

THE LEARNING SHELF

Session 1: AI Literacy for SMB Leadership

Optional resources for continuing the conversation beyond the live session

CURATED	OPTIONAL	DISCERNING
Selected for relevance	No advance reading	Use the right source

HOW TO USE THIS SHELF

This is not a required reading list or a step-by-step AI implementation plan. Choose a resource based on the question in front of you. Each entry explains what the source provides, why BizAI selected it, how to use it and what limitations to keep in mind.

PARTICIPANT POSITIONING

Authoritative does not mean universally applicable. A source may be credible and still be too technical, too broad or designed for a different organizational context. Use the reading guidance and discernment notes to decide what fits your business need.

SHELF ARCHITECTURE

- **START HERE** — Shared language and approachable SMB guidance.
- **CURRENT BUSINESS RESPONSIBILITY** — Accuracy, representations, information and accountability.
- **COMPARE THE EVIDENCE** — How adoption claims are defined, measured and interpreted.
- **GO DEEPER** — Risk-management guidance for higher-consequence uses.
- **FRAMEWORK ORIGINS** — The instructional approach behind the BizAI framework.

Shared language and practical orientation

Approachable resources for nearly any SMB leader.

01 BizAI Leadership Literacy Framework: From AI Use to AI Capability

BizAI, Version 1.2, August 2026 • Participant resource

WHAT IT PROVIDES Presents six leadership shifts for moving from individual AI use toward responsible organizational capability.

WHY IT BELONGS It is the primary participant reference for Session 1 and the organizing framework for the BizAI approach to AI literacy.

RECOMMENDED USE Read first, then revisit the individual shifts as business questions arise.

TIME AND DEPTH 5–10 minutes • [Start Here](#)

FRAMEWORK CONNECTION All six leadership shifts

USE WITH DISCERNMENT Use the permanent direct framework link when the participant edition is posted. The current link leads to the BizAI program page.

[Access the resource](#) • Link and description verified August 25, 2026

02 AI for Small Business

U.S. Small Business Administration • Government business guidance

WHAT IT PROVIDES Introduces common small-business applications, potential benefits, human review, sensitive information, intellectual property, security and customer trust.

WHY IT BELONGS It provides an accessible bridge between Session 1 literacy concepts and a practical “start small and test for value” posture.

RECOMMENDED USE Read the AI section as an orientation. Use it to generate questions—not as a complete legal or technical guide.

TIME AND DEPTH 10–15 minutes • [Start Here](#)

FRAMEWORK CONNECTION Contextual capability • Information value • Inquiry • Accountability • Strategic experimentation

USE WITH DISCERNMENT The guidance simplifies some legal and technical issues. Requirements vary by use, industry and jurisdiction; seek qualified advice when consequences are material.

CURRENCY This is a living webpage and should be reviewed periodically.

[Access the resource](#) • Link and description verified August 25, 2026

Explore practical applications

Browse by business question rather than by tool popularity.

03 Artificial Intelligence Playbook

CO—by U.S. Chamber of Commerce • Evolving web resource collection

WHAT IT PROVIDES Collects practical guidance, examples and articles on getting started, employee use, customer service, content creation, automation and AI limitations.

WHY IT BELONGS It gives SMB leaders an approachable place to explore applications while keeping attention on the business need and operating context.

RECOMMENDED USE Browse selectively according to a current business question; do not treat the collection as one document to read in full.

TIME AND DEPTH 15–20 minutes selectively • Start Here

FRAMEWORK CONNECTION Contextual capability • Business inquiry • Strategic experimentation

USE WITH DISCERNMENT The collection includes changing articles and may discuss named products. Evaluate individual recommendations independently.

CURRENCY Content and referenced products may change.

[Access the resource](#) • Link and description verified August 25, 2026

CURRENT BUSINESS RESPONSIBILITY

Existing obligations still matter

AI does not remove the need for supported claims, fair treatment and accountable business conduct.

04 Artificial Intelligence

Federal Trade Commission • Enforcement and policy collection

WHAT IT PROVIDES Provides current FTC cases, enforcement actions, policy statements, reports and public guidance involving AI-enabled products, claims and practices.

WHY IT BELONGS It shows how established expectations concerning deception, accuracy, advertising, data handling and customer harm continue to apply when AI is involved.

