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A detailed draft of the training materials that presents each module in detail. The materials include presentation slides, handouts, interactive elements and exercises so that participants can learn about and apply the legal framework of the EU AI Act in a practical way.

----- Module 1: Introduction and Objectives

**Aim of the module:**

Participants understand the background and objectives of the EU AI Act and the relevance of the law for SMEs using external AI services.

**A. Presentation slides (example):**

**1stSlide 1 – Title & Welcome:**

- Title: "Introduction to the EU AI Act - Relevance for SMEs"
- Short welcome and presentation of the training objective
- Agenda overview of the entire training

**2ndSlide 2 – Background and motivation:**

- Why do we need an EU AI Act?
- Challenges in the use of AI (e.g. transparency, data protection, risk management)
- Importance of human-centered AI in today's digital working world

**3.Slide 3 – Objective of the EU AI Act:**

- Promoting trustworthy AI systems
- Ensuring a high level of protection in the areas of health, safety and fundamental rights

- O Integration of external AI services (e.g. ChatGPT, Google Gemini) in the European internal market

**4th Slide 4 – Relevance for SMEs:**

- O Special challenges of small and medium-sized enterprises
  - O Support through standardized information platforms and templates
- O Overview of the following modules

**B. Handout / training document (text version):**

- Summary of Objectives
- Summary of the most important legal contents
- Overview of the importance of external AI services and their integration into everyday business

**C. Interactive elements:**

- **Discussion round:** "What are your experiences with external AI services so far?"
- **question-and-answer session:** Open round to clarify any initial questions

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scope of the law ----- **Aim of the module:**

Participants should understand the basic principles of the EU AI Act and know which systems and use cases it covers.

**A. Presentation slides (example):**

**1st Slide 1 – Definition and scope:**

- O Definition: What are AI systems?
- O Scope: Systems placed on the market and their use within the EU, including by external providers via API

## **2ndSlide 2 – Human-Centered AI:**

- Meaning: AI should serve and support humans without taking control
- Examples: How is this ensured in practice? (e.g. through regular checks)

## **3.Slide 3 – Legal objectives:**

- Ensuring health, safety and protection of fundamental rights
- Promoting transparency and risk management in AI use

## **4thSlide 4 – Relevance for external AI services:**

- Using APIs: What does it mean when a system comes from an external provider?
- Examples: ChatGPT, Google Gemini – what do SMEs need to pay attention to?

## **B. Handout / training document:**

- Summary of the most important definitions
- Graphical representation of the application area (e.g. diagram comparing internal vs. external systems)
- Key points on the legal objectives and their impact on practice

## **C. Interactive elements:**

- **Case study:**Analysis of a concrete scenario in which an external AI system is used.
- **group work:**Participants create a short poster that visualizes the core objectives of the EU AI Act.

Show which measures the legislator provides specifically for SMEs and how these can be implemented in practice.

**A. Presentation slides (example):**

**1stSlide 1 – Overview of support measures:**

- provision of standardized templates
- Central information platforms and online resources
- Special training and awareness programs

**2ndSlide 2 – Practical tools:**

- Checklists for compliance with legal requirements
- Sample documents (e.g. data protection checklists, labeling guidelines)

**3.Slide 3 – Benefits for SMEs:**

- How do these measures help to reduce legal uncertainty?
- Success stories and best practices from other companies

**B. Handout / training document:**

- Detailed description of the tools and templates
- Concrete checklists that can be used in everyday life
- Overview of the most important support offers (including contact information and further links)

**C. Interactive elements:**

- **Exercise:**In small groups, create your own checklist for testing an external AI system.
- **Discussion:**What support services would be most useful in your company?

Participants will learn why transparency is essential when using external AI services and how the information obligations are to be implemented in concrete terms.

**A. Presentation slides (example):**

**1stSlide 1 – Importance of transparency:**

- O Why transparency? (Building trust, error detection, legal protection)
- O Examples of unclear and transparent AI use

**2ndSlide 2 – Labeling requirements:**

- O When does AI-generated content need to be labeled?
- O Specific wording and labeling requirements

**3.Slide 3 – Practical implementation:**

- O Integration of labeling instructions into internal and external documents
- O Workflows for regular review and documentation of AI usage

**B. Handout / training document:**

- Guide to correctly labeling AI-generated content
- Examples of text modules and labeling instructions
- Overview of when and how transparency obligations apply (e.g. in publications)

**C. Interactive elements:**

- **Workshop:** Joint development of a template for labeling AI-generated documents
  - **Quiz:** Scenarios in which participants decide whether labeling is necessary
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Module 5: Risk management and quality control

**Aim of the module:**

Participants will learn how to identify, assess and control risks when using external AI services.

**A. Presentation slides (example):**

**1stSlide 1 – Identification of risks:**

- O Possible risks: Incomplete, incorrect or distorted results
- O Practical examples and their effects

**2ndSlide 2 – Risk management concept:**

- O Development of a risk management plan: analysis, assessment, measures and monitoring
- O Practical tools: checklists, audits, feedback loops

**3.Slide 3 – Quality Control:**

- O Procedures for manual verification of AI results
- O definition of quality criteria and standards

**B. Handout / training document:**

- Risk management plan template explained step by step
- Checklists for quality control when using AI services
- Practical examples and solutions for typical sources of error

**C. Interactive elements:**

- **Case Study Exercise:** Participants analyze a sample report, identify possible sources of errors and develop measures to improve quality.
  - **group work:** Creation of your own risk management plan for a fictitious use of external AI services.
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— Module 6: Data protection and copyright

**Aim of the module:**

Raising awareness about the correct handling of personal data and copyrighted content when using AI services.

**A. Presentation slides (example):**

**1st Slide 1 – Data protection basics:**

- O Essential principles of data protection (data minimization, purpose limitation, transparency)
- O Special risks when entering sensitive data into external systems

**2nd Slide 2 – Copyright requirements:**

- O Handling copyrighted content
- O Need for consent or application of derogations (e.g. Directive (EU) 2019/790)

**3. Slide 3 – Practical measures:**

- O Internal guidelines for data and copyright control
- O Examples of data protection checklists and approval procedures

**B. Handout / training document:**

- Detailed guide to data protection regulations when using external AI services
- Checklists for identifying sensitive data and checking data protection compliance

- Examples and sample texts for dealing with copyrighted content

### **C. Interactive elements:**

- **Role play:** Simulating scenarios in which sensitive data is mistakenly entered into an external system and developing the correct procedure
  - **Quiz:** Questions about specific data protection and copyright aspects
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— — Module 7: Limits of Automation and Human Oversight

----- **Aim of the module:** Make it clear that AI systems are to be understood as supporting tools and that the final decision always lies in human hands.

### **A. Presentation slides (example):**

#### **1stSlide 1 – Role of human supervision:**

- O Definition: AI as an assistance system vs. fully automated decision-making
- O Legal requirements for human control

#### **2ndSlide 2 – Limits of automation:**

- O Why automated decisions need to be critically questioned
- O Practical examples where human control was crucial

#### **3.Slide 3 – Practical implementation:**

- O Methods for manually verifying AI results
- O Guidelines on when intervention is necessary (e.g. in the event of discrepancies or uncertainties)

### **B. Handout / training document:**

- Clear presentation of the areas of responsibility in which human control is essential
- Checklist for critical comparison of AI results and manual review
- practical examples and recommendations for action

#### **C. Interactive elements:**

- **Simulation:** Role plays are used to illustrate typical work processes in which AI results must first be presented and then manually checked
- **Group discussion:** Exchange of experiences and challenges in human control of AI results

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8: Practical exercises and case studies

**Aim of the module:** The theoretical knowledge acquired is deepened in practical exercises and applied directly in everyday work.

#### **A. Presentation slides (example):**

##### **1stSlide 1 – Introduction to the exercises:**

- O Overview of the planned practical exercises
- O Objective: Transfer of theory into practice

##### **2ndSlide 2 – Exercise: Document creation with AI support:**

- O Task: Creation of an internal memo using an external AI service
- O Step-by-step instructions for labeling and quality control

##### **3.Slide 3 – Exercise: Analyzing AI-generated data:**

- O Task: Analysis and evaluation of a report generated by AI

- O Criteria: Error identification, comparison with manual data, documentation of results

#### **4thSlide 4 – Group work:**

- O Development of an internal guideline for dealing with AI results
- O Development of recommendations for action and checklists

#### **B. Handout / training document:**

- Detailed exercise instructions for each practical task
- Template for an internal guide that can be developed during group work
- compilation of best practice examples and proposed solutions

#### **C. Interactive elements:**

- **Workshops in small groups:** Intensive processing of the case studies with subsequent presentation of the results
- **feedback sessions:** Joint discussion of the exercise results and clarification of open questions

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----- Module 9: Final Examination

#### **Aim of the module:**

#### **Instructions for conducting the written or practical examination**

#### **Slide 1 – Final Examination and Evaluation**

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Module 10: Further materials and information

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#### **Aim of the module:**

Participants are provided with access to complementary resources and ongoing training.

#### **A. Presentation slides (example):**

#### **1stSlide 1 – Official documents and guidelines:**

- Links and references to official EU documents (e.g. EU AI Act, data protection guidelines)
- Overview of further literature and online resources

**2ndSlide 2 – Internal contacts and support:**

- contact person in the company (data protection officer, IT security, compliance department)
- Instructions on how regular updates and training are organized

**3.Slide 3 – Future of AI and legal developments:**

- Outlook: How could the legal framework develop in the future?
- Recommendations for continuous training in the field of AI

**B. Handout / training document:**

- Link list and bibliography for in-depth research
- Overview of internal contact points and contacts
- References to eLearning modules, webinars and workshops for continuous training

**C. Interactive elements:**

- **discussion forum:**Establishment of an internal online forum or regular meetings in which new developments and open questions are discussed
- **Resource Check:**Joint review of the materials provided and collection of further tips from the participants

## Module 1: Introduction and Objectives

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### Slide 1 – Title & Welcome

#### **Title:**

"Introduction to the EU AI Act - Relevance for SMEs"

#### **Welcome and training objective:**

Welcome to our training! We are pleased to welcome you today. The aim of this training is to introduce you to the essential content and requirements of the EU AI Act - especially with regard to the use of external AI services (such as ChatGPT or Google Gemini via API) in small and medium-sized companies. You will learn how to implement these legal requirements in your everyday work safely and in compliance with the law.

#### **Agenda – Overview of the entire training:**

1. Introduction and Objectives
  2. Objective and scope of the EU AI Act
  3. Specific support measures for SMEs
  4. Transparency and information obligations
  5. Risk management and quality control
  6. Data protection and copyright
  7. Limits of automation and human supervision
  8. Practical exercises and case studies
  9. Information on the final examination
  10. Further materials and information
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## Slide 2 – Background and Motivation

### **Why do we need an EU AI Act?**

- The rapid development of AI systems influences the economy, society and everyday life.
- There is a need to create a uniform framework to ensure trust in AI and minimize risks.
- The aim is to promote innovation while ensuring a high level of protection for health, safety and fundamental rights.

### **Challenges in using AI:**

- **Transparency:**  
AI systems often work in opaque processes. It is not always clear how decisions are made - this can lead to misunderstandings and misinterpretations.
- **Data protection:**  
Many AI applications process sensitive personal data. A lack of protection can lead to data breaches and legal problems.
- **Risk management:**  
Incorrect or distorted results from AI systems can have far-reaching negative effects. Systematic risk management is therefore essential.

### **Importance of human-centered AI in today's digital working world:**

- **Support instead of replacement:**  
AI is intended to serve as a tool for humans and support them in their decisions – but it does not replace human control.
- **Human supervision:**  
The use of AI requires constant review and

Control to ensure that the systems work correctly and that no undesirable consequences arise.

- **Ethics and Responsibility:**

The focus on human-centered AI ensures that technological developments are in line with the values of transparency, responsibility and fairness.

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### **Slide 3 – Objective of the EU AI Act**

#### **Promoting trustworthy AI systems:**

- The legislator wants to ensure that AI systems are developed and used in a transparent, robust and ethical manner.
- The aim is to create trust among users by setting clear standards and guidelines for the development and use of AI.

#### **Ensuring a high level of protection in the areas of health, safety and fundamental rights:**

- The EU AI Act places particular emphasis on protecting the individual rights, physical security and general well-being of citizens.
- Measures are defined to prevent incorrect or distorted AI decisions from leading to negative health, safety or social consequences.

