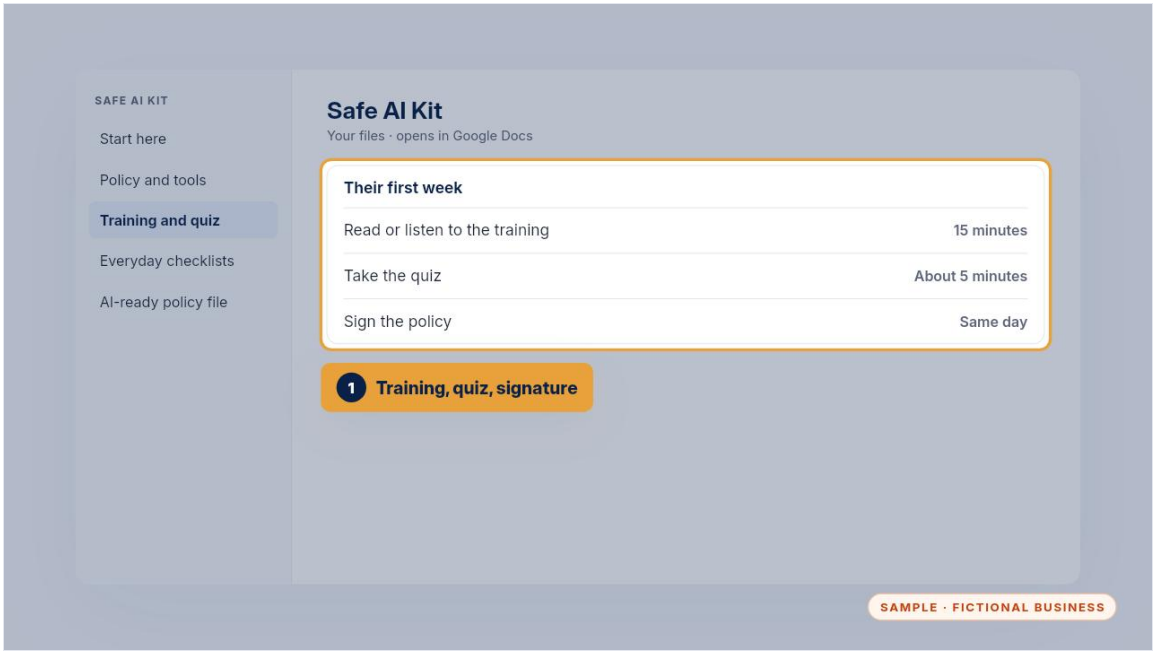
How do I train a new hire on AI?

Training, quiz and signature before they use AI for work.

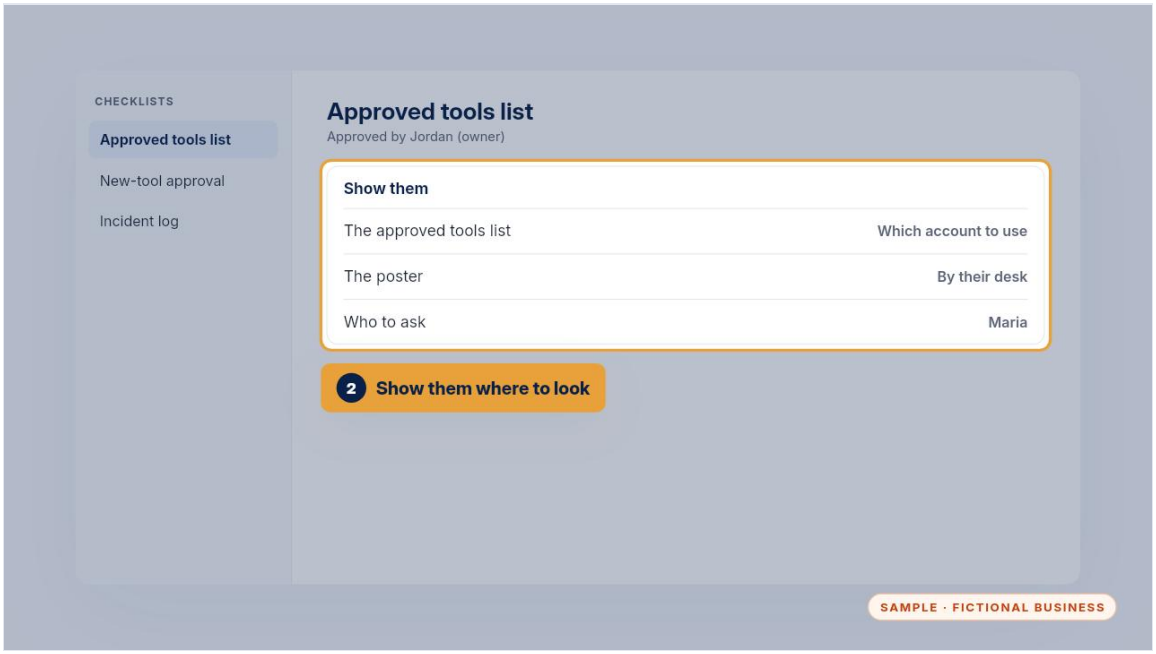
Watch the narrated video: https://openarmsolutions.com/guides/safe-ai-kit/train-a-new-hire



