

# Alm for Impact for Nonprofits

Course for Nonprofits

January 2026

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# About the Course

## Purpose

Alm for Impact for Nonprofits is a practical, values-driven learning course designed for nonprofit professionals seeking to navigate the fast-evolving world of Artificial Intelligence (AI) responsibly, confidently, and effectively.

The course supports nonprofit teams in understanding, adopting, and applying AI tools in ways that increase impact, improve operational efficiency, and strengthen services while remaining grounded in humanitarian values and rights-based frameworks.

Teams will also explore the ethical foundations that guide responsible AI adoption and governance in the nonprofit sector, including transparency, accountability, and the prevention of unintended harm.

This Facilitator's Guide is a component of the Alm for Impact for Nonprofits "kernel", a sector-wide AI training toolkit developed by NetHope, with generous support from Microsoft.

## Target Audience

The course is designed to be inclusive and accessible to nonprofit professionals across geographies, roles, functions, and seniority levels, and is suitable for learners with varying levels of familiarity with AI.

## Duration

The following durations are estimated for a learning experience that includes coverage of all the modules and topics in preparation for LinkedIn credentials assessment.

- **Self-paced delivery format:** 4-5 hours (not including time allocations for practical activities, which amount to 4 to 6 hours)
- **Hybrid/Blended delivery format:** 4-5 hours self-paced (or live presentation) + 6-8 hours for practical activities
- **Live Training delivery format** (in-person or online): recommended 7 1.5-2 hour sessions for a total of 10-12 hours

## How to Use this Guide

This guide is designed to support facilitators and partner organizations in planning, customizing, and delivering the course across different formats; self-paced/ asynchronous learning modules, in a hybrid format or fully live training format (in-person and online). The kernel offers opportunities for customizing the learning experience as well as guidance for adding local or contextual components.

### **Learning objectives, pedagogical principles, and implementation guidelines for facilitators and online course developers.**

Use the steps below to navigate the guide effectively.

#### **1. Understand the Course Foundations**

- Understand who this course is for by reviewing the target audience and intended use cases.
- Review the curriculum outline to understand the structure, components, and flow of the learning experience.

#### **2. Choose the Delivery Format**

- Identify which delivery format your organization will use:
  - Self-paced online
  - Hybrid/blended
  - Live training (online or in-person)
- Review the Pedagogical Approach and Delivery Formats section to understand what each format supports and requires.

#### **3. Review Format-Specific Customization Options**

- Identify the areas that can be customized based on the selected delivery format.
- Understand where customization is allowed (e.g. practical activities, local examples, assessments) and where core content should remain unchanged.

#### **4. Prepare for Course Delivery**

- Review the Facilitator's Tool Kit and determine which materials are required for your chosen format.
- Update facilitator presentation decks as needed, including:
  - Adding local or organizational context
  - Removing or adapting sections covered through other delivery modes

#### **5. Add Local and/or Contextual Components**

- Use the Guidance for Adding Local and/or Contextual Components section to add relevant content that is specific to your context, organization or geography.

#### **6. Recognize where customization and updates should be made**

- If using the Partner Organization's LMS:
  - Upload the full course content or selected modules
  - Choose which modules to include or exclude, considering any limitations (e.g. LinkedIn credentialing requirements)

- Ensure all linked or embedded resources function correctly in the chosen environment.

## 7. Use the Facilitator's Toolkit

- Use the Facilitator's Tool Kit as your primary operational resource for delivery.
- The Tool Kit brings together presentation decks, practical activity artifacts, job aids, assessments, certificates, and supporting resources needed to facilitate live and blended sessions effectively.

# Curriculum Outline

## Course Outline and Objectives

### Module 1

|                           |  |
|---------------------------|--|
| <b>Module Title</b>       | AI Foundations for Nonprofits                                    |
| <b>Learning objective</b> | Confidently understand foundational AI concepts and terminology. |

| Topics  | Enabling objectives   |
|---|---|
| Training the Eye for AI   | Recognizing the importance of perceptual expertise in exploring and experiencing AI technology.                   |
| How AI works  | Define AI technologies and contextualize the difference between them.   |
| Recent Innovations in GenAI & Agentic AI  | Recognize the benefits of some of the most recent generative and agentic AI tools.                                |
| Reducing Ethical Concerns around AI   | Identify ethical and human rights concerns and how to reduce them.  |
| Authenticity and Copyright Infringement<br>Accuracy and Reliability of AI-Generated Content | Apply Human-in-the-Loop techniques to address authenticity, copyright, accuracy and reliability issues and risks. |