#### **Integration of external AI services in the European internal market:**

- AI services used by external providers (such as ChatGPT or Google Gemini) via APIs also fall within the scope of the law.
  - This ensures that these externally provided systems are also subject to the same strict requirements regarding transparency, data protection and risk management.
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## Slide 4 – Relevance for SMEs

- **Special challenges for small and medium-sized enterprises:**
  - Limited resources, know-how and budgets compared to large companies
  - Increased sensitivity to legal uncertainties and compliance requirements
  - Need to integrate innovations cost-efficiently and safely
- **Support through standardized information platforms and templates:**
  - Provision of central online resources, templates and checklists
  - Uniform information platforms that facilitate access to legal requirements
  - Tailor-made training programs specifically for SMEs
- **Overview of the following modules:**
  - Introduction and objectives of the EU AI Act
  - Definition, scope and objectives
  - Specific support measures, transparency requirements, risk management, data protection, and the role of human oversight
  - Practical exercises, case studies, summary and examination

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## B. Handout / training document

(text version):

- **Summary of objectives:**
  - Providing a clear understanding of the legal requirements of the EU AI Act
  - Promoting a safe and legally compliant use of external AI services in SMEs
  - Support in implementation through standardized templates and information platforms
- **Summary of the most important legal contents:**
  - The EU AI Act promotes a trustworthy,

human-centered AI and places high demands on transparency, data protection and risk management

- External AI services (e.g. ChatGPT, Google Gemini) must also comply with legal requirements if their results are used in the EU
- Special measures have been developed to support SMEs in order to facilitate compliance

- **Overview of the importance of external AI services and their integration into everyday business:**

- External AI services provide valuable support in information retrieval, document creation and analysis
- At the same time, SMEs must ensure that these services meet the strict requirements of the EU AI Act – especially with regard to transparency and data protection
- Integration is ideally carried out via standardized interfaces (APIs) and is facilitated by supporting templates and information platforms

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**C. Interactive elements:**

- **Discussion round:**

- Topic: "What are your experiences so far with external AI services?"
- Goal: Exchange of practical examples, challenges and successes in dealing with external AI systems

- **question-and-answer session:**

- Open round to clarify initial questions about the relevance of the EU AI Act and its practical implementation in SMEs
  - Opportunity to discuss uncertainties and address specific concerns directly
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## Module 2: Aim and scope of the law

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### Slide 1 – Definition and scope

#### Definition: What are AI systems?

- **AI systems** are computer-based applications that use algorithms and data to make decisions, generate predictions, or automate tasks.
- They use machine learning techniques, logic-based procedures and symbolic approaches to learn from input data, recognize patterns and, based on these, produce recommendations for action or results.
- The term includes both specialized systems that solve individual tasks as well as complex, multi-layered systems that operate in dynamic environments.

#### Scope:

- **Systems placed on the market:**  
All AI systems introduced or placed on the European internal market are subject to the requirements of the EU AI Act.
  - **Use within the EU:**  
Even if the AI services of external providers (e.g. ChatGPT, Google Gemini) are used via APIs, the EU AI Act applies – provided their results are processed or used in the EU.
  - This ensures that externally provided systems are also subject to the same strict requirements for transparency, data protection and risk management.
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## Slide 2 – Human-Centered AI

### Meaning:

- AI systems should primarily serve as supporting tools for humans and not act as autonomous decision-makers.
- Humans always retain control over important decisions and can intervene in the process if the AI delivers incorrect or unexpected results.
- The goal is to leverage the benefits of AI – for example, in analyzing large amounts of data or automating repetitive tasks – while preserving human expertise and judgment.

### Examples from practice:

- **Regular checks:**  
Regular audits and checks are carried out to ensure that the results generated by the AI meet the requirements. This includes checking whether the decision-making process is understandable and whether human intervention is necessary.
  - **Feedback loops:**  
Employees check and validate the AI results. If there are any discrepancies, they are compared with manual analyses to identify and correct errors.
  - **Human supervision:**  
In critical decision-making processes, the final decision is made by an experienced employee who uses the AI results as support but bears the ultimate responsibility.
  - **Use of control mechanisms:**  
Systems are designed to issue alerts in the event of an error and automatically escalate to the appropriate employee for investigation.
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## **Slide 3 – Legal Objectives**

### **Ensuring health, safety and protection of fundamental rights:**

- The EU AI Act aims to ensure a high level of protection for the health and safety of all users.
- Measures are established to ensure that AI systems do not cause physical or psychological harm.
- In addition, the protection of fundamental rights (e.g. data protection, privacy, right to fair treatment) is emphasized in order to prevent negative social impacts.

### **Promoting transparency and risk management in AI use:**

- AI systems must be designed so that their decision-making processes are understandable.
  - Transparency requirements ensure that users understand how and why certain results come about.
  - Systematic risk management identifies potential sources of error, distortions or manipulation risks and initiates measures to correct errors, for example through regular audits and feedback loops.
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## Slide 4 – Relevance for external AI services

### **Use of APIs:**

- External AI services are often integrated into existing systems via APIs (Application Programming Interfaces).
- This means that the AI is not operated locally within the company, but is provided by specialized providers.
- The API connection enables data exchange in real time, with the company controlling the input and output processes - however, the provider's external processes and security standards must also be taken into account.

### **Examples and requirements for SMEs:**

- **ChatGPT and Google Gemini:**
  - These systems provide powerful AI-based support for tasks such as text generation, information analysis and document creation.

OSMEs must ensure that:

- The external services are used in accordance with legal requirements (e.g. data protection, transparency).
- The quality and traceability of the generated results are regularly checked.
- There are clear processes for identifying and correcting possible errors or biases.
- The integration via APIs is technically secured and protected against unauthorized access.

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## B. Handout / training document

### 1st Summary of the most important definitions:

- **AI system:**  
A computer-based system that uses algorithms and data to make decisions, generate predictions, or perform automated tasks. It uses techniques such as machine learning, logic-based procedures, or symbolic approaches to recognize patterns from input data and derive recommendations for action.
- **API (Application Programming Interface):** An interface through which external AI services can be integrated into internal company systems. Data exchange takes place in real time, so that external providers such as ChatGPT or Google Gemini can provide their functions without the AI being operated locally.
- **Scope of the EU AI Act:**  
The legal framework applies to all AI systems that are introduced into the European internal market or whose results are used within the EU – regardless of whether they are developed internally or sourced from external providers.

### 2nd Graphical representation of the application area:

- **Diagram (example description):**  
A diagram illustrating two main areas:
  - **Internal systems:** AI solutions that are developed and operated within the company are presented here.
  - **External systems:** This shows how external AI services (such as ChatGPT or Google Gemini) can be integrated into existing processes via APIs.

An arrow structure can facilitate data exchange

between external providers and internal applications, emphasizing that both areas are subject to the legal requirements of the EU AI Act.

### **3.Key points on the legal objectives and their impact on practice:**

- **Protection of health, safety and fundamental rights:**
  - Ensuring that AI systems do not cause physical or psychological harm.
  - Compliance with data protection and privacy standards.
- **Promoting transparency:**
  - Traceability of AI decision-making processes.
  - Clearly label AI-generated results so that the origin of the information is transparent.
- **Risk management:**
  - Regular audits and quality controls to detect errors or distortions at an early stage.
  - Implementation of control mechanisms that intervene in the event of discrepancies.
- **Scope:**
  - Applies equally to internal and external AI solutions, which means that all legal requirements must also be met when using external services (via APIs).

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### **C. Interactive elements**

#### **1stCase study:**

- **Scenario:**

Imagine a mid-sized company using ChatGPT via an API to create marketing copy and analyze customer feedback. The goal is to investigate what risks and challenges might arise, such as:

- How is the quality and traceability of the texts generated by ChatGPT ensured?
- What data protection measures must be taken when customer data is fed into the external AI?
- What measures are taken to ensure manual verification in case of incorrect results? to carry out a review?

○ **Task:**

The participants analyze the scenario in small groups, identify potential risks and develop proposals on how these can be addressed within the framework of the EU AI Act. The results are then discussed in plenary.

**2nd group work:**

○ **Task:**

Participants work in small groups to create a short poster that visualizes the core objectives of the EU AI Act. The poster should contain the following points:

- protection of health, safety and fundamental rights
- Promoting transparency and traceability
- risk management and quality assurance
- Application area (internal vs. external, e.g. through APIs)

○ **Goal:**

By visualizing the core objectives, participants should develop a deeper understanding of the legal framework and consolidate the importance of the individual aspects in a practical format.

**O Presentation:**

At the end of the group work, each group briefly presents their poster and explains how they implemented the goals of the EU AI Act in their poster.

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## Module 3: Specific support measures for SMEs

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### Slide 1 -

#### **Overview of support measures**

##### **Provision of standardized templates:**

- Templates for data protection and compliance documentation that meet legal requirements
- Sample protocols and checklists for regular review of AI usage
- Standardized reporting formats that facilitate the flow of information within the company

##### **Central information platforms and online resources:**

- Accessible online portals providing up-to-date information, guides and FAQs on the EU AI Act
- Regular updates on legal innovations and best practice examples specifically tailored to SMEs
- Interactive tools, such as digital risk management assistants, that support the compliance process

##### **Special training and awareness programs:**

- Tailor-made training courses that explain the legal requirements and their practical implementation in simple language
  - Workshops and webinars that use case studies and interactive exercises to illustrate how to use external AI services
  - Awareness-raising measures to raise awareness of data protection, transparency and risk management
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## ----- Slide 2 – Practical tools

### Checklists for compliance with legal requirements:

- **Structured overview:**
  - Contains the most important legal requirements of the EU AI Act, especially for SMEs.
  - Breaks down the requirements into individual test criteria (e.g. data protection, transparency, risk management).
- **Step-by-step instructions:**
  - Supports employees in the systematic review of AI applications.
  - Provides clear instructions on what steps to take before, during and after using external AI services.
- **Regular audits and documentation:**
  - Facilitates the conduct of regular internal audits.
  - Serves as proof that legal requirements are continually met.

### Sample documents (e.g. data protection checklists, labeling guidelines):

- **Data protection checklists:**
  - List relevant points to ensure data protection when using external AI services (e.g. data minimization, purpose limitation, consent management).
  - Help identify potential risks early and take action.
- **Labeling guidelines:**
  - Provide concrete guidelines on how AI-generated content should be labeled in internal and external documents.
  - Ensure transparency towards customers and partners by clearly marking the origin of the content.
- **Further sample documents:**
  - Sample protocols and templates for internal audits that serve as a basis for documentation and control.

## How do these measures help to reduce legal uncertainty?

- **Clear structures and templates:**  
Standardized templates and checklists provide clear guidance and reduce scope for interpretation when implementing legal requirements.
- **Transparency and traceability:**  
Documentation and regular audits ensure that all requirements of the EU AI Act are systematically checked and met – this creates legal certainty.
- **Internal training and awareness programs:** Specific training courses enable employees to identify legal risks at an early stage and act correctly, thereby reducing uncertainty.
- **Centralized information platforms:**  
Access to current guidelines and FAQs enables continuous updating of knowledge so that companies always remain up to date with the latest legal requirements.

## Success stories and best practices from other companies:

- **Practical examples:**  
Companies that have successfully integrated external AI services report a significant reduction in compliance risks through the use of standardized documentation templates and regular internal audits.
- **Cross-industry best practices:**  
Successful SMEs use central information platforms and tailor-made training programs to minimize uncertainty and enable rapid responses to new legal requirements.

- **exchange of experiences:**

Case studies show that transparent handling of AI-generated results – for example through consistent labeling and human supervision – leads to greater acceptance and better risk management.

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## B. Handout / training document

### 1st Detailed description of the tools and templates:

- **Templates and checklists:**
  - Standardized document templates that cover the essential points of the legal requirements (e.g. data protection, transparency, risk management).
  - Example checklists that systematically list each step in the compliance process.
- **Practical tools:**
  - Templates for internal audits and reporting protocols that enable complete documentation of AI usage.
  - Sample documents such as labeling guidelines that clarify how AI-generated content must be correctly labeled.

### 2nd Concrete checklists that can be used in everyday life:

- **Data protection checklist:**
  - Identification and classification of sensitive data entered into external AI systems.
  - Checking whether the external provider ensures sufficient data protection measures (e.g. encryption, access restrictions).
- **Risk management checklist:**
  - Identify potential risks such as erroneous results, biases or unforeseen impacts on fundamental rights.
  - Defining responsibilities and corrective actions, such as regular audits and manual reviews.
- **Labeling checklist:**
  - Clear guidelines on when and how AI-generated content should be labeled to ensure transparency.

### **3. Overview of the most important support offers:**

- **Information platforms and online resources:**
  - Links to official EU documents and guidance, e.g. the EU AI Act website or specific information portals for SMEs.
  - Further literature and regular newsletters on legal changes and best practices.
- **Contact information:**
  - Contact person within the company (e.g. data protection officer, compliance manager)
  - External consulting and training providers specializing in AI compliance.
- **Further links:**
  - References to official EU resources (e.g. the EU website on artificial intelligence)
  - Links to webinars, e-learning modules and community forums where current issues and developments are discussed.

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### **C. Interactive elements**

#### **1st Exercise – Create your own checklist:**

- **Task:**

In small groups, participants should develop a checklist for testing an external AI system (e.g. ChatGPT or Google Gemini).
- **Procedure:**
  - First, identify the most important aspects to consider when using external AI services (e.g. data protection, quality of results, transparency, security measures).
  - Develop a structured checklist that covers each of these points and contains concrete testing criteria and recommendations for action.
  - The created checklist should then be briefly presented and discussed together in order to

to exchange suggestions for improvement and best practices.

## **2nd Discussion – Support offers in your company:**

**O Theme:**

Which support services (e.g. templates, information platforms, internal training) would be most useful in your company to implement the legal requirements of the EU AI Act?

**O Procedure:**

- In a moderated discussion, participants are asked to share their experiences so far and to name specific wishes or challenges.
  - Together, potential solutions and measures are developed that can ideally be integrated into existing company processes.
  - The aim is to develop a collective understanding of how to optimally use support from external sources and how to use internal resources in a targeted manner.
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### Slide 1 – Importance of transparency

#### Why transparency?

- **Building trust:**  
Clear labeling and traceable processes strengthen the trust of customers, employees and partners in AI applications.
- **Error detection:**  
Transparent documentation and open communication of AI decision-making processes make it possible to identify and correct inconsistencies or errors at an early stage.
- **Legal protection:**  
Clear disclosure of AI usage ensures that all legal information obligations are met, minimizing the risk of litigation or compliance violations.

