

One-on-One Teaching Process: California Nonprofit AI Compliant Officers Course

1. Introduction to AI and Generative AI

- **Instruction:** Explain what AI and generative AI are, and discuss their uses in nonprofits.
- **Discussion:** Ask the learner to share examples of AI they've encountered in their work or community.
- **Practical Work:** Have the learner identify how AI could be used in their own organization or a hypothetical nonprofit.

2. California AI Laws and Regulatory Landscape

- **Instruction:** Review CPRA, Civil Rights Council regulations, SB 942, AB 2013, and other relevant laws.
- **Discussion:** Discuss which laws apply to the learner's organization and key deadlines.
- **Practical Work:** Guide the learner in completing a compliance checklist for their nonprofit.

3. Data Privacy and Security

- **Instruction:** Teach data minimization, encryption, access controls, anonymization, and DPIA basics.
- **Discussion:** Review a scenario involving data privacy in a nonprofit.
- **Practical Work:** Assist the learner in drafting a data protection impact assessment (DPIA) for their organization.

4. AI Compliance and Risk Management

- **Instruction:** Explain risks (data breaches, bias, non-compliance) and mitigation strategies.
- **Discussion:** Identify specific risks relevant to the learner's nonprofit.
- **Practical Work:** Help the learner develop a risk management plan for their organization.

5. Bias, Fairness, and Anti-Discrimination

- **Instruction:** Cover sources of bias, legal consequences, and mitigation techniques.
- **Discussion:** Analyze a sample AI tool or dataset for potential bias.
- **Practical Work:** Guide the learner through a mock bias audit on a relevant dataset or scenario.

6. Transparency and Explainability

- **Instruction:** Discuss the importance of transparency, explainability, and disclosure requirements.
- **Discussion:** Role-play a scenario where the learner explains an AI decision to a stakeholder.
- **Practical Work:** Have the learner draft disclosures and explanations for AI-generated content.

7. Policy Development and Documentation

- **Instruction:** Walk through creating AI use policies, privacy notices, and compliance documentation.
- **Discussion:** Review sample policies and discuss customization for the learner's nonprofit.
- **Practical Work:** Help the learner write an AI use policy and privacy notice for their organization.

8. AI Auditing and Governance

- **Instruction:** Teach the fundamentals of AI auditing, governance integration, and reporting.
- **Discussion:** Discuss how to plan and conduct an audit in the learner's nonprofit.
- **Practical Work:** Guide the learner in planning and documenting an AI audit for their organization.

9. Incident Response and Compliance Monitoring

- **Instruction:** Explain incident response planning and ongoing compliance monitoring.

- **Discussion:** Review a scenario involving an AI-related incident.
- **Practical Work:** Assist the learner in creating an incident response plan and compliance monitoring schedule.

10. Staff Training and Ethical Use

- **Instruction:** Discuss the importance of staff training and ethical AI use.
- **Discussion:** Brainstorm training topics and formats for the learner's team.
- **Practical Work:** Help the learner develop a staff training session outline and materials.

11. Practical Tools and Resources

- **Instruction:** Provide an overview of available templates, checklists, and resources.
- **Discussion:** Review and discuss how to use these tools in the learner's nonprofit.
- **Practical Work:** Have the learner customize a policy template or checklist for their organization.

12. Case Studies and Real-World Scenarios

- **Instruction:** Present and discuss real-world case studies of AI implementation and compliance.
- **Discussion:** Analyze the case studies together and discuss lessons learned.
- **Practical Work:** Have the learner present findings and recommendations for a case study relevant to their work.

13. Certification and Career Pathways

- **Instruction:** Discuss the value of certification, career opportunities, and marketing expertise.
 - **Discussion:** Explore career pathways and networking opportunities.
 - **Practical Work:** Assist the learner in drafting a professional profile or resume highlighting their new skills and certification.
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Summary Table: One-on-One Teaching Process

Step	Topic Area	Instruction/Discussion	Practical Work
1	AI Basics	Explain AI, discuss uses	Identify AI uses in own org
2	California AI Laws	Review laws, discuss deadlines	Complete compliance checklist
3	Data Privacy/Security	Teach best practices, discuss scenario	Draft DPIA
4	AI Compliance/Risk Management	Explain risks, discuss mitigation	Develop risk management plan
5	Bias/Fairness	Cover bias, discuss audit	Conduct mock bias audit
6	Transparency/Explainability	Discuss transparency, role-play	Draft disclosures
7	Policy Development	Walk through policy creation	Write AI use policy, privacy notice

8	Auditing/Governance	Teach audit basics, discuss planning	Plan/document AI audit
9	Incident Response/Monitoring	Explain incident response, discuss	Create incident response plan, monitoring schedule
10	Staff Training/Ethical Use	Discuss training, brainstorm topics	Develop training session outline and materials
11	Tools/Resources	Review templates, discuss use	Customize template/checklist
12	Case Studies/Scenarios	Present case studies, discuss lessons	Present findings and recommendations
13	Certification/Career Pathways	Discuss value, explore opportunities	Draft professional profile/resume

This one-on-one approach ensures personalized learning, practical application, and deep understanding of AI compliance for California nonprofits.