

Storyboard

Version 1.0
Last Updated July 2026

Project Information

Item	Details
Course Title	AI Challenges in the Workplace
Target Audience	Employees using AI tools within a workplace environment
Delivery Method	Self-paced e-learning module
Authoring Tool	Articulate Storyline 360
LMS Format	SCORM 1.2
Estimated Duration	20 minutes
Module Purpose	To help employees understand workplace AI risks and apply organisational guidance when using AI tools.

Learning Objectives

By the end of this module, learners will be able to:

- Explain how AI can affect employee actions
- Recognise potential risks associated with workplace AI usage
- Apply company guidance when handling confidential information
- Identify appropriate actions when AI-related incidents occur
- Make informed decisions when reporting AI concerns

Course Structure

The module follows a scenario-based learning approach where learners follow an employee, James, as he navigates workplace AI challenges

Learners will:

1. Explore how AI is being used in modern workplaces
2. Identify acceptable and unacceptable AI usage
3. Understand the risks of sharing confidential information
4. Make decisions during a workplace AI incident
5. Reflect on appropriate reporting and escalation procedures

Screen Storyboard

Screen	Title	Content	Interaction	Media / Notes
1	AI Transforming Work	AI tools can improve efficiency, productivity, decision-making and access to information.	Begin button	AI assistant laptop illustration
2	AI Transforming Work	From drafting content to analysing information, AI tools can help employees work faster and more efficiently. But using AI incorrectly can expose organisations to security, privacy, and compliance	Enter scenario button	button Illustration showing employees using AI tools in the workplace.

		risks. In this interactive scenario, you'll step into the shoes of different employees as they navigate an AI-related incident and learn how to make safer, more informed decisions.		
3	A Busy Monday	Employees are under increasing pressure and are beginning to rely heavily on AI tools to complete tasks quickly.	Next button	Office scene introducing the workplace environment and characters.
4	Meet James	James is a busy employee trying to complete several tasks while managing tight deadlines.	Continue button	Character introduction
5	AI Policy	Employees should follow company AI guidance, understand approved AI tools, and consider security and privacy risks.	Click to learn about parts of the AI policy interaction	Policy infographic

6	AI Can Support Your Work	Demonstrates examples of appropriate AI usage in the workplace.	Back button	Examples showing acceptable AI use cases.
7	Protect Confidential Information	Employees must never upload, share, or enter confidential information into public AI tools. Examples include customer information, internal documents, business-sensitive data, and personal information.	Back button	Warning icons and examples of sensitive data.
8	James Uploads Company Data	James uploads confidential company information into an AI assistant to speed up his work.	Continue button	Scenario illustration showing inappropriate AI use.
9	Something Has Gone Wrong	The misuse of AI creates potential security and compliance concerns.	Continue button	Incident notification visuals.
10	Incident Unfolds	The consequences of James's actions begin to emerge.	View employee perspectives button	Incident unfolds illustration
11	Employee Perspectives	Learners are introduced to	Continue button	Character selection or

		different viewpoints surrounding the incident.		perspective cards.
12	Matt's Perspective	Continue button	Next button	Character dialogue slide.
13	Matt Investigates	Matt begins investigating the situation and considers whether it should be escalated.	Back to employee perspectives button	Matt confused illustration.
14	Chloe's Perspective	Chloe provides an alternative perspective on how the situation should be handled.	Back to employee perspectives button	Character dialogue slide.
15	James's Perspective	James reflects on the pressures that influenced his decision-making.	Next button	James thinking illustration.
16	James's Decision	Learner decides what James should do next: report the incident, ignore it, or attempt to resolve it alone.	Two button decision interaction with immediate feedback and branch navigation.	Decision slide with multiple-choice buttons.
17	James Does Not Report the Incident	Demonstrates the consequences of failing to report an AI-related	Next button	Matt speaking to James about the issue.

		issue.		
18	James Learns from the Experience	James reflects on the incident and the lessons learned.	Back button	Reflection slide.
19	James Speaks to Julie	James reports the incident through the appropriate channels.	Next button	Next button takes the user through different speech bubbles between Julie and James.
20	Working Together	Reinforces that responsible AI use is a shared responsibility across the organisation.	Next button	Team collaboration imagery.
21	Putting Learning into Practice	Learning into Practice Summarises key takeaways: use AI responsibly, protect confidential information, follow guidance, and report concerns promptly.	Next button	Visuals of everything James has learned.
Assessment	Knowledge Check	Multiple-choice assessment covering appropriate AI use, confidential information handling,	X questions, 80% pass mark	Assessment feedback screens.

		incident reporting, company guidance, and workplace risks.		
Final	Thank You	Congratulates learners on completing the module and triggers SCORM completion status.	Exit or close button	Completion certificate or thank-you graphic.

Accessibility Considerations

The module follows accessibility best practices:

- Keyboard-accessible navigation
- Clear heading hierarchy
- Plain English language
- Clear and meaningful feedback messages
- Accessible interaction design