#### Examples of unclear and transparent AI use:

- **Unclear AI usage:**
  - Content is automatically generated and published without it being apparent that AI was at work.
  - Lack of documentation of decision-making processes, which leads to a lack of traceability.
- **Transparent AI usage:**
  - AI-generated content is clearly marked, e.g. with a note such as “Created with the assistance of an AI system”.
  - Regular internal audits and detailed logging of AI-supported processes so that it is clear how and why certain decisions were made.

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## Slide 2 – Labeling requirements

### When does AI-generated content need to be labeled?

- **Public and official documents:**  
All content published externally or used in official reports must be clearly marked as AI-generated.
- **Internal communication:**  
It is also important to make the origin of the content transparent in internal documents and reports in order to avoid any misunderstandings.
- **Automated decision-making processes:**  
If AI results serve as the basis for important decisions, it must be traceable that they were generated by an AI system.
- **Product or service descriptions:** Content that is presented to customers as part of an offer and was created using AI must also be labeled.

### Specific wording and labeling requirements:

- **Example formulations:**
  - “Note: This text was partially created with the support of an AI system (e.g. ChatGPT).”
  - “Created using AI-generated content – results from [name of AI service].”
  - “This document contains content generated by an external AI system.”
- **Placement and formatting:**
  - The marking should be placed in a clearly visible location – for example as a footer, in the header or as a highlighted note at the beginning of the document.
  - Consistent internal policies should specify how and where the notice is placed to ensure consistency across the organization.

- **Internal guidelines and training:**
    - Companies should develop clear internal guidelines that regulate the handling of AI-generated content.
    - Regular training and updates ensure that all employees are informed about the current labeling regulations.
-

## Integration of labeling instructions into internal and external documents:

- **Standardized templates:**  
Companies should develop templates that already have predefined labelling instructions integrated. This can be used for both internal reports and external publications.
- **Automated integration:**  
When using content management systems, the label can be inserted into documents automatically – for example as a fixed footer note or as an integrated note in the document metadata.
- **Consistent formatting:**  
It is important that the labels are designed in a uniform manner to avoid confusion. Uniform guidelines that specify font, size and placement create clarity and recognition.

## Workflows for regular review and documentation of AI usage:

- **Regular audits:**  
Implement a fixed schedule to regularly check that all AI-generated content has been correctly labeled and documented.
- **Documentation processes:**  
Create standardized logs that record every use of external AI services. These logs should include information about the AI service used, the data used, and the labeling instructions.
- **Responsibilities and feedback loops:** Designate responsible persons to coordinate the review process and initiate appropriate corrective actions in the event of inconsistencies or errors.

- **Training and continuous improvement:**

Regular training ensures that all employees are familiar with the current work processes and that new developments can be integrated into the processes in a timely manner.

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## **B. Handout / training document**

### **1stGuide to correctly labeling AI-generated content:**

- O Step-by-step instructions on how and where to integrate labeling information into documents.
- O Definition of which content is considered AI-generated and therefore must be labeled.
- O Information on technical solutions, such as automated integration into content management systems.

### **2ndExamples of text blocks and labeling instructions:**

- O "Note: This content was created with the assistance of an AI system (e.g. ChatGPT)."
- O "Created using a third-party AI service - results may contain machine-generated elements."
- O Template for a standardized footer note that can be used in all official documents.

### **3.Overview of when and how transparency obligations apply:**

- O List of situations in which labelling requirements are mandatory (e.g. in public publications, in official reports, in internal decision-making processes).
- O Describe processes that ensure that all relevant AI-generated content is correctly documented and verified.
- O Checklist for verifying compliance with transparency requirements.

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## **C. Interactive elements**

## **1stWorkshop – Development of a template for labeling AI-generated documents:**

### **O Task:**

In small groups, participants develop their own model of how labeling instructions should be integrated into documents.

### **O Proceed:**

- Discussion of the requirements and integration of the specifications described in the handout.
- Developing text blocks and determining placement, formatting and visibility.
- Presentation of results and feedback round to develop a uniform internal pattern.

## **2ndQuiz – Deciding whether labeling is necessary:**

### **O Task:**

Participants will be provided with various scenarios in which AI-generated content is used (e.g. internal memos, external reports, marketing texts).

### **O Proceed:**

- Participants decide in a multiple-choice quiz whether and how labeling is necessary in each scenario.
  - Joint discussion of the answers and explanation of the legal requirements in order to eliminate uncertainties.
-

## **Slide 1 – Identification of risks**

### **Possible risks when using external AI services**

External AI services such as ChatGPT or Google Gemini can provide valuable support, but are not error-free. The following risks must be identified and assessed:

- **Incomplete results:**
  - AI systems are based on probabilistic models and may omit information or provide it incompletely.
  - Critical content should therefore always be checked and compared with other sources.
- **Incorrect or inaccurate data:**
  - AI systems can generate factually incorrect or outdated information.
  - This is particularly problematic when companies rely on AI-generated analytics or reports.
- **Distorted or biased results:**
  - AI models are based on training data that may contain unconscious biases.
  - This can lead to certain groups of people or facts being misrepresented.

### **Practical examples and their effects**

#### **1st Incorrect market data in an annual report:**

- O A company uses AI to create market analysis. Due to outdated or incomplete data, it makes a wrong investment decision.

**2nd Misinterpretation of legal texts:**

- O A law firm uses AI-powered text analytics to evaluate legal documents. The AI misses an important clause, leading to a costly legal dispute.

**3. Biased applicant selection:**

- O An AI analyzes resumes for application processes, but favors certain demographic groups because it was trained on historical data.
-

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## **Slide 2 – Risk management concept**

### **development of a risk management plan**

Effective risk management is essential to minimize risks in the use of external AI services. It consists of four main phases:

#### **1st analysis**

- O Identification of potential risks in the use of AI services.
- O Investigation of which business areas are particularly affected (e.g. automated reporting, data analysis, customer communication).

#### **2nd Evaluation**

- O Assessment of the severity and likelihood of the risks.
- O Example: How serious would an incorrect AI-generated analysis be for business decisions?

#### **3. Measures**

- O Introduction of preventive measures to avoid errors (e.g. manual validation of AI results, double checking of sensitive data).
- O Definition of responsibilities: Who checks, who decides, who documents?

#### **4th surveillance**

- O Regular audits to ensure that AI services meet quality requirements.
- O Use feedback mechanisms to identify AI errors early and make improvements.

## **Practical tools for risk control**

- **Checklists:**

- O Detailed checklists help to systematically identify all relevant AI risks.
- O Example: “Have the AI-generated results been compared with external sources?”

- **Audits:**

- O Regular reviews of AI results to identify sources of error.
- O Documentation of corrections and potential for improvement.

- **feedback loops:**

- O Involving employees in the evaluation process through regular feedback on AI quality.
  - O Adaptation and training of AI models based on the experience gained.
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## **Slide 3 – Quality Control**

### **Procedures for manual verification of AI results**

Despite a high level of automation, **human control is essential** to minimize errors. Here are best practices for verifying AI results:

#### **1st Comparison with reference sources:**

- AI-generated content should be compared with reliable, external sources (e.g. official documents, scientific publications).
- Example: An AI creates a market analysis – this should be compared with current market data.

#### **2nd Sample testing:**

- Regular spot checks ensure that AI-generated content is reliable and accurate.
- Recommendation: A defined review pattern (e.g. reviewing every third analysis or a random data set per week).

#### **3. Human validation in critical decisions:**

- In sensitive areas (e.g. legal assessments, financial forecasts) AI may only play a supporting role.
- All AI results that form the basis for decisions on business-critical processes must be reviewed and approved by a qualified person.

### **definition of quality criteria and standards**

In order to evaluate AI results, clear quality standards must be defined:

- **Accuracy & Correctness:**

- O Do the data provided correspond to known facts?
    - O Is the information up-to-date and understandable?
  - **Completeness:**
    - O Is essential information missing that is necessary for an informed decision?
    - O Are all relevant perspectives taken into account?
  - **Traceability & Transparency:**
    - O Is it documented how the AI arrived at its result?
    - O Are the sources used indicated (e.g. through an AI log system)?
  - **Impartiality (bias control):**
    - O Does the result show possible biases?
    - O For example, if an AI was developed for job applications, does it favor certain demographic groups?
  - **Reproducibility:**
    - O Does the same input produce consistent results when used repeatedly?
    - O If not, what factors influence the variability of AI results?
-

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## **B. Handout / training document**

### **1. Risk Management Plan Template (Step-by-Step Guide)**

An effective **risk management plan** includes the following steps:

#### **Step 1: Risk analysis – identification of possible hazards**

- **What are the risks of using external AI services?**
  - Incomplete or incorrect results
  - bias in the data
  - data breaches
  - Security risks from external providers
- **Which areas of the company are affected?**
  - financial and business analyses
  - Automated document creation
  - customer communication

#### **Step 2: Risk assessment – assessment of risks**

- **What would be the consequences of an AI error?**
  - Critical: Direct business or legal impact
  - Medium: Increased workload for corrections
  - Low: No significant influence on decisions
- **What is the probability of occurrence?**
  - Often (e.g. AI often produces incorrect data)
  - Occasionally (e.g. distortions only occur in specific cases)

O Rare (e.g. problem only occurs in exceptional situations)

### **Step 3: Risk reduction measures**

- **Technical measures:**

O Use of multi-stage testing procedures to validate AI-generated data

O Regular updates and training of the AI models

- **Organizational measures:**

O Introducing responsibilities for manual review of AI results

O Training employees in dealing with AI errors

- **Logging & Documentation:**

O All AI interactions are documented (e.g. via a log function or version control)

O Error cases are recorded and evaluated

### **Step 4: Monitoring & continuous improvement**

- **Regular audits and feedback mechanisms:**

O Who checks the AI results?

O How often are random checks carried out?

- **Corrective measures and optimization:**

O Documentation of problems and measures taken

O Adaptation of the risk management plan based on new findings

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## **2. Checklists for quality control when using AI services**

### **General AI quality control:**

- Is the AI-generated content accurate and complete?
- Have the results been validated with other data sources?
- Is there a detectable bias in the results?
- Are the data sources used trustworthy?

**Data protection & security:**

- Does the input data contain personal information?
- Is data passed on to external servers? If so, are security precautions taken?
- Is there consent to use the data?

**Examination of decision-making processes:**

- Are the decisions made by the AI documented in a comprehensible manner?
- Is there a human control mechanism for critical decisions?

### **3. Practical examples & solutions for typical sources of error**

**Example 1: Incomplete data in an automated financial report**

**Problem:** An AI regularly creates sales forecasts for a company. However, one analysis is missing some market segments, leading to incorrect assumptions.

**Solution:**

- ✓ Introduction of a manual control instance for all reports above a certain relevance threshold
- ✓ Integration of additional external data sources to improve accuracy

**Example 2: Biased AI analysis in applications** **Problem:** A company uses AI to analyze applications. Unconscious biases in the training data set systematically disadvantage certain groups.

**Solution:**

- ✓ Conducting bias checks before making an AI-based decision
- ✓ Adapting the algorithm or using more diversified training data

**Example 3: Automatically generated contracts with incorrect clauses**

**Problem:** An AI is used to create standard contracts for customers. Due to a data error, one contract contains incorrect payment terms.

**Solution:**

- ✓ Introduction of a multi-stage testing process through human control
  - ✓ Creation of an automated warning function if contracts deviate from the standard clauses
- 

**C. Interactive elements**

**1. Case study exercise: Analysis of a sample report**

**Task:**

- Participants receive an AI-generated sample report (e.g. a market analysis or a financial report).
- In small groups they should analyze:
  - What are the possible sources of error?
  - Is the data complete and correct?
  - What measures could be taken to ensure quality?

**Goal:**

- Critical reflection on AI-generated results
- Development of methods for early detection of errors

- promoting structured risk management
- 

## 2. Group work: Creating your own risk management plan

### Task:

- The participants develop a**Risk management plan for a fictitious company**, which uses external AI services for the following purposes:
  1. Automated customer communication
  2. Creating reports and analyses
  3. Evaluation of applicant profiles
- They define:
  - **Possible risks**(e.g. incorrect data, distortion, security issues)
  - **evaluation methods**(How likely is the risk? How serious would it be?)
  - **preventive measures**(e.g. regular audits, human review)
  - **Long-term monitoring**(Who is responsible? What mechanisms are there for continuous optimization?)

### Goal:

- Develop an understanding of the importance of structured risk management
  - Transfer of training content into practice
  - Promoting teamwork through collaborative problem solving
-

## Slide 1 – Data protection basics

### Essential principles of data protection

The protection of personal data is essential, especially when using external AI services. **basic principles** the General Data Protection Regulation (GDPR) must always be observed:

#### **data minimization**

- Only **as much data is processed as absolutely necessary.**
- Example: Instead of complete customer profiles, only anonymous or aggregated data should be used if individual identification is not required.

#### **earmarked use**

- Data may **only be used for the stated purpose** and will not be passed on or stored for any other, non-agreed purposes.
- Example: An AI that **text analysis** may not further process personal data without permission or use it for advertising purposes.

