



AI Manager Readiness Assessment Checklist

Score each item:

- Yes = 2 points
- Sometimes = 1 point
- No = 0 points

AI Awareness and Understanding

- I understand in plain terms what modern AI tools are capable of doing.
- I no longer view AI as only a technical or coding tool.
- I can identify at least three managerial tasks AI can help simplify.
- I am aware that AI output requires human verification.

Practical Workflow Use

- I use AI to help draft or improve professional emails.
- I use AI to summarise long documents, notes, or reports.
- I use AI to help structure SOPs, checklists, or internal processes.
- I use AI to assist brainstorming or option comparison.
- I have begun integrating AI into recurring weekly workflow.

Governance and Safety

- I avoid uploading confidential data into unapproved AI systems.
- I understand that not all AI tools offer the same privacy protections.
- I review AI-generated output before sending or publishing it.
- My organisation has at least basic awareness of acceptable AI use.

Team and Leadership Readiness

- I can guide staff on sensible AI productivity use.
- I understand the risks of uncontrolled employee AI experimentation.
- I use AI to reduce repetitive managerial bottlenecks.
- I am becoming more comfortable instructing AI clearly.

Discipline and Strategic Adoption

- I treat AI as an assistant, not a replacement for judgment.
 - I can identify where AI saves time versus where human review is critical.
 - I use AI consistently rather than randomly.
 - I have a repeatable daily or weekly AI workflow.
 - I evaluate AI tools with both productivity and cyber risk in mind.
 - I see AI literacy as part of modern leadership competence.
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SCORING RESULTS

36–46 Points → Strong Maturity

You are building practical and responsible AI leadership capability with good balance between productivity and control.

20–35 Points → Moderate Exposure

You are aware of AI opportunity but remain inconsistent in usage, policy understanding, or safe operational discipline.

0–19 Points → High Vulnerability

Your organisation risks falling behind operationally while also remaining vulnerable to unmanaged or uninformed AI use.