

MakeChange.AI

Stewardship Academy Curriculum

Twelve modules. Fifty-plus lessons. One Certified AI Steward credential.

Company-led training from MakeChange.AI: we hold the contracts, set the standard, and train the practitioners who deploy human-first AI in high-trust organizations.

Format	Live weekly cohorts + self-paced labs
Duration	12 weeks (Foundation 4 / Practice 5 / Capstone 3)
Capstone	Real deployment, defended before MakeChange faculty
Credential	Certified AI Steward

Phase: Foundation

Module 01 — Ethics & Principles of Human-First AI

A working ethic for deploying AI in front of high-trust audiences.

- 1.1 The dignity test: when AI helps vs. when it diminishes
- 1.2 Mapping reputational, doctrinal, and equity risk
- 1.3 Authoring your organization's AI principles statement
- 1.4 Case review: three deployments that went sideways

Module 02 — AI Literacy from First Principles

What LLMs actually do, where they fail, and how to talk about them without jargon.

- 2.1 Tokens, context windows, and why responses drift
- 2.2 Hallucination patterns and source-linked output
- 2.3 Choosing models: capability vs. cost vs. control
- 2.4 Plain-language briefings for boards and elders

Module 03 — High-Trust Risk Frameworks

Reputation, doctrine, equity, privacy, and people-impact taught as a single lens.

- 3.1 The five-risk matrix walk-through
- 3.2 Privacy floors: PII, FERPA, HIPAA-adjacent data
- 3.3 Approval thresholds and who signs what
- 3.4 Drafting your refusal patterns

Module 04 — The Drafts / Verify / Decide Protocol

The operating spine of every certified steward's practice.

- 4.1 Why AI drafts, humans verify, leaders decide
- 4.2 Designing verification checklists per workflow
- 4.3 Logging decisions for audit and learning
- 4.4 Lab: run the protocol on a real task this week

Phase: Practice

Module 05 — Prompt Engineering for High-Trust Voice

Voice fingerprints, brand alignment, refusal patterns, and tone control.

- 5.1 Building your organization's voice fingerprint
- 5.2 System prompts vs. task prompts
- 5.3 Refusal and escalation templates
- 5.4 Lab: ship a voice-locked weekly email

Module 06 — Role Design & Guardrails

Turning a workflow into an AI staff role with a clear job description and review cadence.

- 6.1 From task list to staff role JD
- 6.2 Guardrails, scope creep, and stop-conditions
- 6.3 Onboarding documents your AI staff actually need
- 6.4 Lab: deploy your first AI staff role

Module 07 — Workflow Mapping & Automation

End-to-end mapping, identifying human checkpoints, compressing cycle time.

- 7.1 Mapping the current state without lying to yourself
- 7.2 Choosing automation vs. augmentation
- 7.3 Wiring tools: email, CRM, docs, calendar
- 7.4 Measuring cycle time before and after

Module 08 — Data, Privacy & Compliance

PII handling, source-linked output discipline, what never leaves the building.

- 8.1 A practical data inventory for small teams
- 8.2 Vendor review and data-processing terms
- 8.3 Source-linked output as a compliance asset
- 8.4 Incident response: what to do in the first hour

Module 09 — Governance, Policy & Human Review

Authoring usable AI policy your board, elders, or commissioners can actually approve.

- 9.1 The one-page policy your board will sign
- 9.2 Review boards, cadence, and escalation
- 9.3 Training your team on the new policy
- 9.4 Lab: present the policy for adoption

WEEKS 10-12

Phase: Capstone

Module 10 — Implementation Lab

Deploying three to five roles into a real organization, measured on hours saved and people served.

- 10.1 Selecting the right capstone host
- 10.2 Scoping the deployment in one page
- 10.3 Running the install: week-by-week plan
- 10.4 Faculty office hours and rescue protocols

Module 11 — Measurement & Reporting

Leadership-ready dashboards and outcome briefs that survive audit.

- 11.1 Choosing two metrics that matter
- 11.2 Building the monthly outcome brief
- 11.3 Telling the story without overclaiming
- 11.4 Lab: deliver the brief to your sponsor

Module 12 — Capstone Defense & Certification

Present your implementation, defend your guardrails, earn the Certified AI Steward credential.

- 12.1 Building your capstone defense deck
- 12.2 The faculty review rubric, demystified
- 12.3 Live defense and Q&A;
- 12.4 Credential issuance and alumni pathway

Enroll

Reserve your seat in the next cohort

Visit makechangeai.com/academy to join the waitlist or makechangeai.com/enroll to begin enrollment.