### Module 2

|                           |  |
|---------------------------|--|
| <b>Module Title</b>       | Mission-Driven AI Examples for Nonprofits  |
| <b>Learning objective</b> | Understand where and how AI can be applied to different types of nonprofit missions and roles, and where AI is unnecessary or harmful. |

| Topics                                     | Enabling objectives  |
|--|--|
| Supporting People, Expanding Possibilities | Recognize how AI is supporting nonprofits and serving as a practical partner - not as a replacement for people, but as a tool that strengthens the work teams are already doing. |
| How Nonprofits Are Using AI                | Explain how nonprofits are practically applying AI across different areas of their work.   |

|  |   |
|--|---|
| AI Adoption in Resource Constrained Environments | Identify the key barriers nonprofits face when adopting AI in low-res for safe and effective use.   |
| Alignment with Humanitarian Principles           | Understand how core humanitarian principles (dignity, fairness, and accountability) should guide the ethical use of AI in nonprofit work.                         |
| Case Studies Across Key Impact Areas             | Explore how AI is applied across key nonprofit impact areas (poverty alleviation, advocacy, disaster response, and conservation) through real-world case studies. |

### Module 3

|                           |   |
|---------------------------|---|
| <b>Module Title</b>       | Working Smarter with AI in Your Nonprofit Role                      |
| <b>Learning objective</b> | Apply AI in your role, while maintaining human judgment and values. |

| Topics                               | Enabling objectives   |
|--------------------------------------|---|
| AI as a Collaborative Partner        | Apply AI as a collaborative partner that amplifies capabilities, requiring ongoing Human-in-the-Loop engagement.  |
| When & How to Leverage AI            | Assess opportunities to leverage AI for maximum impact in daily work and differentiate between AI as an assistant vs. AI as a tool for change management. |
| How to Select AI Tools for Your Role | Recognize the factors and limitations in selecting AI tools relevant to different roles.  |
| AI use in Programs & Operations      | Identify role-specific tasks to implement AI and generate initial work products.  |
| AI Use in Fundraising                |   |
| AI Use in Communication and Outreach |   |
| AI use in Administration             |   |

### Module 4

|                           |  |
|---------------------------|--|
| <b>Module Title</b>       | Organizational AI Readiness and Integration for Nonprofits                                 |
| <b>Learning objective</b> | Understand how to actively contribute to organization-wide digital transformation with AI. |

| Topics                                 | Enabling objectives   |
|--|---|
| Connecting AI to Purpose and Practice. | Moving from ad-hoc experimentation to intentional, mission-aligned use of AI.                                 |
| Connecting AI to Organizational Goals  | Understand how AI supports organizational management, strategy, and day-to-day operations across teams.       |
| AI Adoption Step by Step Guide         | Identify risks, opportunities, and starting points for AI adoption.   |
| Integrating AI into Existing Workflows | Recognize when and where to integrate AI into existing workflows; and recognize when and where not to use AI. |

|  |  |
|--|--|
| Setting up Governance and Capacity-Building structures | Recognize the value of governance and capacity-building structures for successful AI implementation. |
|--|--|

## Module 5

|                           |   |
|---------------------------|---|
| <b>Module Title</b>       | Sustainable AI Adoption for Nonprofits  |
| <b>Learning objective</b> | Apply change management strategies to support sustainable AI adoption, while addressing both the human (psychosocial) and organizational barriers to AI adoption. |

| Topics  | Enabling objectives  |
|---|--|
| Changing Habits, Not Just Systems.                                    | Recognize the importance of continuous learning for AI adoption.   |
| Foundations for Successful AI Adoption and Sustainable Implementation | Recognize the foundational barriers and conditions that influence successful AI adoption.                                    |
| Assessing Opportunities, Risks and Barriers in AI Adoption            | Identify the key psychological, organizational and contextual barriers and risks that affect AI adoption and sustainability. |
| Strategies to Overcome Barriers and Enable Long-Term AI Adoption      | Apply strategies that build trust, readiness and continuous learning to support long-term AI adoption.                       |
| Budgeting and Funding for Sustainable AI Adoption                     | Understand how to plan and secure funding to sustain AI use, maintenance and capacity-building.                              |