#### **transparency**

- Users and employees need to know **which data is processed, why and for how long.**
- Companies must clearly document how AI systems handle data and what security measures are taken.

### Special risks when entering sensitive data into external systems

#### **Lack of control over external providers**

- Data entered into AI systems such as ChatGPT or Google Gemini could be processed on servers outside the EU – which could potentially **not GDPR compliant** is.
- **Solution:** Before using AI services, check whether they **comply with EU data protection guidelines**.

#### **Unauthorized further processing of data**

- AI services could store personal data or use it for future model improvements without the user's knowledge.
- **Solution:** use of **anonymized data** and contractual protection with providers (e.g. through Data Processing Agreements – DPAs).

#### **data leaks and security risks**

- Insecure interfaces and APIs can lead to sensitive data being accidentally disclosed to third parties.
- **Solution:** Implement encryption and access restrictions for all AI integrations.

#### **Summary:**

**data protection principles** (Data minimization, purpose limitation, transparency) must always be observed.

**External AI services pose particular risks**, particularly with regard to storage, further processing and control of data.

**Practical solutions** such as anonymization, contractual protection and security measures help to avoid data protection violations.

## **Slide 2 – Copyright requirements**

### **Handling copyrighted content**

The use of AI services to create or edit content entails **copyright challenges**. Companies must ensure that they do not infringe the rights of third parties when using AI-generated or AI-processed content.

#### **Basic rules for the legal handling of AI-generated content:**

##### **Testing of the raw materials:**

- Was the AI trained with copyrighted data?
- If so, are the licenses for using this content available?

##### **No automatic transfer of ownership:**

- AI-generated content is not automatically in the public domain.
- If an AI generates images, text or videos, it should be checked whether copyrights exist and who owns the rights.

##### **Labelling requirements and transparency:**

- If AI-generated content is used commercially, it should be labeled.
- Companies should clarify whether human or automated processes were used to create content.

##### **Avoiding plagiarism:**

- AI can extract fragments from existing works and unconsciously reproduce protected content.
- Plagiarism checks or semantic comparisons help to avoid violations.



## **Need for consent or application of exceptions**

The **Directive (EU) 2019/790** (The Digital Rights Directive (DSM Directive) contains provisions on copyright and regulates, among other things, how AI-generated content may be used.

### **When is the author's consent required?**

- When AI systems use content that does not fall under a legal exception.
- If the AI-generated work is clearly based on a protected template.
- When a company wants to commercially exploit AI-generated content created using copyrighted material.

### **Derogations under Directive (EU) 2019/790**

- **Text and data mining (Articles 3 & 4):**
  - AI systems may not use copyrighted content **for analysis purposes** if permitted by law or licensed.
  - This applies in particular to research institutions and educational institutions.
- **Freedom of Panorama (Article 14):**
  - If AI-generated content shows public buildings or works of art, this may fall under the freedom of panorama.
- **Non-commercial use:**
  - In some cases, AI-generated works may **private or for scientific purposes** be used.
  - **Danger:** This regulation does not apply to commercial applications.

**Summary:**

**AI systems can use protected content, but copyright regulations must be observed.**

**Companies must check whether consent is required for AI-generated content or whether an exception applies.**

**Directive (EU) 2019/790 provides exceptions for certain uses, in particular research and education.**

**Transparency and labeling are essential to avoid legal risks.**

## **Slide 3 – Practical measures**

### **Internal guidelines for data and copyright control**

To ensure data protection and copyright in the use of external AI services, companies should **clear internal guidelines** set up:

#### **Privacy Policy:**

- Employees **may no sensitive personal data** (e.g. customer names, addresses) into external AI systems.
- If personal data must be processed, a **consent of the data subject** or a **legal basis** present.
- Storage and transfer of data must be documented and **security measures** such as encryption.

#### **Guidelines for dealing with copyrighted content:**

- AI-generated content must be reviewed to ensure that it **do not copy existing works or unknowingly use copyrighted content**.
- If content from AI systems is used, it must be checked whether **a license** is required.
- **Labeling requirement:** AI-generated texts or images should be clearly identified as such in internal and external documents.  
be marked.

#### **Contractual protection with external AI providers:**

- Companies should **Data Processing Agreements (DPA)** or **service contracts** with external AI providers to ensure data protection and copyright.
- Contracts should **clearly regulate** whether and how the entered data may be processed, stored or passed on.

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## **Examples of data protection checklists and approval procedures**

### **Example: Data protection checklist for AI use**

Has it been checked whether personal data is being processed?

Are the entered data on the **reduced to the necessary minimum** (data minimization)?

If a **secure connection** to the API of the external AI service?

If there is a **clear legal basis** for data processing?

Are all AI-generated content checked for possible **checked for misinformation or distortions** been?

### **Example: Approval process for AI-generated content**

1 **Copyright check:** Before publication or internal use, it must be ensured that no protected content has been used unintentionally.

2 **Release by a responsible person:** AI-generated texts or analyses should be reviewed and approved by a subject matter expert.

3 **Labeling requirement:** If AI-generated content is published, a notice should be included as follows:

- "This content was created and verified using an AI system."

4 **Documentation:** Use of AI services should be logged with date, purpose and responsible person.

---

## **Summary:**

**Internal guidelines help to comply with data protection and copyright.**

**Checklists facilitate daily practice and minimize risks when using external AI services.**

**Approval processes ensure that AI-generated content is accurate, legal and of high quality.**

## B. Handout / training document

### 1. Detailed guide to data protection regulations when using external AI services

#### Basic principles of data protection (according to GDPR)

##### Data minimization:

- Only the **most necessary** information may be entered into external AI systems.
- **Example:** Instead of complete customer data, only an anonymized data set should be used.

##### Purpose limitation:

- Data may **only for the specified purpose** be processed.
- **Example:** If AI is used to create text, the data entered may not be used for marketing purposes.

##### Transparency & Documentation:

- Companies must document **which data is processed**, why and how long.
- Employees need to know **which information may be entered into AI systems and which may not**.

##### Contractual protection with AI service providers:

- If data is sent to an external AI provider, a **Data Processing Agreement (DPA)** or a **contractual arrangement** with the provider.
- **Test questions:**
  - Will the data be deleted after processing?
  - What security measures does the provider take?

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## **2. Checklists for identifying sensitive data and checking data protection compliance**

### **Checklist: Are personal data affected?**

Do the inputs into the AI contain personal data (name, address, telephone number, health data)?

Can conclusions be drawn about a specific person from the input?

If yes: Is there a **legal basis** for the processing (e.g. consent, contract, legitimate interest)?

Are measures to **anonymization or pseudonymization** of the data possible?

### **Checklist for checking data protection compliance when using external AI services**

Has it been checked whether the external provider complies with the GDPR?

Are security measures such as **end-to-end encryption** active?

Is there a **internal policy** that determines which data may be entered into external systems?

If the use of AI services in a **protocol documented**?

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## **3. Examples and sample texts for dealing with copyrighted content**

### **Sample text for labeling AI-generated content:**

"This content was created using an AI system. Human review has taken place to ensure quality and accuracy."

### **Sample internal compliance policy (copyright & AI):**

- **AI-generated content must be reviewed before use.**
- **If external sources are used, the licensing situation must be clarified.**

- Employees are not allowed to enter copyrighted text or images into external AI systems without conducting a license check.

**Example of copyright infringement:**

- An AI generates a blog article that unconsciously takes sentences from a copyrighted text.
  - **Solution:** Use of plagiarism checks and clear guidelines for text processing.
- 

**C. Interactive elements**

**1. Role play: Simulation of data breaches & correct reaction**

**Scenario 1: Entering sensitive data into an AI system**

- An employee accidentally enters personal customer data into a text generation AI.
- The data is processed by the AI, but it is unclear whether it is stored.

**Task:**

- The participants work together to develop the **correct procedure**:
  - 1  **Detect & report errors** → Who should be informed?
  - 2  **minimize damage** → Can the entry be undone or deleted?
- 3  **Strengthen internal training** → What measures prevent future errors?

**Scenario 2: Use of AI-generated content without copyright check**

- A company uses AI-generated images for advertising campaigns. It later turns out that some images unintentionally resemble heavily protected works in terms of style.

- A lawsuit for copyright infringement is threatened.

**Task:**

- Participants discuss:
  - 1 **How could copyright checking have been improved?**
  - 2 **What processes should be put in place to prevent this from happening in the future?**

**Scenario 3: AI-generated false content is published**

- An AI system creates an automated financial analysis that contains incorrect or incomplete data.
- The report is sent to investors before any human review takes place.

**Task:**

- Working out how to correct errors through**multi-stage tests** can avoid.
- 

**2. Quiz: Data protection and copyright aspects**

**Question 1:**

An employee uses ChatGPT to compose an email to a customer and enters the customer's name and phone number.**Is this permissible?**

No, because personal data is processed without any protective measures.

**Solution:AI should only generate anonymized or generic content.**

**Question 2:**

A company uses AI-generated texts for product descriptions. What measures are necessary to avoid copyright risks?

- (A)Check the AI texts for plagiarism before publication.
- (B)AI-generated texts automatically without labeling

publish.

- (C)Internal guidelines for reviewing and approving AI generate content.

Solution:**A & C are correct.**

**Question 3:**

An AI-powered translation tool is used to translate official documents. Is manual checking required?

No, AI translations are always correct.

Yes, because AI can make mistakes that can have legal or contractual consequences.

**Question 4:**

A company wants to use AI to analyze legal documents. Which of the following measures **isnot required**?

(A)Checking the AI provider's data protection regulations.

(B)Unlimited upload of contract data without security check.

(C)Ensure that the provider operates in compliance with the GDPR.

Solution:**B is wrong**, since all external data processing must be controlled and secured.

## Module 7: Limits of Automation and Human Supervision

### Slide 1 – Role of human supervision

**Definition: AI as an assistance system vs. fully automated decision-making**

**AI as an assistance system:**

- AI supports people through analyses, suggestions or automation of repetitive tasks.
- **The human makes the final decision.**
- **Example:** An AI suggests a risk analysis based on previous patterns, but the analyst checks and confirms the result.

**Fully automated decision-making:**

- AI makes decisions independently **without human verification.**
- Risks: wrong decisions, ethical concerns, unforeseeable consequences.
- **Example:** An AI automatically approves or rejects credit requests – without human control, this could lead to discrimination.

**Best Practice:**

AI should **always as a supporting tool** be used, which is **human supervision** supplemented – especially when making critical decisions.

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### Legal requirements for human control

#### EU AI Act & Principle of Human Oversight

- The EU AI Act stipulates that **high-risk AI systems** (e.g. in medicine, the financial sector or automated

decision-making processes)**must be controlled by humans.**

- **Article 14 of the EU AI Act** states that human control is required to
  - 1 detect errors early,
  - 2 to prevent unforeseeable damage and
  - 3 ensure that decisions remain understandable.

**Examples of mandatory human supervision:**

**Credit approvals:** A bank advisor must review AI decisions regarding creditworthiness.

**Automated recruitment processes:** AI can pre-sort applications, but the final decision lies with the HR manager.

**Diagnostic tools in medicine:** An AI can detect abnormalities in X-ray images, but the diagnosis must be made by a doctor.

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**Summary:**

**AI is an assistance system, not a replacement for human decisions.**

**Legal requirements require human control in sensitive areas.**

**Companies must establish clear guidelines on when an AI decision needs to be reviewed and validated.**

## **Slide 2 – Limits of Automation**

### **Why automated decisions need to be critically questioned**

#### **Lack of context perception:**

- AI can analyze data, but not always the **context of meaning** capture.
- **Example:** An AI suggests termination based on performance data, without knowing that the employee was temporarily less productive due to personal circumstances (e.g. illness).

#### **Wrong decisions due to insufficient or distorted data (bias):**

- AI systems make decisions **based on the training data** that may contain unconscious biases.
- **Example:** An AI-powered applicant selection system favors certain genders or ethnicities because it was trained with historical data that contains past inequalities.

#### **Legal and ethical risks:**

- Automated decisions can **violate individual rights** (e.g. data protection, anti-discrimination laws).
- **Example:** An AI system rejects credit requests without providing a clear reason, which may violate the transparency requirement of the GDPR.

#### **Solution:**

**Human control is essential to correct wrong decisions and minimize risks.**

**AI decisions should never be accepted blindly – critical review by humans is necessary.**

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**Practical examples where human control was crucial**

### **Case 1: Automated credit approval with negative consequences**

- A large financial company implemented an AI system that automatically evaluated loan applications.
- The AI used **historical data**, which, however, contained structural disadvantages.
- Result: **discrimination against certain social groups**, as previous loan rejections were incorrectly reported as "high risk".
- **Human intervention:**
  - ✓ Manual review of the AI criteria revealed unconscious biases.
  - ✓ Adaptation of the model to **transparent and fair decisions** to ensure.

### **Case 2: Incorrect diagnosis by a medical AI**

- An AI supported doctors in analyzing X-ray images and suggested a patient a **serious illness** before.
- An experienced radiologist reviewed the image and found that the AI had mistakenly identified an artifact in the image as disease.
- **Human intervention:**
  - ✓ The doctor corrected the mistake and spared the patient unnecessary treatment.
  - ✓ Conclusion: **AI can help, but the final decision must be made by experts.**

### **Case 3: Automatic applicant selection disadvantages qualified candidates**

- A company used AI to pre-select applicants based on resumes.
- The AI prioritized applicants with **certain keywords**, but ignored qualified candidates who used alternative terms.

