

# AI Readiness Snapshot

*The fastest way to find your team's AI gaps - and fix them.*

## Are Your People Ready for AI?

### Everyone's Getting Trained – Except Your Team

Don't let your people be the ones AI leaves behind. Most employees are still asking, "What's a GPT?" while AI pilots race ahead.

This quick diagnostic reveals where your team stands – and what's holding them back from achieving better productivity, smarter AI utilization, and genuine ROI.

### You'll walk away with:

- ✓ Clarity on what's missing
- ✓ A role-based view of who's ready (and who's winging it)
- ✓ An action plan you can use immediately - no fluff, no webinars

## AI Mindset Reality Check

**Instructions:** Check the box that best reflects your team's reality. Be honest. This isn't about judgment – it's about alignment.

Statement	True	Not Sure	False
Our team believes AI will impact our work significantly in the next 12 months.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People feel confident using AI tools like ChatGPT, Perplexity, Claude, and MS Copilot, among others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leaders model responsible AI use and communicate a clear vision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We talk openly about how AI will change roles and workflows.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is a clear Use Policy that employees have been trained on. Employees know when NOT to use AI – and why, and everyone is confident in employee use of AI.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**If you checked "Not Sure" or "False" more than twice above:**

*You've got a mindset gap that indicates high-risk AI use is occurring. AI training won't stick without cultural alignment.*

## Collaboration Blind Spots

Are your teams set up to use AI together - strategically?

**Instructions:** Use the table below to rate readiness across functions.

Mark each role with a **✓** (ready), **~** (somewhat), or **X** (not ready).

**Circle areas** where training or process shifts are most needed.

Function	Using AI Tools?	Knows AI Do's & Don'ts?	Clear on Goals with AI?
Marketing	<input type="checkbox"/> /~/ <input checked="" type="checkbox"/>	<input type="checkbox"/> /~/ <input checked="" type="checkbox"/>	<input type="checkbox"/> /~/ <input checked="" type="checkbox"/>
Sales	<input type="checkbox"/> /~/ <input checked="" type="checkbox"/>	<input type="checkbox"/> /~/ <input checked="" type="checkbox"/>	<input type="checkbox"/> /~/ <input checked="" type="checkbox"/>
Operations	<input type="checkbox"/> /~/ <input checked="" type="checkbox"/>	<input type="checkbox"/> /~/ <input checked="" type="checkbox"/>	<input type="checkbox"/> /~/ <input checked="" type="checkbox"/>
HR/People	<input type="checkbox"/> /~/ <input checked="" type="checkbox"/>	<input type="checkbox"/> /~/ <input checked="" type="checkbox"/>	<input type="checkbox"/> /~/ <input checked="" type="checkbox"/>
IT/Data Teams	<input type="checkbox"/> /~/ <input checked="" type="checkbox"/>	<input type="checkbox"/> /~/ <input checked="" type="checkbox"/>	<input type="checkbox"/> /~/ <input checked="" type="checkbox"/>
Leadership	<input type="checkbox"/> /~/ <input checked="" type="checkbox"/>	<input type="checkbox"/> /~/ <input checked="" type="checkbox"/>	<input type="checkbox"/> /~/ <input checked="" type="checkbox"/>

If you have **X** in more than two columns:

That's your signal. These are the weak points that put your organization's ROI and risk profile on the line.



## Fluency = Productivity = ROI

**Instructions:** Rate your team's confidence in the following skill areas. This will help you prioritize the right training – not just any training.

Skill Area	1 = Not at all confident → 5 = Very confident
Feel confident using AI at work to assist with duties	1 2 3 4 5
Writing clear, effective AI prompts	1 2 3 4 5
Knowing what AI tools are appropriate for which tasks	1 2 3 4 5
Reviewing and validating AI-generated content, and knowing when to	1 2 3 4 5
Knowing where company policies allow or prohibit AI use	1 2 3 4 5
Bringing AI ideas to leadership or clients	1 2 3 4 5
Collaborating with others using shared AI workflows	1 2 3 4 5
Knowing when NOT to use AI – and why it matters	1 2 3 4 5
Knowing advanced prompt techniques to use AI as a thought partner for decision-making	1 2 3 4 5
Automating daily tasks with AI to gain back time	1 2 3 4 5

✓ Add up the 1s and 2s – those are your urgent training targets

✓ Look for role-based patterns – this tells you where enablement needs to evolve

## Next Step (And It's Not a Webinar)

### Book a 30-minute AI Readiness Snapshot Debrief

You'll walk away with:

- A clear picture of where your team stands today on AI fluency, mindset, and collaboration
- Top 2–3 focus areas for immediate training or enablement – tailored to your roles and risks
- Strategic recommendations to accelerate safe, effective AI adoption across your team

**Your competitors are guessing. Your team won't be.**