## Module 6

|                           |  |
|---------------------------|--|
| <b>Module Title</b>       | Responsible AI for Nonprofits  |
| <b>Learning objective</b> | Explain the core principles of responsible AI use and identify the safeguards needed to protect people and maintain trust. |

| Topics   | Enabling objectives   |
|--|---|
| When AI Goes Wrong, People Pay the Price               | Recognize how responsible AI helps nonprofits prevent harm and protect dignity, by ensuring transparency, fairness, and accountability in how AI is used.                       |
| Ethical Use & Accountability                           | Understand the importance of ethical use, legal responsibilities, accountability, and the need to evaluate AI outputs carefully.  |
| Ethical Principles Guiding AI Use                      | Explain the ethical principles that guide responsible AI use.   |
| What Responsible AI Looks Like in the Nonprofit Sector | Define responsible and irresponsible uses of AI and distinguish the key behaviors that separate them.   |
| Using Sector Standards & Practical Tools               | Assess key AI standards, regulations, and practical tools, and apply basic risk assessment and governance methods to ensure responsible and safe AI use in nonprofit workflows. |

## Module 7

|                           |   |
|---------------------------|---|
| <b>Module Title</b>       | AI and Data Governance for Nonprofits   |
| <b>Learning objective</b> | Define the key principles of AI and data governance needed to use digital tools ethically, safely, and transparently. |

| <b>Topics</b>   | <b>Enabling objectives</b>  |
|---|---|
| Data Shapes Decisions. Decisions Shape Lives.               | How strong data governance protects communities by ensuring data is handled carefully, decisions remain fair, and trust is maintained in AI-driven systems. |
| Ethical Foundations of AI & Data Governance                 | Recognize the foundations of ethical AI and data governance, including key compliance requirements such as GDPR and relevant regional regulations.          |
| Governance Structures & Organizational Accountability       | Explain the governance structures, policies, and organizational roles that ensure accountability, compliance, and transparency in AI use.                   |
| Protection of Community Data                                | Implement good practices to protect information about the communities served when using AI tools.   |
| Sustainable and Trust-Building Digital Governance Practices | Apply data governance frameworks to ensure long-term, transparent and accountable digital governance.   |



## Credentialing and Certification – Assessment

| Options                                    | Description  |
|--|--|
| LMS  | <p>Course taken on NetHope's LMS or partner organization's LMS</p> <p>Options provided:</p> <ul style="list-style-type: none"> <li>• Assessment on LMS without LinkedIn Credential</li> <li>• Certificate awarded through the LMS – can be shared on LinkedIn</li> </ul>   |
| LinkedIn Learning Credentialing Assessment | <p>Certificate and credentials awarded through LinkedIn Learning:</p> <ul style="list-style-type: none"> <li>• Alm for Impact for Nonprofits LinkedIn Learning Pathway &lt;&lt;Link&gt;&gt; <ul style="list-style-type: none"> <li>○ Relevant to Self-Paced Course (Pathway) taken on LinkedIn Learning including assessment.</li> </ul> </li> <li>• Alm for Impact for Nonprofits Assessment and Credential (mini unlisted course with assessment) &lt;&lt;Unlisted Link&gt;&gt; <p>Relevant to:</p> <ul style="list-style-type: none"> <li>○ Course completed on NetHope's LMS where learner will have access to a link to pass an assessment through LinkedIn Learning and receive credentials through LinkedIn.</li> <li>○ Course completed on partner organizations LMS (with the condition that all course content has been included in their build) where learner will have access to a link to pass an assessment through LinkedIn Learning and receive credentials through LinkedIn.</li> </ul> </li> </ul> |
| Printed version                            | <p>Printable 46 question assessment is provided.</p> <p>Partner organizations administer and distribute the certificates, which are issued under NetHope as the credentialing organization.</p> <p>A certificate template is provided. The template should not be customized to reference the partner organization.</p>  |

*N.B. Find more details about the Assessment Requirements and Settings in the relevant section below.*

# Pedagogical Approach and Delivery Formats

## Training Approach

This training can be delivered in the following formats:

1. Self-paced online format: Learners progress independently through curated digital learning content, including videos, explainer animations, job aids, and practical activities.
2. Hybrid/blended format: A combination of self-paced learning and live-facilitated sessions. This format allows learners to engage with core content independently while using live sessions for discussion and practical application.
3. Live Training (in-person or online) format: Facilitator-led delivery using structured sessions, interactive activities, and guided discussions. This format emphasizes peer learning, real-time feedback, and collaborative problem-solving.

