

Responsible AI Governance and Data Management for Microsoft Copilot

Course Guide

A practical course guide to responsible AI adoption, human judgement, governance and trust.

RESPONSIBILITY

TRUST

ACCOUNTABILITY



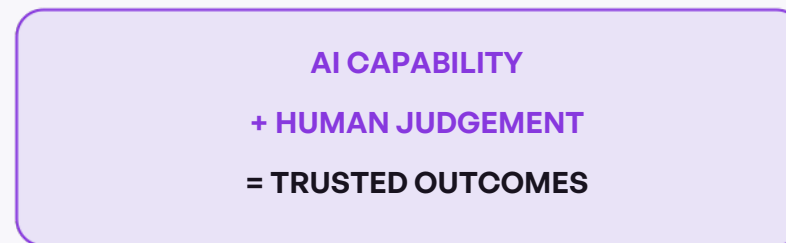
COURSE OVERVIEW

Responsible AI starts with you

Everyday choices shape whether AI is used safely, thoughtfully and with trust.

Responsible AI combines useful technology with clear responsibility.

It means protecting information, reviewing outputs and considering how decisions affect people and organisations.



What does responsible use involve?

ACCOUNTABILITY

Own how AI is used.

TRUST

Maintain confidence in outcomes.

HUMAN OVERSIGHT

Keep people in control.

DATA CARE

Protect sensitive information.

ETHICS

Consider wider impacts.

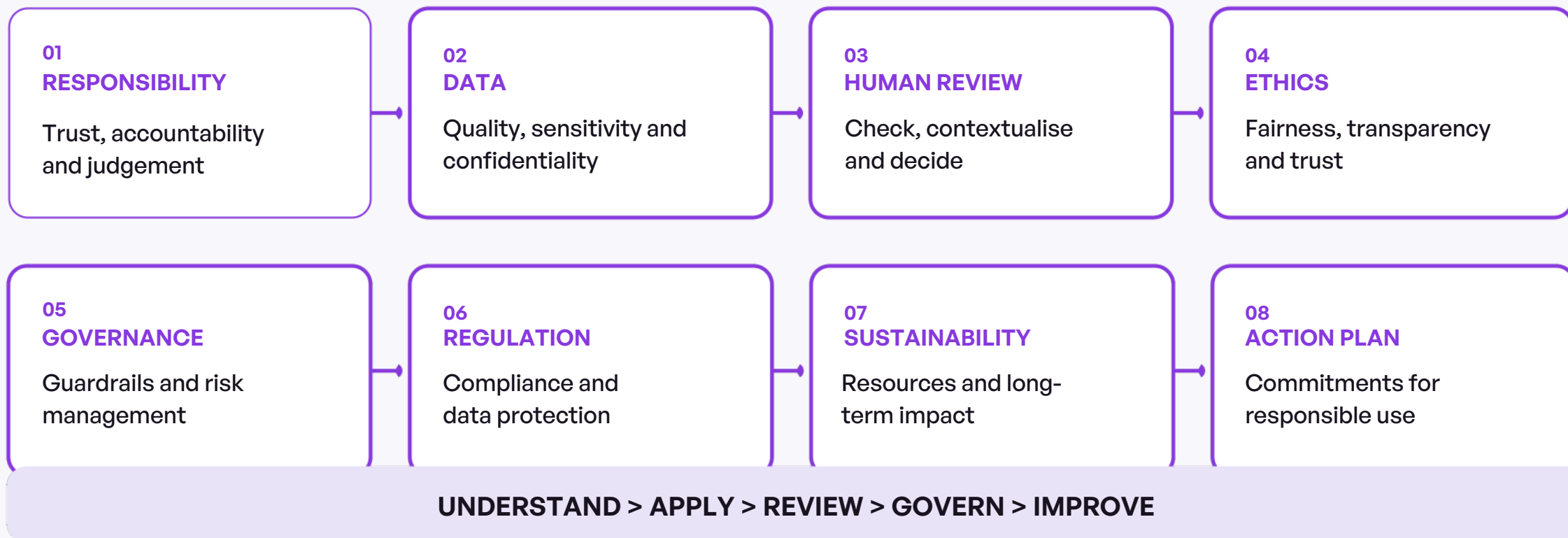
GOVERNANCE

Work within agreed guardrails.

YOUR LEARNING JOURNEY

Eight lessons, one responsible AI action plan

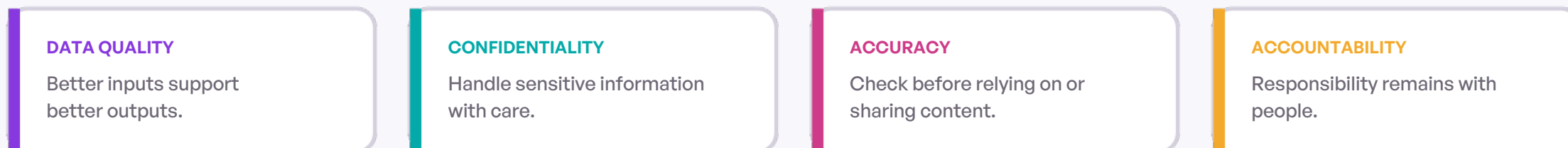
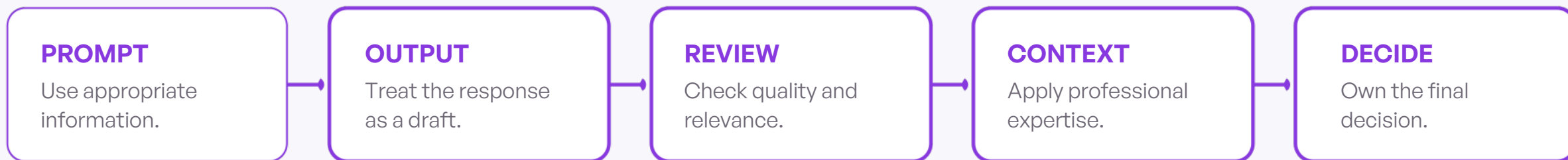
Move from awareness to practical behaviours you can apply in everyday work.