- **Human intervention:**
    - ✓ An HR manager manually reviewed the rejected applications and found that some highly qualified candidates were overlooked.
    - ✓ Conclusion:**AI should prepare a decision, but humans must make the final selection.**
- 

### **Summary:**

**Automated decisions must be critically examined as they may contain errors, biases or unforeseen consequences.**

**Human control remains indispensable, especially in sensitive areas such as finance, medicine and personnel decisions.**

**Practical cases show that human review prevents wrong decisions and ensures transparency and fairness.**

## **Slide 3 – Practical implementation**

### **Methods for manually verifying AI results**

#### **comparison with reference data**

- **AI results should be compared with reliable, external or internal data sources.**
- **Example:** An AI creates a sales forecast – this is compared with previous quarterly figures and current market trends.

#### **random checks**

- **Regular sample tests ensure that the AI delivers consistent and correct results.**
- **Example:** A company reviews randomly generated reports to identify errors or biases.

#### **Multi-stage decision-making processes**

- **Critical decisions must not be made exclusively by AI.**
- **Best Practice:**
  - 1\square AI generates a recommendation
  - 2\square An expert checks and validates the recommendation
  - 3\square The final decision is made by a responsible person

#### **Use of confidence scores or explainability models**

- Many AI systems provide a **probability or certainty assessment** for their decision.
- **Example:** If an AI assesses a creditworthiness as “80% secure”, a **human control should be mandatory at 75% or lower.**

#### **feedback loops and continuous improvement**

- **Employees must provide regular feedback on AI decisions.**

- **Example:**If an AI systematically makes incorrect assessments when selecting applicants, training data or algorithms should be adjusted.
- 

### **Guidelines: When is intervention necessary?**

#### **Discrepancies between AI results and known data**

The AI predicts increasing sales, even though market data indicates a decline.

- ✓ **Solution:**An analyst checks the data basis and adjusts the AI parameters.

#### **Lack of traceability of the AI decision**

An AI rejects a loan without a logical explanation to deliver.

- ✓ **Solution:**If the AI's decision logic is not comprehensible, a human evaluation must be carried out.

#### **Contradictory or unclear results**

A medical AI gives different diagnoses for the same patient in two scans.

- ✓ **Solution:**Doctors check the data manually and make decisions based on additional examinations.

#### **Ethical or legal concerns**

AI-supported HR software systematically favors certain groups of people.

- ✓ **Solution:**An independent team checks the model for bias and adjusts the system accordingly.

#### **far-reaching results**

An AI meets financial, legal or security-critical decisions.

- ✓ **Solution:**In these cases, a human final decision mandatory.
-

**Summary:**

**AI results must be regularly checked and compared with reference data.**

**There are clear indicators when human intervention is required – especially in cases of inconsistencies, contradictions or ethical issues.**

**The introduction of multi-stage testing processes, feedback systems and explainable AI models helps to detect and correct errors at an early stage.**

## **B. Handout / training document**

### **1. Overview: In which areas of work is human control essential?**

**Areas in which AI may only be used as an assistant:**

#### **Financial decisions**

- credit approvals or risk assessments **must not be made exclusively by AI.**
- **Example:** A bank must secure AI-generated scoring values through manual verification.

#### **Medical diagnoses and treatments**

- AI can identify abnormalities in X-rays or laboratory values, but the final diagnosis must be made by doctors.
- **Example:** An AI detects a potential tumor disease – the doctor confirms the diagnosis based on additional examinations.

#### **personnel decisions**

- Automatic candidate selection or employee evaluations **must not without human intervention be performed.**
- **Example:** An HR manager also checks whether an AI has mistakenly filtered out highly qualified candidates.

#### **Legal evaluations**

- Automated contract analyses or risk assessments must be reviewed by lawyers.
- **Example:** An AI suggests clauses for a contract, but a lawyer must do the final wording.

#### **Safety-critical decisions**

- In aviation, vehicle control or industrial plants **a person must retain the power to make decisions in critical incidents.**
  - **Example:** An autonomous driving system detects a dangerous situation – the system must suggest options, but the driver or an operator makes the final decision.
- 

## **2. Checklist for critical comparison of AI results and manual review**

### **1. Is the result logical and understandable?**

- Is there a clear explanation of how the AI arrived at its conclusion?
- Is there any documentation or an “explainability score”?

### **2. Are the results consistent with other reliable data sources match?**

- Have the AI outputs been compared with existing data or human estimates?

### **3. Are distortions or bias influences recognizable?**

- Are there any signs that certain groups are systematically favored or disadvantaged?
- If so, can a manual correction be made?

### **4. Is there a high risk of making wrong decisions?**

- Is this a business-critical or security-related decision?
- If so, **human inspection must be mandatory.**

### **5. Are there any inconsistencies or contradictory results?**

- If an AI produces multiple different results, a human should make the decision.

## **6. Is a marking or approval by a specialist necessary?**

- If the AI result is published or influences important decisions,  
**A final inspection should be carried out by a specialist.**
- 

### **3. Practical examples and recommendations for action**

#### **Example 1: Medical AI diagnosis incorrect**

- **Problem:**An AI software for diagnosing skin cancer gives an incorrect assessment.
- **Correct procedure:**
  - ✓ Manual validation by a dermatologist.
  - ✓ Combined assessment with additional tests and anamnesis.
  - ✓ Ensuring that the patient is not solely dependent on AI results.

#### **Example 2: Automatic credit rejection without justification**

- **Problem:**An AI system classifies a customer as “too high a risk” and rejects the loan.
- **Correct procedure:**
  - ✓ Credit advisor examines the individual circumstances.
  - ✓ Disclosure of the factors that led to the rejection.
  - ✓ Possibility for correction or alternative assessment.

#### **Example 3: Incorrect applicant filtering**

- **Problem:**An AI automatically filters out applicants with “unusual” CVs.
- **Correct procedure:**
  - ✓ HR team checks the profiles manually.
  - ✓ Adapting AI criteria to take into account alternative career paths.

- ✓ Additional interviews for qualitative assessment of the candidates.
- 

## C. Interactive elements

### 1. Simulation: Role plays on work processes with AI results

#### Goal:

Participants experience realistic scenarios in which an AI makes a decision that needs to be reviewed and, if necessary, corrected.

#### Process:

- 1  Participants will receive a **AI-generated decision or analysis** (e.g. a financial assessment, a medical diagnosis or an applicant evaluation).
- 2  They play different roles:

- **AI decision recipients** (e.g. bank advisor, doctor, HR manager)
- **critical examiner** (e.g. quality assurance officer, data protection officer)
- **customer or data subject**  
3  Task: Determine whether the AI result is correct or whether it needs to be adjusted by a human decision.

#### Example scenarios:

**Automatic credit rejection → Credit advisor checks alternative factors**

**Medical AI diagnosis → Doctor confirms or refutes the assessment**

**Applicant selection by AI → HR team analyzes whether important applicants have been excluded**

#### Discussion after the simulation:

- What was striking?

- How could one have relied on the AI result?
  - Where would **aautomatic decision would have been critical?**
- 

## **2nd group discussion: Challenges in human control of AI results**

### **Theme:**

What challenges arise when AI decisions need to be reviewed?

### **Example discussion questions:**

**How often do errors occur in AI decisions?**

**What hurdles are there in implementing control mechanisms?**

**How can we improve collaboration between AI and humans?**

### **Aim of the discussion:**

**exchange of experiences and solutions**to improve human control over AI results.

**Raising awareness of risks and blind spots**when using AI-supported systems.

**identification of possible process improvements**for your own company.

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## Module 8: Practical exercises and case studies

### Slide 1 – Introduction to the exercises

#### Overview of the planned practical exercises

In this module, participants apply the knowledge they have learned so far in practical exercises. The following case studies and interactive elements help to identify the challenges in dealing with AI systems and **developing solutions in everyday work.**

#### Exercises at a glance:

- 1 **Analysis of real AI decisions:** Participants examine examples in which AI errors have occurred.
  - 2 **Practical application of the checklists:** Critical evaluation of AI-generated reports or analyses.
  - 3 **Simulation of decision-making processes:** Role plays with scenarios in which participants have to review an AI-supported decision and correct it if necessary.
  - 4 **Optimizing AI workflows:** Development of own guidelines for quality assurance in practice.
- 

#### Objective: Transfer of theory into practice

#### Applying theoretical knowledge in real work situations

- Concrete case studies and practical scenarios ensure that participants can apply their knowledge directly in their work environment.

#### Safe and critical handling of AI-generated results

- Participants learn **systematically review AI analyses** to avoid errors.

#### Identifying risks and developing solutions

- By dealing with realistic AI problems, participants sharpen their **awareness of challenges and solutions**.

#### **Strengthening the collaboration between humans and AI**

- The exercises make it clear that AI systems serve as supporting tools and that human control remains indispensable.
- 

#### **Summary:**

**Practical exercises help you to apply what you have learned in a targeted manner.**

**Through real-world examples, participants learn to critically examine AI results.**

**The aim is to make AI-supported processes in the company safer and more efficient.**

## **Slide 2 – Exercise: Document creation with AI support**

### **Task: Creation of an internal memo with an external AI service**

#### **Aim of the exercise:**

Participants use an external AI service (e.g. ChatGPT or Google Gemini) to **internal memo** on a specific topic. They must ensure that the **AI-generated content is correctly, understandably and transparently labeled**.

#### **Scenario:**

- A company is planning an internal training on data protection policies.
- The task is to write a memo informing employees about the most important changes.
- Participants use AI to create the first draft of the memo and revise it according to the quality guidelines.

#### **Requirements:**

The memo must contain **aclear structure** (e.g. subject, introduction, main part, conclusion).

The **AI-generated content must be checked and corrected if necessary** become.

**One labeling** must be done to ensure transparency.

---

### **Step-by-step instructions for labeling and quality control**

#### **Step 1: Using an external AI service**

- 1  Participants give **aclear and precise prompt** (Prompt) into the AI service.
- 2  You will receive a first draft of the memo.

## **Step 2: Quality control and manual revision**

Is the memo **correct in content?** → Comparison with official company guidelines.

Is the text **understandable and well structured?** → Rephrase paragraphs if necessary.

Are **errors or distortions are recognizable?** → Make factual corrections.

## **Step 3: Labeling the AI-generated content**

- **Mandatory information:** Indication that AI was used.
- **Example of correct labeling:**

"Note: This memo was created with the assistance of an AI system and reviewed by a staff member."

## **Step 4: Final approval**

- An employee reviews the revised memo.
- If necessary, a second quality control will be carried out.
- The document is then distributed internally.

---

### **Summary:**

**AI can help with document creation, but human control remains essential.**

**Quality control is necessary to avoid errors or misinformation.**

**Labeling ensures that the use of AI remains transparent.**

## **Slide 3 – Exercise: Analyzing AI-generated data**

### **Task: Analysis and evaluation of a report generated by AI**

#### **Aim of the exercise:**

The participants analyze **report created by an AI**, identify possible **errors or distortions** and compare the results with **manually collected data**.

#### **Scenario:**

- A company has used AI for automated market analysis.
- The AI has created a report on sales trends and customer behavior.
- Participants must check whether the results are correct and understandable.

#### **Steps of the exercise:**

The AI-generated report is read and **discrepancies or errors** checked.

A comparison with **manually collected or known data** is carried out.

The results are **documented and possible corrections** proposed.

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#### **Criteria for evaluation: error identification, comparison with manual data, documentation**

##### **1. Error identification**

###### **Incorrect or incomplete data:**

- Do the figures and facts correspond with reliable sources?
- Example: An AI predicts a 20% increase in sales, but internal sales figures show stagnating sales.

### **Lack of sources or traceability:**

- Were the results adequately explained by the AI?
- Example: If an AI predicts certain customer preferences, it should be clear on what data basis this happens.

### **Illogical or misleading conclusions:**

- Did the AI make false connections?
- Example: An AI claims that rising temperatures directly lead to higher sales without taking other factors into account.

## **2. Comparison with manual or alternative data sources**

Is there any company data or manually collected values that can be used as **reference** can serve?

Do the AI results match historical data? If not: **What differences exist and why?**

## **3. Documentation of the results**

### **Creation of an error log:**

- What errors were found?
- How much does the AI data differ from manual data?
- What adjustments should be made?

### **Example of a structured error log:**

<b>error category</b>	<b>Description</b>	<b>Possible Caused</b>	<b>corrective action me</b>
data errors	sales forecast too high	Misinterpretation of the trends by the AI	review by finance department
distortion (Bias)	preference certain customer groups	Unbalanced adaptation of the training data data basis	

<b>error category</b>	<b>Description</b>	<b>Possible Caused</b>	<b>corrective action me</b>
Missing explainability	No source for growth rates n specified	AI works with black box model	Transparency through explainability model   increase

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### **Summary:**

**AI-generated data must be critically examined before it is used.**

**Errors can be detected by comparing with manual or historical data.**

**Documentation and error logs help to continuously improve the quality of AI analyses.**

## **Slide 4 – Group work: Development of an internal guideline**

### **Task:**

The participants develop in groups **internal guidelines**, which describes **how to deal with AI-generated results** to avoid errors and ensure transparency.