*N.B. Please check the detailed description and options for each format in the next sections to choose the best fit for your organization.*

To support higher-order thinking objectives, this training is built on **active learning models**. These models are designed to ensure both long-term knowledge retention and skills development through practical activities and guided reflection.

The approach helps participants strengthen their ability to **analyze, evaluate, and implement AI solutions** that are directly relevant to their roles and organizational mission.

- Node 1: Knowledge Component
  - Core content
  - Local/Contextual content
- Node 2: Practical Component
  - Job aids
  - Practical Activities
- Node 3: Extended Learning
  - Glossary
  - Resources
- Node 4: Summative Assessment and Credentialing

## Delivery Matrix for Different Nodes

Use the matrix below to identify which combination of options best suits your organization:

| Learning component   | Option 1  | Option 2  | Option 3   | Option 4  |
|--|---|---|--|---|
| <b>Node 1: Knowledge Component</b><br><br><b>Duration: 4-5 hours</b>                                   | Self-paced online course on NetHope LMS   | Self-paced online course on LinkedIn Learning   | Online course on your organization's own LMS   | Live delivery (online or in-person)<br>Presentation slide decks provided  |
| <b>Node 2: Practical Component</b><br><br><b>Recommended total time allocation: 6-8 hours</b>          | Job Aids and Practical Activity Artifact<br>Templates are provided in self-paced online course on NetHope LMS<br><br>Limited (no feedback or engagement)          | Job Aids and Practical Activity Artifact<br>Templates are provided in "Resource" folder in self-paced online course on LinkedIn Learning<br><br>Limited (no feedback or engagement) | Job Aids and Practical Activity Artifact<br>Templates are provided in self-paced course on your organization's own LMS | Live delivery (online or in-person) for Hybrid or Live Training format of delivery<br>Provided resources: <ul style="list-style-type: none"> <li>• Presentation slide decks guidance</li> <li>• Activity guide</li> <li>• Activity artifact template</li> </ul> |
| <b>Node 3: Extended Learning</b><br><b>Recommended total time allocation: 7-8 hours</b>                | Glossary and Resources provided within course on NetHope LMS  | Glossary and Resource Links Document provided in "Resources" folder within LinkedIn Learning course learning path   | Glossary and Resources provided for partner organization's own LMS build   | Printable Glossary is provided for a live in-person delivery format   |
| <b>Node 4: Summative Assessment and credentialing</b><br><br><b>Recommended total time allocation:</b> | <ul style="list-style-type: none"> <li>• LinkedIn Learning Assessment and Credential</li> <li>• NetHope LMS Assessment and Certificate (only available</li> </ul> | LinkedIn Learning Pathway Assessment and Credential   | Certificate template provided for Partner Organization's own LMS build (Use the provided template if                   | Printable Certificate template provided for Partner Organization's own LMS build  |

|  |   |  |   |  |
|--|---|--|---|--|
| <b>For live delivery, the assessment duration is determined by each individual organization, while in the self-paced format the assessment is untimed.</b> | if course is completed on NetHope LMS). |  | possible. If the LMS does not support uploading a new template, organizations may use their own standard template). |  |
|--|---|--|---|--|

**1. For the Self-paced online format:**

- a. For Node 1: Consider options 1, 2, and 3 and choose one of them
- b. For all other Nodes: You have limited flexibility of choices for all other nodes depending on your choice for Node 1.
  - i. If you choose options 1 or 2 in Node 1, there is no need to make any considerations for any of the other nodes.
  - ii. If you choose option 3 in Node 1, option 3 will apply for Node 2 and 3 as well. For Node 4, you may choose between options 1 and 3.

**2. For the Hybrid/blended format:**

- a. For Node 1: Consider options 1, 2, and 3 and choose one of them
- b. For Node 2: Consider option 4
- c. For Node 3: Consider all options and choose one of them. If you choose option 1, 2, or 3 it should be the same one as the one chosen for Node 1.
- d. For Node 4: Do not consider option 1, 2 and 3
  - i. If you choose option 1 in Node 1, option 1 will apply for Node 4
  - ii. If you choose option 2 in Node 1, option 2 will apply for Node 4
  - iii. If you choose option 3 in Node 1, option 3 will apply for Node 4

**3. For the Live Training (in-person or online) format:**

- a. For Nodes 1, 2, and 3: refer to option 4
- b. For Node 4: Consider options 1 or 4

## Customization Opportunities Guidance

The following table highlights opportunities for customizing the learning experience for each of the delivery formats, including the options for the delivery environment that allows the partner organization to update or add their own local or contextual components.