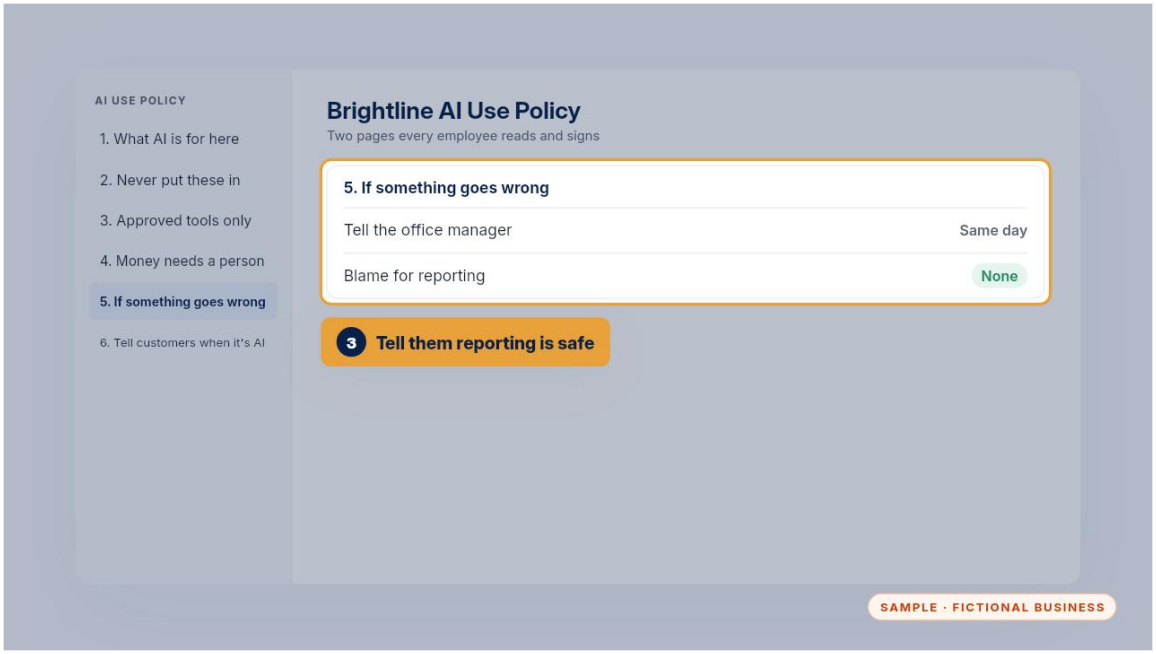
1. New staff learn your AI rules before they use AI for work. It takes about twenty minutes.



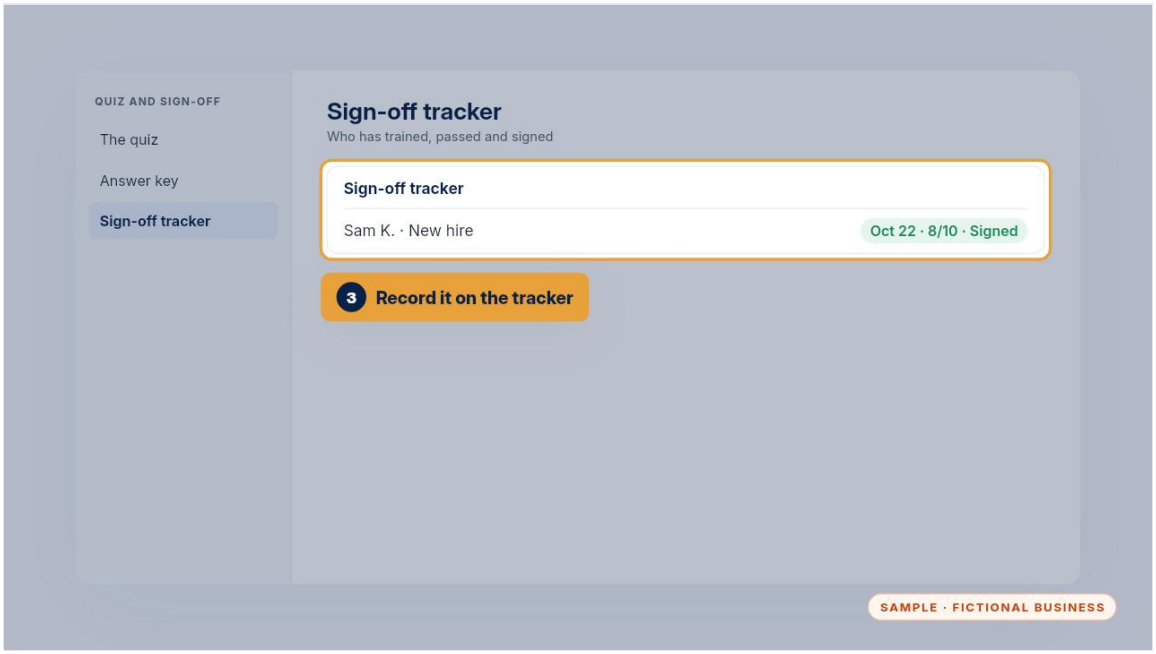
2 Give them the written training or the audio, then the ten question quiz. Go over any misses with them, and have them sign the policy.



3 Show them the approved tools list with the account to use, the poster, and who to ask when they're not sure.



4 Tell them that reporting a mistake the same day never gets anyone in trouble. New people hide mistakes when they aren't sure.



5 Then add their row to the sign off tracker with the training date, their score and the date they signed.