#### **Goals of the group work:**

**Formulate clear guidelines** how AI-generated content is reviewed and used.

**checklists and recommendations for action** for different business areas.

**Ensure all employees know when manual review is required.**

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### **Step-by-step instructions for group work**

#### **Step 1: Define the most important guidelines**

##### **Questions for orientation:**

- Which processes in the company are already supported by AI?
- What errors could occur and how can they be avoided?
  
- In which cases is **a human verification mandatory**?

##### **Examples of guidelines:**

- **AI-generated content may not be published without being reviewed.**
- **All critical decisions must be validated by a specialist.**
  
- **Transparency requirement: Every AI-generated document must be marked.**

## **Step 2: Developing a recommendation for action on how to deal with AI results**

### **Questions for orientation:**

- Who is responsible for verifying AI results?
- How should errors be identified and documented?
- What actions are taken if AI results are incorrect?

### **Example of a recommendation for action:**

- When an AI creates an analysis,**it must be compared with existing data.**
- If there are any discrepancies,**the result may not be used further before it has been verified.**
- An employee must complete the final**Release**for all AI-generated content.

## **Step 3: Develop a quality assurance checklist**

### **Checklist for using AI results:**

<b>test criterion</b>	<b>Ask</b>	<b>Necessary action</b>
<b>correctness</b>	Do the AI Results with manual data agree?	comparison with existing company data
<b>completeness</b>	Are all relevant information? Check sources	If necessary, additional
<b>transparency</b>	Is it clear how the AI came to this result explanatory model?	If not, request

<b>test criterion</b>	<b>Ask</b>	<b>Necessary action</b>
<b>labeling</b>	Was it stated that the content is AI-generated?	Include transparency notice in the document
<b>Human control</b>	Was the result determined by a professional checked?	If not, do not grant approval

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### **presentation of group results**

**Each group presents its developed guidelines and checklists**

before.

#### **Joint discussion:**

- Which measures are particularly important?
  - What are the challenges in implementation?
  - How can the guideline be integrated into existing business processes?
- 

#### **Summary:**

**Through group work, practical guidelines for the safe use of AI are developed.**

**The participants develop their own recommendations for action that can be applied directly in the company.**

**A standardized checklist helps to avoid errors and ensure quality.**

## **B. Handout / training document**

### **1. Detailed exercise instructions for each practical task**

#### **Exercise 1: Document creation with AI support**

**Goal:** Participants create an internal memo with an AI and check the quality of the result.

##### **Task:**

- Use an AI service (e.g. ChatGPT) to create a memo on a given topic.
- The memo on**correctness, clarity and completeness**check.
- A**transparency notice**insert ("This text was created and verified using AI.").

##### **Test criteria:**

- Is the content correct and complete?
- Has the information been clearly marked?
- Are the formulations understandable and factually correct?

#### **Exercise 2: Analysis of AI-generated data**

**Goal:** Participants check a report created by the AI for**errors, distortions and inconsistencies**.

##### **Task:**

- An AI-generated report (e.g. market analysis, customer evaluation) with**manual data**compare.
- Inconsistencies, unclear statements or**possible bias problems**identify.
- Document the deviations and suggested corrections.

##### **Test criteria:**

- Do the data match the known company values?
- Is the AI analysis understandable and logical?

- Are there any distortions or missing context information?

### **Exercise 3: Developing an internal guideline for AI usage**

**Objective:** In small groups, participants develop guidelines for the critical handling of AI-generated results.

#### **Task:**

- **Important principles for the use of AI in the company define.**
- **One checklist for quality assurance develop.**
- **test criteria and responsibilities establish.**

#### **Test criteria:**

- Are the guidelines understandable and practical?
- Is the need for human control emphasized?
- Are the requirements compatible with company policies?

## **2. Template for an internal guide to AI usage**

### **Section 1: Principles of AI use**

AI may be used as support, but the **final responsibility always lies with the human.**

All AI-generated content must be **correctness, bias and relevance are checked.**

**labeling requirement:** AI-generated texts, reports or decisions must be recognizable.

### **Section 2: Checklist for AI-generated content**

<b>test criterion</b>	<b>Ask</b>	<b>Necessary action</b>
<b>correctness</b>	Are the data correct with other sources agree?	Manual review carry out

test criterion	Ask	Necessary action
<b>bias testing</b>	Is there evidence of discrimination or Distortion?	If so, adapt the AI model or use alternative sources
<b>transparency</b>	Is understandable, how the AI produced the result?	Documentation of decision-making processes
<b>labeling</b>	Is the document marked as AI-generated?	Insert note: "Created with AI support, reviewed by [name]"
<b>Release</b>	Was the result by a professional checked?	Only after human Use exam

### Section 3: Responsibilities

**AI users:** Check the results and report any ambiguities.

**team leader:** Approve critical content after manual review.

**data protection and compliance officer:** Monitor the correct implementation of AI usage.

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### 3. Best practice examples and suggested solutions

**Problem:** An AI-generated market analysis contains incorrect forecasts.

**Solution:** Comparison with internal economic data → report inconsistencies and correction by experts.

**Problem:** An applicant is rejected due to an AI algorithm, even though he or she is actually well qualified.

**Solution:** Manual review of the selection process → Adjust bias in AI detection.

**Problem:** Automatically generated customer feedback contains false or irrelevant statements.

**Solution:** Introduction of a human final check → All AI-generated reports are checked before publication.

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### C. Interactive elements

#### 1. Workshop in small groups: Working on case studies & developing solutions

Process:

- 1  Participants are divided into groups and given a case study on AI usage.
- 2  They analyze the AI results and evaluate the quality, sources of error and risks.
- 3  The groups develop suggestions for improvement and present their solutions in plenary.

Example cases:

Incorrect AI forecast in a financial analysis → How to correct it?

Discrimination through AI-supported applicant selection → What measures are necessary?

Unclear AI-generated texts in customer communication → How can you create clarity?

Goal:

Participants learn to critically question AI results and make meaningful corrections.

They develop recommendations for action that can be used directly in the company.

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2nd feedback round: discussion of the exercise results & clarifying open questions

Structure of the feedback session:

- 1  Each group briefly presents their findings from the exercises.

**2□Open questions are collected and discussed together. 3□  
exchange of experiences:**

- What was difficult about verifying the AI results?
- How can companies use AI responsibly?
- Which **practical measures** are the most useful?

**Goal:**

**The discussion consolidates the most important findings.**

**Participants reflect on their own experiences and learn from other groups.**

**All open questions regarding practical implementation can be clarified.**

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## **Slide 1 – Final Examination and Evaluation**

### **Instructions on how to conduct the written or practical examination**

#### **Aim of the final examination:**

The participants show that they **Key concepts for the safe and effective use of AI** understood.

The test checks **practical and theoretical knowledge** on the topics discussed.

Participants will receive a **individual evaluation and feedback** to identify their strengths and potential for improvement.

#### **Examination formats:**

##### **Written exam (multiple choice & open questions)**

- Questions about the **central concepts of AI use, data protection, transparency and human control**.
- **Example question:** "When is labeling of AI-generated content mandatory?"
- **Answer options:**
  - Always, regardless of context.
  - Only for internal documents.
  - For public and business-critical documents. (**correct answer**)

##### **Practical exam (case studies & error analysis)**

- Participants receive a **AI-generated report** and must **identify possible errors and distortions**.
- **Example:** An AI-generated market analysis contains inconsistencies – participants must **find and correct incorrect data**.
- **Expected answer:**
  - Marking of faulty AI data.
  - Comparison with manual or alternative data sources.
  - Suggestions for improvements for safe AI use.

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## **Explanation of the evaluation process and feedback options**

### **Evaluation of the tests:**

The written exams will be **automatically or manually evaluated.**

The practical exams are held by**specialists analyzed-** Participants receive individual feedback.

### **Evaluation criteria:**

- **90 – 100 % correct**→**Very good:**Participants can use AI safely and effectively.
- **75 – 89% correct**→**Good:**Participants have a solid understanding but room for improvement.
- **50 – 74% correct**→**Satisfactory:**Further training is recommended.
- **< 50% correct**→**Retraining required.**

### **Feedback options:**

Participants have the opportunity to take a **self-assessment**to hand in:

- "What topics were the most difficult for you to understand?"
- "What content should be covered in more depth in the training?"

### **Discussion round:**

- Joint reflection on the learning content.
- Participants share**experiences from their professional practice**with AI.

### **Further development of the training program:**

- The results will be incorporated into future training sessions.

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## **Summary:**

**The final exam measures how well participants can safely use AI-supported processes.**

What has been learned is consolidated through a combination of theoretical and practical questions.

**Feedback sessions help to clarify open questions and further improve the training.**

Multiple-choice test with 100 questions and answers based on the training materials of Modules 1 to 9. The test covers the main topics of each module and is designed to test participants' understanding of the EU AI Act and its relevance for SMEs.

\* \* Directions:\*\*

- \* For each question, please select \*\*one\*\* correct answer from the given options (A, B, C, D).
- \* After answering all questions, you will find the \* \* Answer key\*\* for self-checking.

\* \* Multiple Choice Test: EU AI Act for SMEs (Modules 1-9)\*\*

\* \* Module 1: Introduction and Objectives (10 Questions)\*\*

1. \*\*What is the main objective of the EU AI Act?\*\*
  - A) To accelerate AI development in Europe as much as possible.
  - B) Promote the use of AI in agriculture.
  - C) Promote trustworthy AI systems and minimize risks.
  - D) Increase competition among AI providers.

2. \*\*For whom is the EU AI Act particularly relevant?\*\*

- A) Large technology companies with their own AI development.

- B) For government agencies and research institutions only.
- C) Small and medium-sized enterprises (SMEs) that use external AI services.
- D) Only for companies in the healthcare sector.

3. \*\*What challenge in the use of AI does the EU AI Act primarily address?\*\*

- A) Lack of skilled workers in AI development.
- B) High costs for AI infrastructure.
- C) Lack of transparency and risk management.
- D) Slow internet connections in rural areas.

4. \*\*What does "human-centered AI" mean in the context of the EU AI Act?\*\*

- A) AI systems completely replace human workers.
- B) AI systems serve as tools for humans and support them.
- C) AI systems develop ethical principles independently.
- D) AI systems are controlled and managed exclusively by humans.

5. \*\*Which external AI services are particularly relevant in the context of training?\*\*

- A) Cloud storage and database services.
- B) ChatGPT and Google Gemini (via APIs).
- C) Social media platforms and online shops.
- D) Operating systems and anti-virus software.

6. \*\*What support does the EU AI Act offer SMEs in using AI?

\*\*

- A) Financial support programs for AI development.
- B) Standardized information platforms and templates.
- C) Tax relief for AI investments.
- D) Direct legal advice from EU authorities.

7. \*\*What is \*not\* a goal of the EU AI Act?\*\*

- A) Promoting innovation in AI.
- B) Ensuring a high level of protection of fundamental rights.
- C) Maximizing the profits of AI companies.
- D) Creating trust in AI systems.

8. \*\*Why is the EU AI Act important for SMEs using external AI services?\*\*

- A) Because SMEs do not need their own data protection officers.
- B) Because SMEs are subject to the same strict requirements as large companies.
- C) Because the EU AI Act was specifically designed for large companies.
- D) Because SMEs do not take any risks when using external AI services.

9. \*\*What type of companies are the focus of the EU AI Act training?

\*\*

- A) Large multinational corporations.
- B) Start-ups in the AI sector.

C) Small and medium-sized enterprises (SMEs).

D) Only state institutions.

10. \*\*What is \*not\* covered in Module 1 of the training?\*\*

A) Background and motivation for the EU AI Act.

B) Objectives of the EU AI Act.

C) Detailed technical implementation of AI systems.

D) Relevance of the EU AI Act for SMEs.

\* \* Module 2: Objective and scope of the law (10 questions)\*\*

11. \*\*What does the EU AI Act mean by an "AI system"?\*\*

A) Only humanoid robots with artificial intelligence.

B) Computer-based applications that make decisions or generate predictions.

C) Any software that uses algorithms.

D) Only systems developed by large technology companies.

12. \*\*Where does the EU AI Act apply?\*\*

A) Worldwide for all AI systems.

B) Only within the European Union.

C) For all AI systems placed on the market in the EU and their use in the EU.

D) Only for AI systems developed in the EU.

13. \*\*What does "human-centered AI" mean in detail in Module 2?\*\*

- A) AI systems make decisions autonomously and without human influence.
- B) AI systems serve as tools for humans to maintain control.
- C) AI systems develop their own ethical guidelines, independent of human values.
- D) AI systems are developed exclusively for social interactions.

14. \*\*What are the core legal objectives of the EU AI Act?\*\*

- A) Maximizing data collection by AI systems.
- B) Ensuring health, safety and protection of fundamental rights.
- C) Promoting the unregulated use of AI in all areas of life.
- D) Job losses due to automation with AI.

15. \*\*What does the use of external AI services via APIs mean in the context of the EU AI Act?\*\*

- A) External AI services are exempt from the EU AI Act.
- B) The EU AI Act also applies to external AI services if their results are used in the EU.
- C) APIs automatically make AI systems GDPR compliant.
- D) APIs are irrelevant for the scope of the EU AI Act.

16. \*\*What examples of external AI services are given in Module 2?\*\*

- A) Microsoft Word and Excel.
- B) ChatGPT and Google Gemini.
- C) Facebook and Instagram.
- D) Online banking systems and e-commerce platforms.