### Self-Paced Online Format

| Knowledge component  | Practical component  | Extended Learning  | Assessment and Credentialing  |
|--|--|--|---|
| Delivery environment: Partner Organization's LMS   | Delivery environment: Partner Organization's LMS   | Delivery environment: Partner Organization's LMS   | Delivery environment: Partner Organization's LMS  |
| <p>Customization:</p> <ul style="list-style-type: none"> <li>Possible to add Local and contextual content</li> <li>Possible to choose which modules to include as part of the learning experience</li> </ul> <p>All digital resources for the build are provided in the Developers' Guide.</p> | <p>Customization: If the organization decides to roll-out a cohort with trainer oversight, completion and submission requirements can be updated for the following components:</p> <ul style="list-style-type: none"> <li>Job aid</li> <li>Practical activities</li> </ul> | <p>Customization:</p> <ul style="list-style-type: none"> <li>Glossary: Possible to update and add entries of other relevant terms in the build on your LMS.</li> <li>Resource documents and links: possible to update and add entries in the build on your LMS.</li> </ul> | <p>Customization: Organizations can choose which assessment type and credential is most suitable for their situation and level of customization:</p> <ul style="list-style-type: none"> <li>Option 1 (conditional): Through link to "LinkedIn Assessment and Credentialing" (N.B. Only available if all modules of "Alm for Impact for Nonprofits" course content is provided to the learners.)</li> <li>Option 2: Through partner's LMS. Assessment questions and certificate template are provided in the Developers' Guide.</li> </ul> |

## Hybrid/Blended Format

| Knowledge component   | Practical component   | Extended Learning  | Assessment and Credentialing   |
|---|---|--|--|
| <p>Delivery environment:</p> <ul style="list-style-type: none"> <li>• Partner Organization's LMS</li> <li>• Course on NetHope's LMS</li> <li>• Learning Pathway on LinkedIn Learning</li> </ul>   | <p>Delivery environment:</p> <ul style="list-style-type: none"> <li>• Live online</li> <li>• Live in-person</li> </ul>  | <p>Delivery environment:</p> <ul style="list-style-type: none"> <li>• Partner Organization's LMS</li> <li>• Course on NetHope's LMS</li> <li>• Learning Pathway on LinkedIn Learning</li> <li>• Live online</li> <li>• Live in-person</li> </ul>   | <p>Delivery environment:</p> <ul style="list-style-type: none"> <li>• Partner Organization's LMS</li> <li>• Live online</li> <li>• Live in-person</li> </ul>   |
| <p>First, choose which Learning environment you wish your learners to cover the knowledge component of the learning experience</p> <p>Customization is possible, if delivery environment is partner Organization's LMS:</p> <ul style="list-style-type: none"> <li>• Possible to add local and contextual insights.</li> <li>• Possible to choose which modules to include as part of the learning experience.</li> </ul> <p>Additional customization: If the "Local and Contextual Insights" is not addressed in the LMS and partners wish to add it, they</p> | <p>Customization:</p> <ul style="list-style-type: none"> <li>• Practical activities are provided as adjustable, fillable documents (activity templates) that can be customized by adding, removing, or adapting steps based on delivery needs.</li> <li>• Activities can be contextualized to reflect local examples, organizational workflows, or participant roles, and used digitally or printed for live facilitation.</li> <li>• Completion and submission requirements can be updated.</li> <li>• You may use the presentation decks to support your delivery after removing the</li> </ul> | <p>Customization is possible if delivery environment is partner Organization's LMS</p> <ul style="list-style-type: none"> <li>• Glossary: Possible to update and add entries in the build on your LMS</li> <li>• Resource documents and links: Possible to update and add entries in the build on your LMS.</li> </ul> | <p>Customization: Choose which assessment type and credential is most suitable for their situation:</p> <ul style="list-style-type: none"> <li>• Option 1 (conditional): Through link to "LinkedIn Assessment and Credentialing" (<i>N.B. Only available if the full version of "Alm for Impact for Nonprofits" course content is provided to the learners</i>).</li> <li>• Option 2: Through partner's LMS. Assessment questions and certificate template are provided in the Developers' Guide.</li> <li>• Option 3: Assessment is delivered as a fillable or printable document during live or blended sessions. Organizations may select relevant assessment questions based on the modules</li> </ul> |

|   |                      |  |  |
|---|----------------------|--|--|
| may do so using the presentation decks <ul style="list-style-type: none"> <li>• Remove sections covered online             <ul style="list-style-type: none"> <li>○ "Setting the Context"</li> <li>○ "What You Need to Know"</li> <li>○ "Knowledge Check"</li> </ul> </li> <li>• Add the content for the Local and Contextual Insights</li> </ul> | Knowledge components |  | delivered, and a printable certificate template is provided. |
|---|----------------------|--|--|

