Responsible AI in Public Administration Training Course

Professional Development Training Course Outline

Category	Public Sector Innovation	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Artificial Intelligence (AI) is rapidly transforming public administration by enhancing decision-making, improving service delivery, and enabling predictive governance. However, the deployment of AI in government settings comes with critical ethical, social, and regulatory responsibilities. Public administrators must understand principles of responsible AI, including fairness, transparency, accountability, inclusivity, and compliance with laws and ethical standards. Responsible AI in Public Administration Training Course provides participants with the knowledge and practical skills to design, deploy, and govern AI systems that meet these requirements while promoting efficiency, citizen trust, and public value.

Participants will explore advanced AI concepts, data governance frameworks, algorithmic auditing, bias mitigation techniques, and human-centric AI design. Through case studies, practical exercises, and scenario-based simulations, learners will develop the capability to implement responsible AI strategies across various government functions. The course emphasizes regulatory compliance, ethical considerations, and the integration of AI with existing public administration processes, ensuring that AI solutions are both innovative and socially responsible.

Programme Curriculum

Responsible AI in Public Administration Training Course

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Course Objectives

1. Understand the principles and frameworks of responsible AI in public administration.
2. Analyze ethical, legal, and societal implications of AI deployment in government.
3. Identify and mitigate algorithmic biases and fairness concerns.
4. Apply transparency and explainability techniques in AI models.
5. Implement data governance and privacy measures for AI systems.
6. Integrate AI with public service processes to improve efficiency and citizen engagement.
7. Develop accountability mechanisms and audit trails for AI decision-making.
8. Assess AI risks and establish risk management strategies.
9. Leverage human-centered AI design to support inclusivity and accessibility.
10. Use AI monitoring and evaluation tools to track system performance.
11. Enhance policymaking and regulatory compliance with AI insights.
12. Foster collaboration between technical teams, policymakers, and stakeholders.
13. Build long-term strategies for sustainable and responsible AI adoption.

Organizational Benefits

- Enhanced trust in government AI systems
- Improved service delivery efficiency and effectiveness
- Strengthened regulatory and ethical compliance
- Reduced risks of AI bias and discrimination
- Better transparency and accountability in automated decisions
- Increased stakeholder confidence in AI-driven initiatives
- Optimized public sector processes with AI insights
- Improved citizen engagement and satisfaction
- Enhanced workforce capacity to manage AI technologies
- Long-term sustainable AI adoption aligned with public values

Target Audiences

- Government policymakers and regulators
- Public administration executives and managers
- Data scientists and AI practitioners in public sector
- IT and digital transformation specialists

- Public sector auditors and compliance officers
- Civil service trainers and capacity building teams
- AI ethics and governance consultants
- Researchers and academics in AI and public policy

Course Duration: 10 days

Course Modules

Module 1: Introduction to Responsible AI

- Fundamentals of AI in public administration
- Overview of responsible AI principles: fairness, accountability, transparency
- Historical context and current trends in government AI deployment
- Role of AI in enhancing public sector efficiency
- Ethical dilemmas and social implications
- Case Study: Implementing AI in public service delivery

Module 2: AI Governance in Government

- Frameworks for AI governance in the public sector
- Roles and responsibilities of oversight bodies
- Policy development for AI adoption
- Alignment with international standards and local regulations
- Institutionalizing AI ethics and compliance processes
- Case Study: Governance structure for a national AI strategy

Module 3: Data Governance for AI

- Data quality and management principles
- Privacy, security, and compliance measures
- Handling sensitive government and citizen data
- Data lifecycle management and documentation
- Strategies for transparent data usage
- Case Study: Data governance in a government AI program

Module 4: Algorithmic Bias & Fairness

- Identifying sources of bias in AI systems
- Techniques for bias detection and mitigation
- Fairness metrics and evaluation frameworks
- Ethical decision-making and accountability
- Inclusive AI design for diverse citizen populations

- Case Study: Bias mitigation in predictive policing AI

Module 5: Transparency & Explainability

- Importance of explainable AI in public administration
- Methods for model interpretability
- Communicating AI decisions to non-technical stakeholders
- Documentation for transparency and auditability
- Tools for enhancing AI explainability
- Case Study: Explainable AI in government benefit allocation

Module 6: AI Risk Management

- Identifying AI operational and ethical risks
- Risk assessment frameworks for government AI projects
- Implementing mitigation and monitoring strategies
- Crisis management and incident response
- Legal and reputational risk considerations
- Case Study: AI risk assessment in public health analytics

Module 7: Human-Centered AI Design

- Principles of human-centered AI
- Designing AI systems for inclusivity and accessibility
- Stakeholder engagement and co-creation techniques
- Balancing automation and human oversight
- Feedback loops for continuous improvement
- Case Study: Human-centric AI for citizen service portals

Module 8: Compliance & Legal Frameworks

- Regulatory requirements for AI in public administration
- National and international AI laws and standards
- Compliance monitoring and reporting procedures
- Accountability for automated decisions
- Policy recommendations for ethical AI deployment
- Case Study: Compliance challenges in AI-driven social programs

Module 9: AI Monitoring & Evaluation

- Setting KPIs for AI performance and ethical compliance

- Monitoring real-time AI operations
- Continuous evaluation and system updates
- Reporting results to stakeholders
- Data-driven decision-making for iterative improvements
- Case Study: Monitoring AI performance in taxation services

Module 10: AI in Public Service Optimization

- AI applications in workflow automation
- Enhancing public sector efficiency with predictive models
- Resource allocation and decision support
- AI-driven citizen engagement tools
- Performance measurement frameworks
- Case Study: AI optimizing urban traffic management

Module 11: Stakeholder Engagement

- Identifying AI stakeholders in government and civil society
- Effective communication of AI objectives and risks
- Co-creation of AI solutions with user feedback
- Building public trust in AI technologies
- Collaborative governance strategies
- Case Study: Stakeholder engagement in AI-powered social assistance

Module 12: Ethical AI & Social Impact

- Principles of AI ethics in public administration
- Measuring social impact of AI interventions
- Balancing efficiency with societal values
- Inclusion and non-discrimination strategies
- Ethical dilemmas in AI implementation
- Case Study: Ethical review of predictive analytics for welfare programs

Module 13: AI Policy & Strategy

- Developing AI strategies aligned with public administration goals
- Integrating responsible AI into national digital transformation plans
- Policy frameworks to support sustainable AI adoption
- Cross-department coordination for AI initiatives
- Scenario planning and future-proofing AI policies
- Case Study: National AI strategy design for government agencies

Module 14: Change Management for AI Implementation

- Organizational readiness for AI adoption
- Staff training and capacity building
- Managing resistance to automation and AI systems
- Embedding AI ethics into institutional culture
- Evaluation of AI adoption impact on workflows
- Case Study: Change management in AI-driven citizen services

Module 15: Scaling & Sustainability of AI Programs

- Strategies for institutionalizing AI best practices
- Scaling pilots to enterprise-wide AI solutions
- Long-term sustainability and continuous learning
- Budgeting and resource allocation for AI programs
- Knowledge management and documentation
- Case Study: Scaling AI predictive analytics across government departments

Training Methodology

- Instructor-led presentations and conceptual briefings
- Hands-on exercises with AI simulation tools
- Group discussions and peer learning activities
- Case study analysis and practical problem-solving
- Workshops on AI strategy, governance, and policy design
- Continuous assessment, feedback sessions, and reflection exercises

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.
f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

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