17. \*\*What is \*not\* a core element of the scope of the EU AI Act?\*\*

- A) Systems placed on the market within the EU.
- B) Use of AI systems within the EU.
- C) AI systems developed exclusively for military purposes.
- D) External AI services whose results are used in the EU.

18. \*\*Why are regular reviews of AI systems important in the sense of "human-centered AI"?\*\*

- A) To make AI systems faster and more efficient.
- B) To ensure that AI results meet requirements and human intervention is possible.
- C) To reduce the cost of AI maintenance.
- D) To protect the AI systems from hacker attacks.

19. \*\*What does a graphical representation of the scope of application in the Module 2 handout visualize?\*\*

- A) The technical architecture of AI systems.

B) The difference between internally developed and external AI systems.

C) The growth rate of the AI market in Europe.

D) The number of SMEs using AI services.

20. \*\*What interactive method is used in Module 2 to understand the scope?\*\*

A) A programming exercise to develop an AI system.

B) A case study analysis and group work to visualize the core objectives.

C) An individual quiz with multiple-choice questions.

D) An open discussion about ethical issues in AI development.

\* \* Module 3: Specific support measures for SMEs (10 questions)\*\*

21. \*\*What kind of support does the EU AI Act offer specifically for SMEs?\*\*

A) Direct financial grants for AI projects.

B) Standardized templates, central information platforms and training programs.

C) Free legal advice from EU lawyers.

D) Preferential treatment in the award of AI-related contracts.

22. \*\*What practical benefits do standardized templates have for SMEs in the context of the EU AI Act?\*\*

A) They enable faster AI development.

- B) They facilitate compliance with legal requirements and reduce uncertainties.
- C) They guarantee the error-free nature of AI systems.
- D) They make external legal advice unnecessary.

23. \*\*What are examples of practical tools provided to SMEs?\*\*

- A) Complex software tools for AI development.
- B) Checklists, sample documents and online resources.
- C) High-performance computers for AI training.
- D) Detailed technical manuals for programming AI systems.

24. \*\*How do checklists help SMEs comply with the EU AI Act?\*\*

- A) They automate the entire compliance process.
- B) They provide a structured overview of the legal requirements and support systematic testing.
- C) They completely replace the need for internal audits.
- D) They guarantee legal protection in every case.

25. \*\*What kind of model documents are provided to SMEs under the support measures?\*\*

- A) Patterns for AI-powered marketing campaigns.
- B) Sample employment contracts for AI experts.
- C) Data protection checklists and labelling guidelines.
- D) Templates for business plans in the AI sector.

26. \*\*What is \*not\* a typical support offer for SMEs under the EU AI Act?\*\*

- A) Provision of standardized templates.
- B) Central information platforms.
- C) Financial support for setting up your own AI departments.
- D) Special training programs.

27. \*\*How can SMEs benefit from success stories and best practices from other companies?\*\*

- A) You can simply copy them and use them without any adjustments.
- B) You will receive concrete instructions and inspiration for your own implementation and risk minimization.
- C) You can rest on your laurels and neglect your own measures.
- D) They are irrelevant because every company is unique.

28. \*\*What are the benefits of central information platforms for SMEs?\*\*

- A) They offer direct access to financial investors in the AI sector.
- B) They facilitate access to up-to-date information, guidance and FAQs on the EU AI Act.
- C) They enable direct exchange with EU legislators.
- D) They offer free software licenses for AI applications.

29. \*\*What is the aim of the exercise in Module 3 where SMEs create their own checklist?\*\*

- A) Participants learn to program complex algorithms.

- B) Participants develop a deeper understanding of the relevant checkpoints and exchange best practices.
- C) Participants prepare legally binding compliance documentation.
- D) Participants learn to create marketing materials for AI services.

30. \*\*What question is central to the discussion in Module 3?\*\*

- A) Which AI technologies are the most profitable for SMEs?
- B) What support services would be most useful in your company?
- C) How can AI systems be protected from cyberattacks?
- D) What ethical guidelines should apply to AI developers?

\* \* Module 4: Transparency and information obligations (10 questions)\*\*

31. \*\*Why is transparency so important when using external AI services?\*\*

- A) To obscure the complexity of AI systems.
- B) To build trust, detect errors and ensure legal protection.
- C) To reduce the cost of using AI.
- D) To secure a competitive advantage over other companies.

32. \*\*What does "labeling requirement" mean in the context of AI-generated content?\*\*

- A) AI systems must be provided with a warning.
- B) AI-generated content must be identified as such.
- C) AI systems must be recertified regularly.
- D) AI providers must disclose their algorithms.

33. \*\*When does AI-generated content \*always\* have to be labeled?\*\*

- A) Only for internal documents.
- B) Only if the content contains errors.
- C) In public and official documents and in many other contexts.
- D) Only if the content is used commercially.

34. \*\*What wordings are examples of correct labelling instructions?\*\*

- A) "This content is protected by copyright."
- B) "Created with the support of an AI system (e.g. ChatGPT)."
- C) "This document contains sensitive data."
- D) "Confidential - do not share."

35. \*\*How can labelling instructions be practically integrated into documents?\*\*

- A) Through verbal instructions to employees.
- B) Through standardized templates and automated integration into systems.
- C) By handwritten notes on paper documents.
- D) By separate emails with notes on each document.

36. \*\*What is \*not\* an advantage of transparency in AI use?\*\*

- A) Building trust among customers and partners.
- B) Faster error detection and correction.
- C) Reducing the risk of litigation.
- D) Automation of the entire compliance process.

37. \*\*Why is documentation of AI usage important for transparency?\*\*

- A) To protect the AI systems from unauthorized access.
- B) To understand how and why certain decisions were made.
- C) To reduce the cost of AI maintenance.
- D) To make AI systems faster and more efficient.

38. \*\*Which interactive method is used in Module 4 to deepen the labelling requirement?\*\*

- A) A programming exercise to develop a labeling tool.
- B) A workshop to develop a template for labelling instructions.
- C) A one-on-one presentation on the legal basis of transparency.
- D) An open discussion about the acceptance of AI in society.

39. \*\*What is the goal of the quiz in Module 4?\*\*

- A) Participants learn how to stylistically improve AI-generated texts.
- B) Participants decide in different scenarios whether labeling is necessary.
- C) Participants test their knowledge of different AI models.
- D) Participants develop marketing strategies for transparent AI communication.

40. \*\*Which workflows are important for the practical implementation of transparency obligations?\*\*

- A) Only automated processes without human involvement.
- B) Regular review, documentation and integration of labelling instructions into work processes.
- C) One-time training for all employees on the topic of transparency.
- D) Secret internal policies that are not communicated publicly.

\*\* Module 5: Risk management and quality control (10 questions)\*\*

41. \*\*What kind of risks can arise when using external AI services?\*\*

- A) Only technical errors in the AI software.
- B) Incomplete, erroneous, distorted results and operational risks.
- C) Only data breaches by third parties.
- D) None, because external AI services are always reliable.

42. \*\*What is an important component of a risk management concept?\*\*

- A) The complete avoidance of any risk.
- B) Ignoring potential risks in order not to hinder innovation.
- C) A systematic process of analysis, evaluation, action and monitoring.
- D) The IT department is solely responsible for all AI risks.

43. \*\*What practical tools help with risk control in the AI environment?\*\*

- A) Only complex software solutions for risk analysis.
- B) Checklists, audits and feedback loops.
- C) One-time risk analyses at the beginning of AI use.
- D) Management is solely responsible for all risks.

44. \*\*Why is manual review of AI results important despite automation?\*\*

- A) To secure employees' jobs.
- B) To increase the cost of using AI.
- C) To minimize errors and ensure the quality of the results.
- D) To make AI systems slower and less efficient.

45. \*\*What are the best practices for manually reviewing AI results?\*\*

- A) Only using gut feeling and intuition.

- B) Comparison with reference sources, sampling and human validation for critical decisions.
- C) The complete rejection of all AI results.
- D) The automatic forwarding of all results without checking.

46. \*\*What is \*not\* a quality criterion for AI results?\*\*

- A) Accuracy and correctness.
- B) Completeness.
- C) Complexity and technical sophistication.
- D) Traceability and transparency.

47. \*\*What does the analysis phase in the risk management plan include?\*\*

- A) The implementation of risk minimization measures.
- B) Regular monitoring of risk measures.
- C) Identifying potential risks and affected business areas.
- D) The assessment of the severity and likelihood of the risks.

48. \*\*What is the purpose of quality control checklists in AI use?\*\*

- A) They automate the entire quality control.
- B) They provide a structured overview of relevant inspection points and support systematic control.
- C) They completely replace the need for manual verification.
- D) They guarantee the error-free nature of AI systems.

49. \*\*What interactive method is used in Module 5 to practice risk management?\*\*

- A) A programming exercise to develop a risk management tool.
- B) A case study exercise to analyse a sample report and a group work to prepare a risk management plan.
- C) An individual quiz with questions on different risk scenarios.
- D) An open discussion on ethical aspects of risk management.

50. \*\*What is the aim of the group work in Module 5 to create a risk management plan?\*\*

- A) Participants learn to develop complex risk models.
- B) Participants develop an understanding of the importance of structured risk management and apply this knowledge in practice.
- C) Participants develop a legally binding risk management plan for their company.
- D) Participants learn to create marketing materials for risk management services.

\* \* Module 6: Data protection and copyright (10 questions)\*\*

51. \*\*Which data protection principles are particularly relevant when using external AI services?\*\*

- A) Only data economy and data security.
- B) Data minimization, purpose limitation and transparency (according to GDPR).
- C) Only the consent of the users to data processing.

D) The free transfer of all data to third parties.

52. \*\*What is the risk of entering sensitive data into external AI systems?\*\*

- A) There are no risks as external providers are always GDPR compliant.
- B) Lack of control over external providers, unauthorized processing and data leaks.
- C) Only the risk of technical errors in the AI software.
- D) Only the risk of data loss due to hacker attacks.

53. \*\*What are the basic rules for the legal handling of AI-generated content in copyright law?\*\*

- A) AI-generated content is always automatically in the public domain.
- B) Testing of raw materials, no automatic transfer of ownership and labelling requirements.
- C) Copyright does not play a role in AI-generated content.
- D) AI systems can automatically acquire copyrights.

54. \*\*When is \*no\* consent of the author required when using AI-generated content?\*\*

- A) When AI systems use content that falls under a legal exception (e.g. text and data mining for research).
- B) If the AI-generated work is clearly based on a protected template.
- C) When a company wants to commercially exploit AI-generated content created using copyrighted material.
- D) Under no circumstances, consent is always required.

55. \*\*What practical measures help with data and copyright control in SMEs?\*\*

- A) Only technical measures such as encryption.
- B) Internal policies, data protection checklists and approval procedures.
- C) Completely avoiding any use of AI.
- D) The sole responsibility of the Legal Department for all matters.

56. \*\*What is \*not\* a principle of data protection according to the GDPR?\*\*

- A) Data minimization.
- B) Purpose limitation.
- C) Data maximization.
- D) Transparency.

57. \*\*Which EU directive is relevant for copyright in the context of AI?\*\*

- A) GDPR (General Data Protection Regulation).
- B) Directive (EU) 2019/790 (DSM Directive) on copyright in the Digital Single Market.
- C) NIS Directive (Network and Information Systems Security).
- D) ROHS Directive (Restriction of Hazardous Substances in Electrical and Electronic Equipment).

58. \*\*Which interactive method is used in Module 6 to deepen data protection and copyright?\*\*

- A) A programming exercise to develop a data protection tool.

- B) Role plays to simulate data breaches and a quiz on data protection and copyright aspects.
- C) An individual presentation on the legal basis of data protection.
- D) An open discussion about ethical issues of data processing.

59. \*\*What is the goal of the role play in Module 6?\*\*

- A) Participants learn to memorize complex data protection laws.
- B) Participants simulate data breaches and develop correct procedures.
- C) Participants develop marketing strategies for data protection compliant AI products.
- D) Participants learn to implement technical security measures.

60. \*\*What type of checklist is presented in the Module 6 handout?\*\*

- A) Checklist for selecting the best AI provider.
- B) Checklist for identifying sensitive data and checking data protection compliance.
- C) Checklist for creating marketing materials for AI products.
- D) Checklist for the technical security of AI systems.

\* \* Module 7: Limits of automation and human supervision (10 questions)\*\*

61. \*\*What does "AI as an assistance system" mean in contrast to "fully automated decision-making"?\*\*

- A) AI systems always work fully automatically, human supervision is not necessary.
- B) AI systems support humans, who make the final decision, in contrast to the autonomous decision of AI.
- C) AI systems are only suitable for simple tasks, not for complex decisions.
- D) AI systems are programmed and controlled exclusively by humans.

62. \*\*What legal requirements are there for human control of AI systems?\*\*

- A) There are no legal requirements; companies decide on supervision themselves.
- B) The EU AI Act requires human oversight for high-risk AI systems.
- C) Human control is only required in certain industries such as healthcare.
- D) Legal requirements recommend that AI systems be fully automated in order to save costs.

63. \*\*Why should automatic decisions by AI be critically questioned?\*\*

- A) Because AI systems are always faster and more efficient than humans.
- B) Because AI systems do not make mistakes and always make objective decisions.
- C) Due to lack of context awareness, potential wrong decisions due to distorted data and legal/ethical risks.

D) Because human control is always more expensive than using AI.