## Live Format

| Knowledge component   | Practical component  | Extended Learning  | Assessment and Credentialing  |
|---|--|--|---|
| Delivery environment: <ul style="list-style-type: none"> <li>• Live online</li> <li>• Live in-person</li> </ul> Using presenter decks                                 | Delivery environment: <ul style="list-style-type: none"> <li>• Live online</li> <li>• Live in-person</li> </ul>  | Delivery environment: <ul style="list-style-type: none"> <li>• Live online</li> <li>• Live in-person</li> </ul>  | Delivery environment: <ul style="list-style-type: none"> <li>• Live online</li> <li>• Live in-person</li> </ul>   |
| Live session customization:<br>Update PowerPoint presenter decks: <ul style="list-style-type: none"> <li>• Add your own content to "Local Context Insight"</li> </ul> | Customization: <ul style="list-style-type: none"> <li>• Practical activities are provided as adjustable, fillable documents (activity artifacts) that can be customized by adding, removing, or adapting steps based on delivery needs.</li> <li>• Activities can be contextualized to reflect local examples, organizational workflows, or participant roles, and used digitally or printed for live facilitation.</li> <li>• Completion and submission requirements can be updated.</li> </ul> | Customization: <ul style="list-style-type: none"> <li>• Glossary can be updated or localized directly within the PowerPoint presenter decks.</li> <li>• Resource lists and references can be added, removed, or adapted in the PowerPoint presenter decks used for live delivery.</li> </ul> | Customization:<br>Organizations can choose which assessment type and credential is most suitable for their situation and level of customization: <ul style="list-style-type: none"> <li>• Option 1 (conditional): Through link to "LinkedIn Assessment and Credentialing" (<i>N.B. Only available if the full version of "Alm for Impact for Nonprofits" course content is provided to the learners</i>).</li> <li>• Option 2: Assessment is provided as a fillable document suitable for online completion or</li> </ul> |

|  |  |  |   |
|--|--|--|---|
|  |  |  | printing for live, in-person delivery. Organizations may select relevant assessment questions based on the modules delivered. |
|--|--|--|---|

## Facilitator's Resources

### Guidance for Adding Local and Contextual Components

Facilitators are encouraged to adapt selected course elements to ensure relevance to local, organizational, or participant contexts, while preserving the core learning objectives and structure of the course.

The guidance below outlines where, how, and what can be contextualized for this purpose.

#### What Can Be Adapted

Facilitators may add or adjust local or contextual components in the following areas:

- **Examples and Scenarios:** Replace generic examples with locally relevant use cases, organizational workflows, or sector-specific scenarios that reflect participants' realities.
- **Practical Activities and Artifacts:** Customize practical activity documents by adding, removing, or rephrasing steps to align with local processes, policies, or tools, while keeping the original learning intent intact.
- **Discussion Prompts and Reflection Questions:** Adjust questions to address local challenges, regulatory environments, or cultural considerations relevant to participants.
- **Resources and Glossary:** Supplement or replace placeholder resources and glossary entries with locally relevant references, tools, policies, or terminology.

#### Where to Apply Local Context

Local and contextual content should be added in the following designated areas:

- "Local and Context Insight" sections in presenter PowerPoint decks
- Fillable practical activity artifacts used during live or blended sessions
- Resource lists and glossary entries embedded in presentation materials or hosted on the organization's LMS (where applicable)

#### Quality Check Before Delivery

Before delivering the course, facilitators should confirm that:



- Local adaptations are accurate and appropriate for the audience
- Customized materials align with the modules being delivered
- Any added resources or terminology are clearly explained to learners