DATA AND HUMAN JUDGEMENT

Good information. Careful review. Human decisions.

Responsible use depends on what goes into Copilot and what people do with the output.

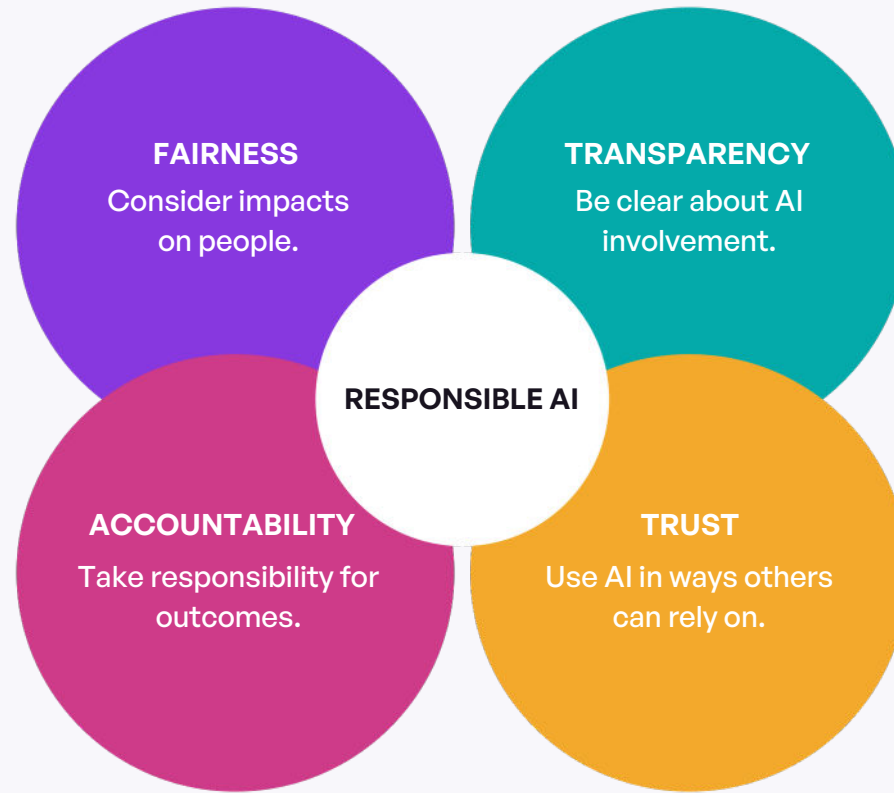


Copilot supports the process. Human judgement stays in the loop.

ETHICS AND RESPONSIBLE AI

Four principles support trusted use

Ethical awareness helps reduce unintended consequences and support positive outcomes.



ETHICS IN PRACTICE

Ask who may be affected, what could go wrong and whether the outcome can be explained and justified.

REFLECTION

Which ethical considerations matter most in your role or organisation?

GOVERNANCE AND REGULATION

Guardrails create clarity for safe innovation

Governance helps people understand expectations, manage risk and act consistently.



Good governance gives responsible innovation the structure and confidence to grow safely.

ENVIRONMENTAL SUSTAINABILITY

Create value with awareness of wider impact

Responsible innovation balances opportunity with thoughtful use of resources.

MEANINGFUL VALUE

+

RESPONSIBLE USE

= SUSTAINABLE ADOPTION

ENERGY CONSUMPTION

AI relies on computing resources.

INTENTIONAL USE

Use the right tool for a clear purpose.

LONG-TERM IMPACT

Consider consequences beyond the immediate task.

RESPONSIBLE INNOVATION

Balance opportunity with wider impact.

RESPONSIBLE AI ACTION PLAN

Establish behaviours, actions & commitments that will guide your future use of Microsoft Copilot

Reflect on your learning, define clear commitments and create useful CPD evidence.

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| 01 | What does responsible AI use mean to you in your role? | 06 | What ethical considerations should influence your use of AI in the workplace? |
| 02 | What types of organisational data require the greatest care when using Microsoft Copilot? | 07 | Which organisational guardrails, policies or governance practices are most important for responsible AI adoption? |
| 03 | How will you ensure confidential, sensitive or personal information is handled appropriately when working with AI tools? | 08 | Why is governance and regulation becoming increasingly important in the AI landscape? |
| 04 | What checks will you apply before relying on, using or sharing AI-generated content? | 09 | What environmental or sustainability considerations should organisations think about when adopting AI technologies? |
| 05 | How will you make sure human judgement stays in the loop when using Microsoft Copilot? | 10 | What three actions will you take over the next 30 days to ensure your use of Microsoft Copilot remains responsible, secure, ethical and compliant? |

Consider how responsible AI principles apply within your own role and working environment.