RECOMMENDED USE Scan recent matters to understand enforcement themes. Consult specific cases or guidance when evaluating claims, marketing or customer-facing AI.

TIME AND DEPTH 10–15 minutes selectively • Current context

FRAMEWORK CONNECTION Constructed output • Information value • Human accountability

USE WITH DISCERNMENT This topic page is not a complete statement of applicable law. Enforcement items may include allegations, proposed actions or matters with changing procedural status.

CURRENCY Dynamic collection; review dates and status on individual items.

[Access the resource](#) • Link and description verified August 25, 2026

Two credible sources—two different measures

Use this pair to examine what “AI adoption” means before repeating a statistic.

EVIDENCE LENS

The Chamber and SBA figures are not interchangeable. One uses a broad, self-reported measure of generative-AI use; the other analyzes a narrower Census measure of operational AI use. The difference is a feature of the lesson—not a defect to hide.

05 Empowering Small Business: The Impact of Technology on U.S. Small Business

U.S. Chamber of Commerce Technology Engagement Center, 2025 • Industry-sponsored national survey

WHAT IT PROVIDES Reports technology and AI adoption, perceived benefits, barriers and attitudes from a June 2025 online survey of 3,870 U.S. businesses with fewer than 250 employees.

WHY IT BELONGS It supplies broad SMB-market context and illustrates how self-reported AI exposure and optimism are changing.

RECOMMENDED USE Review the executive findings and AI-use section. Compare its definitions and claims with the SBA research spotlight below.

TIME AND DEPTH 10–15 minutes selectively • Compare the Evidence

FRAMEWORK CONNECTION Contextual capability • Constructed output • Strategic experimentation

USE WITH DISCERNMENT Findings are self-reported and industry sponsored. Associations between AI use and business outcomes do not establish that AI caused those outcomes.

[Access the resource](#) • Link and description verified August 25, 2026

06 AI in Business: Small Firms Closing In

U.S. Small Business Administration, Office of Advocacy, 2025 • Government research spotlight

WHAT IT PROVIDES Analyzes U.S. Census Bureau data on operational AI use among businesses of different sizes, including adoption trajectories and non-adopter intentions.

WHY IT BELONGS It provides a narrower government measure and helps participants distinguish broad AI exposure from documented operational use.

RECOMMENDED USE Review the principal findings and compare its definition, population and survey period with the Chamber report.

TIME AND DEPTH 5–10 minutes • Compare the Evidence

FRAMEWORK CONNECTION Contextual capability • Constructed output • Business inquiry

USE WITH DISCERNMENT The findings reflect a particular survey period and definition. Adoption patterns do not prove that a specific business should adopt AI or that adoption produces a particular result.

[Access the resource](#) • Link and description verified August 25, 2026

Risk management in proportion to the decision

Use these sources selectively when the information, affected people or consequences require greater care.

07 Artificial Intelligence Risk Management Framework

National Institute of Standards and Technology • Voluntary risk-management framework, AI RMF 1.0

WHAT IT PROVIDES Organizes trustworthy AI risk-management activity around four functions: Govern, Map, Measure and Manage.

WHY IT BELONGS It gives leaders an authoritative structure for considering context, accountability, oversight and risk without prescribing one implementation model.

RECOMMENDED USE Begin with the overview and four functions. Use the full framework selectively for consequential uses, internal expectations or provider evaluation.

TIME AND DEPTH 10–15 minutes for the overview • Go Deeper

FRAMEWORK CONNECTION Contextual capability • Information value • Human accountability • Strategic experimentation

USE WITH DISCERNMENT Adapt the framework proportionally. A small business is not expected to reproduce enterprise-scale governance.

CURRENCY NIST states that AI RMF 1.0 is being revised.

[Access the resource](#) • Link and description verified August 25, 2026

07A Apply It Selectively: NIST AI RMF Playbook

National Institute of Standards and Technology • Living companion resource

WHAT IT PROVIDES Provides suggested actions, references and supporting guidance aligned with Govern, Map, Measure and Manage.

WHY IT BELONGS It helps leaders move from broad principles to specific questions and practices after a real use case has been identified.

RECOMMENDED USE Borrow only the practices that fit the use case, consequences and operating environment.

TIME AND DEPTH 20–30 minutes selectively • Apply as Needed

FRAMEWORK CONNECTION Business inquiry • Human accountability • Strategic experimentation

USE WITH DISCERNMENT NIST states that the Playbook is neither a checklist nor a prescribed sequence.