## Local and Context Insight Content Direction Recommendations

| Module | Title  | Localization Direction Recommendation  |
|--------|--|--|
| M1     | AI Foundations for Nonprofits                  | <p>Recommended additional content direction for trainers or partner organizations to provide relevant local/ contextual content.</p> <p>Trainers should be able to add examples of AI usage.</p> <ul style="list-style-type: none"> <li>• <b>Tool/s that we use:</b> if relevant, list the AI tools teams may use and note any tools that are restricted. Try to select one use case from your organization on how a Generative AI tool is used such as CoPilot, ChatGPT, Gemini, or other.</li> <li>• <b>Human-in-the-Loop:</b> <ul style="list-style-type: none"> <li>○ <b>Review process:</b> Explain what Human in the Loop means in your context and clearly identify at which stages human checks are required.</li> <li>○ <b>Data policy:</b> Specify what types of data staff can and cannot enter into AI tools.</li> <li>○ <b>Local risks:</b> Highlight key risks in your setting such as privacy, bias, or community sensitivity.</li> </ul> </li> </ul> |
| M2     | Mission-Driven AI Examples for Nonprofits      | <p>Recommended additional content direction for trainers or partner organizations to provide relevant local/ contextual content.</p> <ul style="list-style-type: none"> <li>• <b>Local Risks &amp; Safeguards:</b> Describe one real scenario or risk in your local context where using AI without proper safeguards could harm communities served (e.g., bias against certain groups, privacy risks, misinformation, sensitive data exposure). Briefly explain what safeguards your organization uses or should use in such cases.</li> <li>• <b>Accountability in Practice:</b> Provide an example from your organization showing how human oversight is applied when using any AI-assisted tool or decision-making process. Highlight who reviews AI outputs, how decisions are validated, and how your organization ensures accountability to the communities you serve.</li> </ul>  |
| M3     | Working Smarter with AI in your Nonprofit Role | <p>Recommended additional content direction for trainers or partner organizations to provide relevant local/ contextual content.</p> <p>Trainers should be able to add contextual information about their own organization in relation to the following aspect/s:</p> <ul style="list-style-type: none"> <li>• <b>Local workflows:</b> Describe one workflow and indicate where AI can be safely used and where it should not be applied.</li> <li>• <b>Support channels:</b> Indicate who staff should contact when they are unsure about tool use or output accuracy.</li> </ul>   |
| M4     | Organizational Readiness and                   | <p>Recommended additional content direction for trainers or partner organizations to provide relevant local/ contextual content.</p>   |

|    |  |   |
|----|--|---|
|    | AI Integration for your Nonprofit      | <ul style="list-style-type: none"> <li>○ <b>Organization's digital ecosystem:</b> Organizations may share their assessment results if they conducted a digital readiness assessment such as the <a href="#">Digital Nonprofit Ability (DNA)</a>.</li> <li>○ <b>AI Strategy:</b> Add relevant information about the following items if they have been discussed or arranged for your organization: <ul style="list-style-type: none"> <li>○ Mission fit: Describe how AI could support your organization's goals.</li> <li>○ Leadership direction: Add any internal guidance leaders have provided about AI use.</li> <li>○ Local priorities: Highlight one area where AI could realistically strengthen current operations.</li> </ul> </li> </ul>                                      |
| M5 | Sustainable AI Adoption for Nonprofits | <p>Recommended additional content direction for trainers or partner organizations to provide relevant local/ contextual content.</p> <ul style="list-style-type: none"> <li>• <b>Continuous Learning Practices:</b> Explain what learning approaches already exist within your organization. Indicate how microlearning, peer support or mentorship could be integrated into your existing structures.</li> <li>• <b>Funding Realities:</b> Clarify the funding constraints that influence digital or AI adoption in your setting. Note whether program-based funding, donor restrictions or limited operational budgets affect your ability to sustain AI use. Describe mechanisms and policies related to requesting and integrating digital tools into their work assets.</li> </ul> |
| M6 | Responsible AI for Nonprofits          | <p>Recommended additional content direction for trainers or partner organizations to provide relevant local/ contextual content.</p> <p><b>Organizational Policies:</b> Add organizational policies that you follow, if relevant, to ensure the ethical, safe, and transparent use of AI:</p> <ul style="list-style-type: none"> <li>• Responsible AI guidelines</li> <li>• Local legislation and regulations</li> </ul>  |
| M7 | AI & DATA Governance for Nonprofits    | <p>Recommended additional content direction for trainers or partner organizations to provide relevant local/ contextual content.</p> <ul style="list-style-type: none"> <li>• <b>Your existing data or AI governance framework</b> (decision pathways, approval processes, responsible roles).</li> <li>• <b>A practical example</b> of how your organization has applied a governance rule or policy in real work.</li> </ul>  |

## Tool Kit for Live Training and Blended Format

The Facilitator's Tool Kit is designed to support the effective delivery of the course in live and hybrid/blended formats. It brings together all facilitation materials required to guide learners through interactive sessions, practical activities, and contextualized discussions.

