USING AI RESPONSIBLY IN NONPROFIT WORK
A 2-Hour Interactive Staff Workshop

Workshop Overview

This hands-on workshop helps nonprofit staff understand what AI can and cannot do, explore practical applications, and develop a responsible, ethical approach, especially when working with vulnerable communities.

Designed for staff with little or no technical background. Emphasizes human judgment, care, and accountability over automation.

For Organizations: Build internal AI capacity without expensive ongoing support or risky experimentation.

What Staff Will Be Able to Do

After This Workshop, Your Team Can:

✓ Evaluate whether AI is appropriate for specific tasks using a practical decision framework
✓ Apply AI to grant writing, communications, and program feedback with clear boundaries
✓ Identify ethical risks before using AI with client data or sensitive information
✓ Assess when AI actually saves time vs. creates more work
✓ Articulate to leadership when AI should NOT be used

Workshop Structure (120 minutes)

	Time	What We Cover	Activity
1. Understanding AI Without the Hype	*25 min*	• What AI does (pattern prediction) • What it doesn't do (understand context) • Why AI sounds confident when wrong	Participants test an AI tool with a realistic nonprofit scenario
2. Practical Use Cases	*30 min*	Real examples: • Grant narrative drafting • Program feedback analysis • Social media content • Document translation • Meeting notes organization	Small group discussion on tasks from participants' actual roles
3. Ethics, Risk & Responsibility	*35 min*	• Data privacy & confidentiality • Bias and unintended harm • Accountability when AI fails • Risks with vulnerable populations	Scenario-based discussion: identify ethical red flags and decide whether to proceed, modify, or stop

4. Decision Framework	*25 min*	**5-Question Framework:** 1. Sensitive information involved? 2. Could AI error cause harm? 3. Replacing or supporting judgment? 4. Can I verify the output? 5. Does this actually save time?	Practice applying framework to real tasks from their roles
5. Wrap-Up & Q&A	*5 min*	Final questions and next steps	Open discussion

What Participants Take Home

✓ **AI Decision Framework** (one-page reference card)
✓ **ROI Quick Assessment** (when does AI help vs. create more work?)
✓ **Red Flags Checklist** (ethical and practical warning signs)
✓ **Recommended AI Tools** (free/low-cost options with clear use cases)

Who This Workshop Is For

✓ Nonprofit staff and program teams across all sectors
✓ Organizations beginning to explore AI
✓ Teams working with sensitive information or vulnerable populations
✓ Staff with little or no technical background

Key Takeaway

Staff leave with clarity and confidence, not pressure—knowing how to think critically about AI, recognize ethical risks, prioritize human judgment, and make informed decisions about when AI is worth using.

Next Steps

Organizations interested in customized AI workflows or deeper implementation support can discuss additional services after the workshop.

Contact

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🌐 [Nonprofit Technologist - AI Training for Mission-Driven Organizations](#)

For questions about this workshop or to schedule a free 15-minute call, reach out anytime.