
STRUCTURED THINKING™

Operational Literacy with AI.

Employer Approval Kit

Employer Approval Request Email

Hi [Manager Name],

I'd like to request approval to attend the Structured Thinking LIVE Series: Operational Literacy with AI on [Date] in [Location].

This three-hour, hands-on professional development session focuses on Operational Literacy with AI™—the ability to intentionally direct, evaluate, oversee, and responsibly integrate AI systems into real work while maintaining human judgment.

Rather than focusing on a specific AI product or a collection of prompts, the training develops practical capabilities that can be applied across AI tools and workplace environments. Participants work on how to:

- Identify appropriate and meaningful uses for AI
- Give AI the context, direction, and standards needed to produce useful work
- Evaluate AI-generated outputs rather than simply accepting them
- Determine where AI can appropriately support existing workflows
- Maintain human judgment and oversight as AI use increases

I believe this training would be particularly relevant to my work in [department/role] because [briefly describe a responsibility, project, workflow, or current use of AI].

Registration is \$549 and six hours of Professional Development, and participant resources, and Certificate of Completion. Following the session, I would be happy to share relevant takeaways, resources, and potential applications with the team.

Would the organization be willing to cover my registration through our professional development, training, or continuing education budget?

Thank you for considering my request.

Best,

[Name]

[Title / Department]

Training Justification

Business Justification for Attendance

Structured Thinking LIVE Series: Operational Literacy with AI

Organizations are increasingly giving employees access to AI systems, but access alone does not ensure that AI will be used effectively, consistently, or responsibly.

The Structured Thinking LIVE Series addresses the human capability side of AI adoption.

The program develops **Operational Literacy with AI™**: the ability to intentionally direct, evaluate, oversee, and responsibly integrate AI systems while maintaining human judgment.

Business Relevance

The training is designed to strengthen capabilities employees need when using AI in real work, including:

- Intentional AI Use
- Recognizing when AI can meaningfully contribute to a task or process—and when it may not be appropriate.
- Clear Direction and Context
- Providing AI systems with the information, expectations, standards, and constraints necessary to produce useful outputs.
- Evaluation of AI-Generated Work
- Assessing AI outputs against defined requirements instead of relying on whether an answer merely appears correct or useful.
- Workflow Integration
- Identifying opportunities to incorporate AI into existing work processes without prematurely automating poorly defined work.
- Human Oversight
- Maintaining accountability, judgment, review, and appropriate human decision-making as AI assumes a greater role in workplace activities.

Why This Training Is Transferable

The LIVE Series is not built around a single AI platform or software product. Participants develop a structured approach that can be applied across AI tools and changing technology environments. This allows the professional-development investment to focus on durable human capability rather than training that becomes obsolete when a particular product or interface changes.

Potential Organizational Value

Employees who develop stronger Operational Literacy with AI may be better equipped to:

- Identify valuable AI applications within their responsibilities
- Improve the consistency and usefulness of AI-assisted work
- Reduce unnecessary trial-and-error when working with AI
- Recognize when additional human review is required
- Make better-informed decisions about workflow integration and automation
- Communicate more clearly about how AI is being used and what standards its outputs must meet

The objective is not simply to increase AI usage. It is to develop the capability to use AI intentionally, effectively, and responsibly.

Manager-Facing Program Information

Structured Thinking LIVE Series: Professional Development in Operational Literacy with AI™

Program Overview

The Structured Thinking LIVE Series is a three-hour, hands-on professional development experience designed to help professionals move beyond basic experimentation with AI and develop a structured approach to using it in real work.

Participants learn Operational Literacy with AI™—the ability to intentionally direct, evaluate, oversee, and responsibly integrate AI systems while maintaining human judgment. The program is designed around transferable capabilities rather than a specific AI platform, allowing participants to apply what they learn across tools, roles, and workplace environments.

Participants Learn To

- Identify meaningful opportunities for AI within their work
- Structure information and context so AI can perform more effectively
- Direct AI toward defined objectives and output standards
- Evaluate and refine AI-generated work
- Recognize appropriate opportunities for workflow integration
- Maintain human judgment, responsibility, and oversight

Training Approach

This is not a traditional software demonstration or prompt-writing seminar. Participants work through practical exercises and real-world applications designed to build a repeatable way of thinking and working with AI. The training emphasizes human capability before automation—helping participants first understand and structure the work before deciding how AI should participate in it.

Appropriate For

Professionals, managers, team leaders, supervisors, business owners, program leaders, and other employees who are beginning to use AI or who want a more consistent and intentional approach to AI-assisted work. No advanced technical or AI experience is required.

Program Details

Format: In-person, hands-on professional development

Duration: 6 hours

Registration: \$549 per participant

Includes: LIVE Series training and participant resources

Technology Focus: Platform-independent / applicable across AI tools

Training Provider: Structured Thinking

Core Framework: Operational Literacy with AI™

Session: Professional Development for AI in Real Work

Date: _____

Time: _____

Location: _____

Organizational Application

Participants are encouraged to leave the training with practical opportunities they can apply within their existing responsibilities. Organizations may also use individual attendance as an opportunity to evaluate whether broader AI capability development would be valuable for a team or department. For additional framework information visit:

www.structuredthinking.co