### What the Tool Kit Includes:

- Presentation Decks
- Practical Activity Artifacts
- Job Aids
- Course-level resources are provided to support assessment, feedback collection, and credentialing:
  - Printable Assessment
  - Satisfaction Survey
  - Certificate Template

All Tool Kit materials are available through the **Facilitator's Tool Kit** on the [Alm for Impact for Nonprofits Course Kernel](#), serving as the central access point for facilitation assets and customizable documents.

### Live session structure:

- Setting the context
- What you need to know
- Local context insight
- Knowledge check
- Practical application activity
- Wrap-up and next step

| Session   | Title  | Time   |
|-----------|--|--------|
| Session 1 | Module 1: AI Foundations for Nonprofits                              | ~2 hrs |
| Session 2 | Module 2: Mission-Driven AI Examples for Nonprofits                  | ~2 hrs |
| Session 3 | Module 3: Working Smarter with AI in Your Nonprofit Role             | ~2 hrs |
| Session 4 | Module 4: Organizational AI Readiness and Integration for Nonprofits | ~2 hrs |
| Session 5 | Module 5: Sustainable AI Adoption for Nonprofits                     | ~2 hrs |
| Session 6 | Module 6: Responsible AI for Nonprofits                              | ~2 hrs |
| Session 7 | Module 7: AI and Data Governance for Nonprofits                      | ~2 hrs |

|            |   |  |
|------------|---|--|
| Assessment | Assessment:   | To be decided by individual organization |
|            | <ul style="list-style-type: none"> <li>• Live In-person using the printable assessment</li> <li>• Alm for Impact for Nonprofits Assessment and Credentialing unlisted course</li> </ul> |  |

*N.B. The duration estimates listed in the table above may vary due to the practical activities, as each organization may choose to expand or contract the time spent on that component.*

## Assessment Requirements and Settings

### Assessment Structure

The final assessment brings together the major themes of the course.

It contains **6 domains**, each reflecting a core area of learning:

| Domains   | Weight | Number of Questions to be randomly displayed |
|---|--------|--|
| AI Foundations & Core Concepts  | 10%    | 7  |
| Human-in-the-loop (prompt engineering and review approaches)                            | 20%    | 9  |
| AI in practice - Applied AI (in different roles and across impact areas)                | 10%    | 7  |
| Responsible and Ethical AI - Protect people and maintain trust (AI and data governance) | 20%    | 9  |
| AI adoption and Digital transformation (Organizational barriers to AI adoption)         | 10%    | 7  |
| Human Barriers to AI Adoption   | 10%    | 7  |

### Domain to Course Mapping

| Domain  | M 1 | M 2 | M 3 | M 4 | M 5 | M 6 | M 7 |
|---|-----|-----|-----|-----|-----|-----|-----|
| AI Foundations & Core Concepts  | x   |     | x   |     |     |     |     |
| Human-in-the-Loop (prompt engineering and review approaches)                            | x   | x   | x   |     |     | x   |     |
| AI in practice - Applied AI (in different roles and across impact areas)                |     | x   | x   |     |     |     |     |
| Responsible and Ethical AI - Protect people and maintain trust (AI and data governance) | x   | x   |     | x   | x   | x   | x   |
| AI adoption and Digital transformation  |     | x   | x   | x   | x   |     | x   |

|  |   |   |  |  |   |  |  |
|--|---|---|--|--|---|--|--|
| (Organizational barriers to AI adoption) |   |   |  |  |   |  |  |
| Human Barriers to AI Adoption            | x | x |  |  | x |  |  |

Link: [Alm for Impact for Nonprofits Assessment Questions Bank](#)

## Glossary of Key Terms

Definitions of key concepts and terminology referenced across the learning materials.

Link: [Alm for Impact for Nonprofits Glossary](#)

## Course Resources List

A curated list of reference materials and supporting resources used throughout the course.

Link: [Alm for Impact Resources List](#)

## Developer's Guide

Access to all digital build assets, including templates, assessments, certificates, and course components used for customization and deployment.

Link: [Alm for Impact for Nonprofits Course Kernel](#)