

AI Readiness Checklist for Learning & Development Professionals

How to Stay Strategic, Human, and Ahead of the Curve



Foundation: Understand What AI *Can* and *Can't* Do

- ☐ I understand the core capabilities of generative AI (e.g., content generation, data analysis, translation).
- ☐ I know the limitations of AI in areas like empathy, context, and complex facilitation.
- ☐ I can clearly articulate the difference between automation of tasks and transformation of roles



Tools: Use AI as a Strategic Co-Pilot

- ☐ I use AI to support time-intensive tasks (e.g., writing objectives, drafting scripts, summarizing feedback).
- ☐ I've experimented with tools like ChatGPT, Grammarly, Synthesia, or AI-powered LMS features.
- ☐ I review and humanize all AI outputs before they're shared with learners or stakeholders.



Strategy: Elevate the Role of L&D

- ☐ I align learning initiatives with organizational goals and performance outcomes.
- ☐ I focus on solving business problems, not just producing content.
- ☐ I position L&D as a partner in change, capability-building, and culture development.



Growth: Keep Learning and Upskilling

- ☐ I've taken at least one course or workshop on AI literacy or emerging technologies.
- ☐ I stay informed about trends in AI, workforce transformation, and future skills.
- ☐ I regularly evaluate how new tools could improve our learning design, delivery, or evaluation processes.



Human Skills: Strengthen What AI Can't Replace

- ☐ I invest in my skills as a coach, facilitator, and change leader.
- ☐ I lead with empathy and listen actively to learner and stakeholder needs.
- ☐ I create psychologically safe, inclusive learning environments—both virtual and in person.



Ethics & Trust: Stay Grounded in Human-Centered Design

- ☐ I consider accessibility, bias, and fairness when using AI-generated content.
- ☐ I follow my organization's guidelines—or advocate for them if they don't yet exist.
- ☐ I build transparency and trust into how I communicate AI use to my learners.

You're Ready If...

- ☐ You see AI as a tool, not a threat.
- ☐ You're actively evolving your skills and your mindset.
- ☐ You put people at the center of every learning experience you design.

Want to Go Deeper?

Let WeLearn help you build an AI-smart, human-centered learning culture. Explore our thought leadership, consulting, and strategy offerings at welearnls.com