

Getting AI-Ready: Building Responsible AI Policies for Your Business

AI is moving fast—and if your organization hasn't yet created an AI policy, you're not alone. As tools like Microsoft Copilot and AI Agents become more embedded in your daily workflows, it's critical to ensure your security, data governance, and usage policies are keeping up.

In this beginner-friendly workshop, we'll walk you through what a modern AI policy should include, how to identify risks and gaps in your current setup, and where AI fits into your broader Microsoft 365 environment. You'll leave with a clearer understanding of what your business needs to safely and responsibly adopt AI.

As part of the workshop, our team will review your existing policies, audit your SharePoint and data access settings, and help you clean up outdated or overly broad permissions. We'll guide you through best practices and provide actionable steps to help you implement a policy that protects your business and prepares you for what's next.

Real World Examples

- **Outdated Permissions:** Sensitive documents shared company-wide without oversight
- **Uncontrolled AI Usage:** Employees experimenting with AI tools without clear boundaries
- **Shadow IT Risks:** Third-party AI tools used without IT's knowledge
- **Data Residency Concerns:** Content stored or processed outside approved regions
- **No Usage Guidelines:** Teams unsure how or when AI tools should be used

Skills You'll Gain

- A foundational understanding of what should be included in an AI policy
- Clarity on Microsoft 365 security settings related to AI and data access
- Awareness of risks related to unmanaged AI adoption
- Guidance on how to clean up your SharePoint and control data exposure
- Confidence to lead responsible AI conversations across your organization

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