

# Comprehensive Generative AI Training Guide

*Protect, Enable, Lead*



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# PART 1: EXECUTIVE OVERVIEW

## 1.1 Introduction

This GenAI comprehensive training guide has been developed to provide California's workforce with the essential training and resources to safely and effectively adopt emerging technologies. This guide organizes high-quality training pathways by audience type to establish a continuous learning foundation.

## 1.2 Purpose & Outcomes

This Guide prepares California's workforce to:

- **Protect:** Ensure GenAI systems meet privacy, security, and civil rights standards
- **Enable:** Safely deploy GenAI to improve public services
- **Lead:** Position California as the national model for ethical GenAI

## 1.3 Target Outcomes

- GenAI integrated services that are secure, transparent, and equitable
- Workforce capable of evaluating, procuring, and governing GenAI
- Reduced risk of bias, misuse, and data exploitation

# PART 2: TRAINING ARCHITECTURE (TIERED MODEL)

The training opportunities are broken into tiers, depending on the audience and the targeted outcomes.

## Tier 1: GenAI Awareness

**Target Audience:** All State Employees

**Goal:** Build foundational understanding of GenAI

### Core Topics:

- What is AI/GenAI in government context
- Responsible use principles (privacy, bias, ethics)
- Risks: misinformation, data misuse, hallucinations
- Acceptable use policies



### Course(s) Offered:

- CalHR's [Foundations of GenAI Series](#) for general staff seeking a foundational understanding of GenAI for public service.
- CDT's [Premier Advantage California eLearning \(PACe\)](#) offers hundreds of self-paced trainings across a wide range of GenAI topics.

### Service(s) and Tool(s) Offered:

- [Poppy: California's Digital Assistant](#) is designed to help state employees work more effectively in public service. Poppy gives agencies access to trusted GenAI tools that are secure, compliant, and designed specifically to support the work of government employees.



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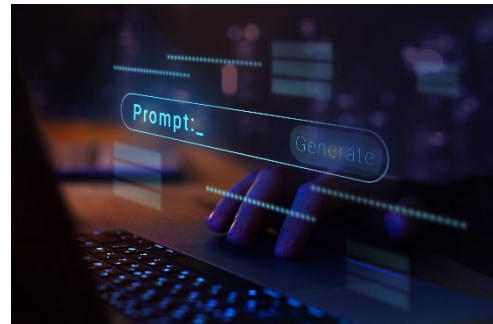
## Tier 2: Practitioner Enablement

**Target Audience:** Technical Staff, Program Staff, Cybersecurity Staff

**Goal:** Apply GenAI safely in operations

### Core Topics:

- Prompt engineering and safe usage
- Data governance and security controls
- Bias detection and mitigation
- GenAI use case design (service delivery focus)
- Human-in-the-loop decision making
- GenAI use for productivity enhancement not staff replacement



### Course(s) Offered:

- CDT's [GenAI Technical Training](#) offers a variety of courses in five domains: (1) Security, (2) Data Analytics, (3) Engineering and Development, (4) Project Management, and (5) Design.
- CDT's first [GenAI Boot Camp](#) will be available in October 2026 to provide the public sector workforce with the knowledge and tools needed to responsibly use GenAI for public service, innovation, and operational excellence.

- CDT's [Premier Advantage California eLearning \(PACe\)](#) offers hundreds of self-paced trainings across a wide range of GenAI topics.
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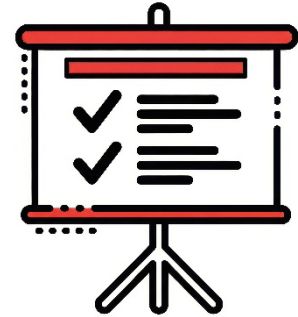
### Tier 3: Procurement, Project Management, & Risk

**Target Audience:** Procurement Analysts, Project Management Staff, Legal, Leadership Roles

**Goal:** Operationalize executive order requirements

**Core Topics:**

- GenAI vendor evaluation frameworks
- Risk assessment models
- Policy validation (bias, civil rights, security)
- Contract language for GenAI safeguards
- Compliance with state vs. federal divergence



**Course(s) Offered:**

- DGS's mandatory GenAI procurement training from the [California Procurement and Contracting Academy \(CalPCA\)](#). Designated Purchasing Authority Contacts (PACs) must complete this mandatory GenAI procurement training, which covers identifying GenAI purchases, understanding the different levels of risks associated, and navigating GenAI purchase process flows.
  - CalHR's [Responsible AI for Legal Professionals](#) for those interested in learning how to use the latest AI tools in government legal contexts.
  - CDT's [Premier Advantage California eLearning \(PACe\)](#) offers hundreds of self-paced trainings across a wide range of GenAI topics.
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### Tier 4: Executive Leadership

**Target Audience:** AIOs, CIOs, CTOs, & Directors

**Goal:** Strategic decision-making and governance

**Core Topics:**

- GenAI strategy & public value
- Risk vs. innovation balance



- Workforce transformation
- Ethical leadership in GenAI adoption
- Cross-agency collaboration

### Course(s) Offered:

- CalHR's [Responsible AI: Scaling AI in Your Organization](#) for public sector leaders, decision makers, and innovators.
  - CDT's [Premier Advantage California eLearning \(PACe\)](#) offers hundreds of self-paced trainings across a wide range of GenAI topics.
  - CDT's [Information Technology Leadership Academy \(ITLA\)](#) incorporates a GenAI course for leaders in government.
  - CDT's [Project Management Leadership Academy \(PMLA\)](#) incorporates a GenAI Project Managers course.
  - CDT's [Information Security Leadership Academy \(ISLA\)](#) incorporates a GenAI for Security leader's course.
  - CDT's [Emerging IT Leaders Boot Camp](#) incorporates a GenAI course for leaders in government.
  - Partnership for Public Service's [AI Government Leadership Program](#) webpage for training focuses on leaders understanding AI fundamentals and how to use AI effectively.
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## PART 3: KEY TAKEAWAYS

This Guide ensures California:

- Raises the bar for GenAI accountability
- Equips the state's workforce to lead, not follow
- Transforms government services responsibly



It operationalizes the executive order by turning policy into **skills, behaviors, and measurable outcomes.**

## PART 4: CONTACT INFORMATION

Department Name	Contact Email
California Department of Human Resources (CalHR)	<a href="mailto:Training@calhr.ca.gov">Training@calhr.ca.gov</a>
California Department of Technology (CDT)	<a href="mailto:Training@state.ca.gov">Training@state.ca.gov</a>
Department of General Services (DGS)	<a href="mailto:CalPCAonline@dgs.ca.gov">CalPCAonline@dgs.ca.gov</a>
Partnership for Public Service	<a href="mailto:Training@ourpublicservice.org">Training@ourpublicservice.org</a>