



READINESS CHECKLIST · FOR THE LEADERSHIP TEAM

The AI Leadership *Readiness* Checklist

The biggest AI skills gap is usually at the top. Score your leadership team honestly across the five obligations below, before turning any of this on the staff.

Score each statement from **1 (not true)** to **5 (very true)** as a leadership team, not as individuals. Fifteen statements, so the total runs 15 to 75. The lowest-scoring area is the obligation to address first.

1 Direction: *what AI is for*

- We have agreed, in a sentence, what AI is for in this organisation. 1 2 3 4 5
- We have named where AI is, and is not, welcome. 1 2 3 4 5
- Our people could state our AI priorities if asked today. 1 2 3 4 5

2 Behaviour: *modelling responsible use*

- Leaders here use AI visibly on their own real work. 1 2 3 4 5
- Leaders visibly check AI output rather than trusting it. 1 2 3 4 5
- We have not quietly handed AI off to “the younger staff.” 1 2 3 4 5

3 Permission: *a safe way to experiment*

- There is a sanctioned, safe way for staff to try AI. 1 2 3 4 5
- People know what data must never go into a public tool. 1 2 3 4 5
- Staff try AI openly rather than quietly and unofficially. 1 2 3 4 5

1 not true · 3 partly true · 5 very true. Score the team as it is, not as you hope it is.



4 Governance: *guardrails and accountability*

- We know which AI-assisted decisions need human approval. 1 2 3 4 5
- It is clear who is accountable when AI-assisted work goes wrong. 1 2 3 4 5
- We have a short, used AI policy, not an unread document. 1 2 3 4 5

5 Learning: *spreading what works*

- We have a rhythm for sharing the AI uses that actually work. 1 2 3 4 5
- We recognise people who find good, safe uses. 1 2 3 4 5
- We revisit our AI direction as the tools change. 1 2 3 4 5

Team total out of 75

WHAT YOUR SCORE MEANS

<p>15-34 Absent</p> <p>The gap is at the top. Start with direction: agree the one sentence before anything else.</p>	<p>35-54 Partial</p> <p>Some obligations met, others missing. Your lowest area is leaking the most value.</p>	<p>55-75 Ready</p> <p>Leadership is doing its job. Now keep the rhythm and spread what works.</p>
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Read the areas, not just the total. Add up each obligation separately. The lowest one, direction, behaviour, permission, governance or learning, is where the staff are most likely stuck, and it is a leadership fix, not a training one.

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