CURRENCY The Playbook will be updated after AI RMF 1.0 is revised.

[Access the resource](#) • Link and description verified August 25, 2026

Generative AI risk questions

A reference for policies, providers and consequential workflows—not introductory reading.

08 Artificial Intelligence Risk Management Framework: Generative Artificial Intelligence Profile

National Institute of Standards and Technology • NIST AI 600-1, July 2024

WHAT IT PROVIDES Identifies risks particular to generative AI and proposes actions organizations can consider when designing, acquiring, deploying or using generative AI systems.

WHY IT BELONGS It supports leaders examining inaccurate output, information exposure, misuse, harmful content, third-party dependencies and meaningful human oversight.

RECOMMENDED USE Consult selectively when establishing AI-use expectations, evaluating a provider, introducing AI into a consequential workflow or deciding what information employees may enter.

TIME AND DEPTH 30–45 minutes selectively • Go Deeper

FRAMEWORK CONNECTION Constructed output • Information value • Human accountability • Strategic experimentation

USE WITH DISCERNMENT Use as a question source and risk reference—not as legal advice, regulatory authorization or proof that a proposed use is safe.

CURRENCY This profile supplements AI RMF 1.0; review its status when NIST releases revised framework guidance.

[Access the resource](#) • Link and description verified August 25, 2026

FRAMEWORK ORIGINS

Why BizAI teaches leadership shifts

Optional background on the instructional structure behind the Session 1 framework.

09 Framework for Information Literacy for Higher Education

Association of College and Research Libraries • Educational framework, adopted January 2016

WHAT IT PROVIDES Organizes learning around interconnected concepts, knowledge practices and dispositions, drawing upon a threshold-concept approach.

WHY IT BELONGS The structural approach informed BizAI's decision to teach durable leadership shifts rather than a checklist of isolated AI tool skills.

RECOMMENDED USE Optional background for participants, facilitators and educators interested in the instructional design behind BizAI.

TIME AND DEPTH 20–30 minutes selectively • Framework Origins

FRAMEWORK CONNECTION Instructional origin • Concept-based learning • Leadership dispositions

USE WITH DISCERNMENT ACRL created this framework for higher education, not AI adoption or SMB management. Inclusion does not imply ACRL endorsement of BizAI.

CURRENCY The 2016 framework remains the adopted version; a draft revision was released for review in 2026.

[Access the resource](#) • Link and description verified August 25, 2026

How to interpret and maintain the shelf

A reliable resource collection requires boundaries, dates and ongoing review.

OVERALL USE NOTICE

Resources are provided for continuing education and do not constitute legal, financial, employment, privacy, cybersecurity or regulatory advice. A credible source may still require interpretation, proportional application or qualified professional guidance.

SELECTION STANDARD

- **Relevant:** Directly supports Session 1 or an identified SMB leadership need.
- **Credible:** Published by an authoritative, transparent or clearly identified source.
- **Accessible:** Available without unnecessary cost, account creation or technical prerequisites.
- **Balanced:** Helps leaders consider opportunity, limitations, responsibility and implementation.
- **Actionable:** Improves a decision, question, practice or organizational conversation.
- **Maintainable:** Can be reviewed periodically and removed when outdated or no longer useful.

CURRENCY AND MAINTENANCE

Links and descriptions were verified August 25, 2026. Because AI guidance, enforcement activity, research pages and referenced webpages continue to change, BizAI should review the Learning Shelf quarterly and before each republication.

- Confirm every link reaches the intended resource rather than an announcement or general landing page.
- Record the verification date whenever an entry is added or materially revised.
- Review living webpages for changed content, status or scope.
- Update NIST entries when the revised AI RMF and companion guidance are formally released.
- Monitor the ACRL revision process and preserve clear attribution.
- Remove resources that no longer support the session or no longer meet the selection standard.

NOT INCLUDED IN THE PARTICIPANT SHELF

The OECD Hiroshima AI Process Reporting Framework 2.0 remains a credible facilitator or advanced-program reference. It is not included here because it is designed principally for organizations developing, deploying or providing advanced AI systems rather than the typical SMB participant in Session 1.

PARTICIPANT REMINDER

You do not need to read everything on this shelf. Begin with the BizAI framework, choose the source that fits your current question and go deeper only when the decision or consequences justify it.