

AI Skills Builder Worksheet



Helping Your People Feel Ready for AI (Not Replaced by It)

Because readiness builds confidence, not resistance.

1. Understanding AI's Role

Help your team see AI as an assistant — not a replacement.

Confidence starts with clarity about what AI can and can't do.

Check:

- ☐ We've shared a clear statement about how AI supports our work.
- ☐ Employees know which tools are being used and why.
- ☐ AI success stories are shared across teams.
- ☐ Concerns and ideas are openly discussed.

Quick Tip:

Replace "AI will take my job" with "AI will take my admin."

2. Identifying Skills to Build

Bridge the gap between where people are and where they need to be.

Training should feel like empowerment, not evaluation.

Check:

- ☐ Roles most impacted by AI are identified.
- ☐ Skills gaps are mapped to real workflows.
- ☐ Learning plans are personalised, not generic.
- ☐ Progress is celebrated as a team achievement.

Quick Tip:

Micro-learning > overwhelm. Small wins build lasting habits.

3. Building Confidence Through Practice

Confidence comes from doing — not just hearing.

Give people hands-on opportunities to experiment safely.

Check:

- ☐ “Play zones” or sandboxes are available to test AI tools.
- ☐ Teams share best practices and AI prompts.
- ☐ Time is allocated for exploration and learning.
- ☐ AI insights are reviewed in team meetings.

Quick Tip:

The best AI training is curiosity with context.



Your AI Readiness Confidence Score

Section	Score (out of 4)
Understanding AI's Role	
Identifying Skills to Build	
Building Confidence Through Practice	
Total Score	/ 12

Interpretation:

- **10–12: Strong readiness culture — your people lead with confidence.**
- **7–9: Good progress — focus on hands-on training.**
- **4–6: Awareness exists but needs activation.**
- **0–3: Begin with communication and clarity.**

Next Step:

Empower your people to lead your AI story — not just follow it.

Visit www.edge151.com to explore team readiness programmes.