

Your grade: 100%

Your latest: 100%•Your highest: 100%•We keep your highest score.

## > Introduction

This activity is optional, but highly recommended to help you practice using AI tools. If you are unable to complete this activity, you will still be able to progress through the course and earn a certificate.

To complete this activity, you'll fill out a template for practice. You don't need to upload or submit the template to progress through the course and earn a certificate. In the next activity, you'll compare your template to an exemplar for self-review.

## > Activity details



### Activity Overview

In this activity, you'll write an action plan with details about how you'll stay knowledgeable about AI and how you'll leverage it in your own workplace tasks. After completing this activity, you'll be able to refer to this action plan for practical ideas about how you can further develop your skills in the area of AI. As AI advances and your understanding grows, you'll be able to update your action plan to include new goals.

What you will do:

Reflect on what you've learned about using AI in the workplace.

Create an AI action plan to continue learning.

### Materials needed

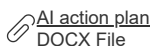
AI action plan template

To use the template for this course item, click the following link and select Use Template.

Link to template: [AI action plan](#)

OR

If you don't have a Google Account, you can download the template directly from the following attachment.



## > Step 1: Answer the reflective questions

In the Reflective questions section of the AI action plan template, consider what you've learned from this course and the actions you plan to take to continue learning about AI in the workplace. The Reflective questions section of the AI action plan template is broken down into three categories: Resources and networking, Tools, and Workplace applications. Answer the questions in each of these categories.

You may want to go back to previous sections in this course for a reminder of what you learned. If you took notes while learning, you may want to reference those, too.

## > Step 2: Determine next steps

In the Next steps section of the AI action plan template, set specific goals to continue developing your AI skills. Review your responses to the reflective questions and identify specific actions you will take next. Also, determine a time frame for each action.

## > Pro tip: Save the template

Finally, be sure to save a copy of the template you used to complete this activity. You don't need to upload your template to complete this activity. You can use it for further professional projects. These templates will help you work through your thought processes.

What to Include in Your Response

Be sure to address the following components in your completed activity:

In the Resources and networking section, identify at least three sources that can be used to stay informed about AI.

In the Tools section, identify the types of AI tools that could be leveraged in the workplace as well as a particular AI tool to evaluate.

In the Workplace applications section, identify specific opportunities to leverage AI in the workplace.

1. Did you complete this activity?

☒ Yes

☐ No

☒ Correct

Thank you for completing this activity! It's important to take the time to reflect on what you've learned in this course so that you have a plan to apply your new knowledge in your work going forward. Go to the next course item to compare your work to a completed exemplar.