64. \*\*In which areas is human supervision particularly important?\*\*

- A) Only in technical areas such as software development.
- B) In all areas, but especially in sensitive areas such as finance, medicine and personnel decisions.
- C) Only in areas where large amounts of data are involved.
- D) Only in areas that involve repetitive tasks.

65. \*\*What methods help with the manual verification of AI results?\*\*

- A) Only using gut feeling and intuition.
- B) Comparison with reference data, sampling controls and multi-stage decision-making processes.
- C) The complete rejection of all AI results.
- D) The automatic forwarding of all results without checking.

66. \*\*What is \*not\* an example of an area where human control is essential?\*\*

- A) Financial decisions (credit approvals).
- B) Medical diagnoses and treatments.
- C) Automated mass email campaigns for marketing purposes.
- D) Personnel decisions (selection of applicants).

67. \*\*What does the term "confidence score" mean in the context of human supervision?\*\*

- A) The number of employees monitoring an AI system.
- B) A probability or certainty assessment that AI systems use to make their decisions.
- C) A measure of the technical complexity of an AI system.
- D) The time it takes a human to verify an AI result.

68. \*\*What interactive method is used in Module 7 to illustrate the limits of automation?\*\*

- A) A programming exercise to develop a fully automated decision-making system.
- B) Role plays on work processes with AI results and a group discussion on challenges of human control.
- C) A solo presentation on the history of automation.
- D) An open discussion about the future of work in the age of AI.

69. \*\*What is the goal of the simulation in Module 7 with role-playing?\*\*

- A) Participants learn how to program AI systems error-free.
- B) Participants experience realistic scenarios in which AI decisions must be reviewed and corrected if necessary.
- C) Participants develop marketing strategies for fully automated AI solutions.
- D) Participants learn to fix technical errors in AI systems.

70. \*\*What question is the focus of the group discussion in Module 7?\*\*

- A) Which AI technologies are easiest to automate?
- B) What challenges arise when AI decisions need to be reviewed?
- C) How can AI systems be made faster and more efficient?
- D) What ethical guidelines should apply to the development of fully automated systems?

\* \* Module 8: Practical exercises and case studies (10 questions)\*\*

71. \*\*What is the main objective of Module 8 with practical exercises and case studies?\*\*

- A) Participants learn to program complex algorithms.
- B) To deepen the theoretical knowledge acquired in practical exercises and to apply it in everyday work.
- C) Participants develop marketing strategies for AI-based services.
- D) Participants learn to fix technical errors in AI systems.

72. \*\*What type of exercise is conducted in Module 8 on AI-assisted document creation?\*\*

- A) The participants develop their own AI for text creation.
- B) Participants create an internal memo with an external AI service and check the quality.
- C) Participants analyze marketing texts generated by AI.
- D) Participants learn to create technical documentation for AI systems.

73. \*\*What is the goal of the AI-generated data analysis exercise in Module 8?\*\*

- A) Participants learn to enter data into AI systems.
- B) Participants analyze and evaluate a report generated by AI and compare it with manual data.
- C) Participants develop their own algorithms for data analysis.
- D) Participants learn to create databases for AI systems.

74. \*\*What is the result of the group work in Module 8 to develop an internal guide?\*\*

- A) Participants prepare legally binding compliance documentation.
- B) Participants develop an internal guide for handling AI results to avoid errors and ensure transparency.
- C) Participants develop marketing materials for AI-based services.
- D) Participants learn to create technical manuals for AI systems.

75. \*\*What are the steps in the step-by-step guide to labelling and quality control in Module 8?\*\*

- A) Only technical steps to implement AI systems.
- B) Use of an AI service, quality control, labeling and release.
- C) Only the use of an AI service and the automatic forwarding of the results.

D) Only legal steps to secure the use of AI.

76. \*\*What is \*not\* a goal of the practical exercises in Module 8?\*\*

- A) Apply theoretical knowledge in real work situations.
- B) Safe and critical handling of AI-generated results.
- C) Developing your own AI systems from scratch.
- D) Identifying risks and developing solutions.

77. \*\*What criterion will be used to evaluate the AI-generated data analysis exercise?\*\*

- A) Only the speed of the analysis.
- B) Error identification, comparison with manual data and documentation of the results.
- C) Only the amount of data analyzed.
- D) The technical complexity of the analysis.

78. \*\*What is the purpose of the error log in Module 8?\*\*

- A) It is used for the technical documentation of AI systems.
- B) It detects errors in AI-generated data and helps to continuously improve quality.
- C) It serves to provide legal protection in the event of incorrect AI results.
- D) It is a marketing tool to showcase AI quality.

79. \*\*What interactive method is used in Module 8 to promote practical application?\*\*

- A) Only individual exercises on the computer.

B) Workshops in small groups for intensive work on case studies.

C) Pure theoretical lectures without practical application.

D) Automated online tests without feedback.

80. \*\*What is the goal of the feedback session at the end of Module 8?\*\*

A) Participants evaluate the technical skills of the trainer.

B) The participants discuss the exercise results, clarify open questions and exchange experiences.

C) Participants receive grades for their performance in the exercises.

D) Participants plan the next steps for AI development in the company.

\* \* Module 9: Final exam (10 questions)\*\*

81. \*\*What is the main objective of Module 9, the final exam?\*\*

A) Participants learn about new AI technologies.

B) A final check of participants' knowledge of the EU AI Act and safe AI use.

C) Participants develop their own AI systems from scratch.

D) Participants plan the marketing strategy for AI-based products.

82. \*\*What content is repeated in Module 9 to prepare for the final exam?\*\*

A) Only technical details on the implementation of AI systems.

B) The core content of all modules: objective, scope, support measures, transparency, risk management, data protection, human oversight.

C) Only the contents of Module 8 on practical exercises and case studies.

D) Exclusively legal bases of the EU AI Act.

83. \*\*Why is the importance of compliance emphasized again in the final module?\*\*

A) To confuse and unsettle the participants.

B) To show how all modules together contribute to the safe and legally compliant use of AI.

C) To demonstrate the complexity of the EU AI Act.

D) To inform participants of possible penalties for non-compliance.

84. \*\*What formats can the final examination in Module 9 take?\*\*

A) Only an oral examination.

B) A written or practical examination to test the knowledge acquired.

C) Just a practical exercise in developing an AI system.

D) No exam, as participation in the training is sufficient.

85. \*\*What is the aim of the evaluation in Module 9?\*\*

A) Participants evaluate the technical capabilities of the AI systems.

- B) Participants provide feedback on the training content and make suggestions for improvement.
- C) The participants evaluate each other.
- D) Participants plan the next steps for AI development in the company.

86. \*\*What is \*not\* a typical part of Module 9, the final exam?\*\*

- A) Repetition of the core content of the previous modules.
- B) Instructions on how to conduct the written or practical examination.
- C) Detailed introduction to new AI technologies not covered in previous modules.
- D) Explanation of the evaluation process and feedback options.

87. \*\*Which graphical overview can be used in Module 9 to review the core content?\*\*

- A) A detailed flowchart of the technical architecture of AI systems.
- B) A mind map or flow chart that visualizes the relationships between the different modules.
- C) A table with all relevant legal articles of the EU AI Act.
- D) A bar chart showing the progress of the participants in the training.

88. \*\*What type of questions can be included in a sample exam or multiple choice self-assessment questions in Module 9?\*\*

- A) Only detailed technical questions about programming AI systems.
- B) Questions on the essential points of all modules, e.g. definitions, areas of application, support measures, transparency, etc.
- C) Only questions about the legal basis of the EU AI Act.
- D) Only open questions without predetermined answer options.

89. \*\*What is the goal of the feedback session in Module 9?\*\*

- A) The participants evaluate each other.
- B) Participants openly discuss the training content and make suggestions for improvement.
- C) Participants receive their grades for the final examination.
- D) Participants plan the next steps for AI development in the company.

90. \*\*What is the purpose of the evaluation form in Module 9?\*\*

- A) Participants evaluate the technical capabilities of the AI systems.
- B) Participants provide feedback to the trainer on the training content and implementation.
- C) The participants evaluate each other.
- D) Participants plan the next steps for AI development in the company.

\* \* Bonus questions (optional, for further study) (10 questions)\*\*

91. \*\*What role do "harmonised standards" play in the context of the EU AI Act?\*\*

- A) They are irrelevant for the EU AI Act.
- B) They set out detailed technical specifications to facilitate compliance with the EU AI Act.
- C) They describe ethical guidelines for AI development.
- D) They regulate international trade in AI systems.

92. \*\*What is meant by "conformity assessment" in the EU AI Act?\*\*

- A) Regularly checking compliance with ethical guidelines by AI developers.
- B) A process to assess whether an AI system complies with the requirements of the EU AI Act.
- C) The technical analysis of the algorithms of AI systems.
- D) The financial assessment of the market value of AI companies.

93. \*\*Which authorities are responsible for enforcing the EU AI Act in the Member States?\*\*

- A) Only the European Commission.
- B) The national supervisory authorities of the EU Member States.
- C) International courts only.
- D) Private certification bodies without government supervision.

94. \*\*What are "high-risk AI systems" within the meaning of the EU AI Act?\*\*

- A) AI systems that are particularly expensive to develop.
- B) AI systems that pose a high risk to the health, safety or fundamental rights of persons.

C) AI systems developed by large technology companies.

D) AI systems used in military applications.

95. \*\*What role do ethical codes and guidelines for AI development play in the context of the EU AI Act?\*\*

- A) They are irrelevant for the EU AI Act.
- B) They complement the EU AI Act and provide guidance for ethically responsible AI development.
- C) They completely replace the legal requirements of the EU AI Act.
- D) They are only relevant for large technology companies, not for SMEs.

96. \*\*What does "Explainable AI" (XAI) mean in the context of the EU AI Act?\*\*

- A) AI systems whose code is publicly accessible to everyone (open source).
- B) AI systems whose decisions and functionality are comprehensible and understandable for humans.
- C) AI systems that can communicate with humans in simple language.
- D) AI systems developed exclusively for educational purposes.

97. \*\*What deadlines and transitional arrangements are provided for in the EU AI Act?\*\*

- A) The EU AI Act applies immediately and without any transitional period.

B) There are transition periods for certain requirements to give companies time to adapt.

C) The EU AI Act will not come into full force for another 10 years.

D) SMEs are exempt from all deadlines and transitional arrangements.

98. \*\*How can SMEs keep themselves informed about innovations and changes in the EU AI Act?\*\*

A) Only through expensive legal advice.

B) Through central information platforms, online resources and newsletters of the EU and national authorities.

C) Only by attending expensive conferences and professional events.

D) There is no need for continuous information as the EU AI Act is static.

99. \*\*What benefits can SMEs gain from complying with the EU AI Act?\*\*

A) Only higher costs and bureaucratic effort.

B) Strengthening trust among customers and partners, competitive advantages through transparent and secure use of AI, reducing risks.

C) None, as the EU AI Act only creates burdens for companies.

D) Only benefits for large technology companies, not for SMEs.

100. \*\*What is the overall objective of the EU AI Act for the European Union as a whole?\*\*

- A) To accelerate AI development in Europe as much as possible, regardless of risks.
  - B) Make the European Union the world leader for trustworthy and ethical AI.
  - C) Limit the use of AI in Europe as much as possible in order to safeguard jobs.
  - D) Increase competition between European and non-European AI companies.
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\* \* Answer key:\*\*

\*\* Module 1:\*\* 1-C, 2-C, 3-C, 4-B, 5-B, 6-B, 7-C, 8-B, 9-C, 10-C

\*\* Module 2:\*\* 11-B, 12-C, 13-B, 14-B, 15-B, 16-B, 17-C, 18-B, 19-B, 20-B

\*\* Module 3:\*\* 21-B, 22-B, 23-B, 24-B, 25-C, 26-C, 27-B, 28-B, 29-B, 30-B

\*\* Module 4:\*\* 31-B, 32-B, 33-C, 34-B, 35-B, 36-D, 37-B, 38-B, 39-B, 40-B

\*\* Module 5:\*\* 41-B, 42-C, 43-B, 44-C, 45-B, 46-C, 47-C, 48-B, 49-B, 50-B

\*\* Module 6:\*\* 51-B, 52-B, 53-B, 54-A, 55-B, 56-C, 57-B, 58-B, 59-B, 60-B

\*\* Module 7:\*\* 61-B, 62-B, 63-C, 64-B, 65-B, 66-C, 67-B, 68-B, 69-B, 70-B

**\*\* Module 8:\*\*** 71-B, 72-B, 73-B, 74-B, 75-B, 76-C, 77-B, 78-B, 79-B, 80-B

**\*\* Module 9:\*\*** 81-B, 82-B, 83-B, 84-B, 85-B, 86-C, 87-B, 88-B, 89-B, 90-B

**\*\*Bonus questions:\*\*** 91-B, 92-B, 93-B, 94-B, 95-B, 96-B, 97-B, 98-B, 99-B, 100-B

**\* \* Evaluation:**

**\* \* \* 90-100 points:** Excellent understanding of the EU AI Act for SMEs!  
You are well prepared to implement the requirements in your company.

**\* \* \* 75-89 points:** Good understanding. There are still areas where you can deepen your knowledge to be confident in all aspects.

**\* \* \* 50-74 points:** Satisfactory understanding. A repetition of the training materials and further study of the topics is recommended.

**\* \* \* Under 50 points:** Basic understanding is lacking. A comprehensive repetition of the training materials and, if necessary, further training is strongly recommended.