Strategic Checklist

AI Learning Journey Creation

Use this checklist to structure, validate, and scale your **AI learning journey end-to-end**.

#1 Goal setting & success metrics

Set your AI Upskilling Learning Journey up for success.
Define **why** you are investing in AI capability building.

- [ ] What are the AI-related C-Level or business transformation goals this learning journey is contributing to?
- [ ] What would need to go on a management or steering committee slide to report the success of the AI upskilling initiative (e.g. adoption KPIs, productivity gains, AI use-case activation)?
- [ ] What AI-related behaviors, skills, or ways of working do you want to influence among learners – and why?

#2 Learning Journey topic

Deep dive into the AI capability areas you want to build. What is it you actually want people to learn, apply, or change in the context of AI?

- [ ] What is the AI topic or focus area of the learning content (e.g. AI literacy, GenAI usage, AI for specific roles)?
- [ ] How can you find AI subject matter experts or internal AI champions for this topic?
- [ ] How often will the AI content need to be updated due to fast technological changes?

#3 Target Group

To create a strong AI Learning Journey, you always need to think from the learners first.

- [ ] Who are the learners in the AI upskilling initiative? Are there different learner groups (e.g. leaders, business users, tech roles)?
- [ ] What is their current level of AI knowledge and experience?
- [ ] How motivated will they be to adopt AI tools and practices in their daily work?
- [ ] How many learners do we want to enable with AI skills?
- [ ] How comfortable are they with any sort of technology?
- [ ] How comfortable are they with digital tools, AI systems, and automation technologies?
- [ ] When exactly and how often do they need to be trained or re-skilled for AI?
- [ ] Where are they physically located? Can learners participate remotely in AI trainings?
- [ ] Do they have access to AI-enabled tools and electronic devices (e.g. computer, phone)?
- [ ] What kind of AI-related support or guidance do they currently have in their job?

#4 Conditions

Consider the timing of the AI upskilling initiative, budget, and technical requirements.

- [ ] What technologies are available to support AI learning (e.g. learner devices, collaboration tools, LMS)?
- [ ] What is our budget for AI upskilling and enablement?
- [ ] When do we need to go live with the AI Learning Journey?
- [ ] What authoring tools are already available to create and update AI learning content?
- [ ] Which Learning Management System do we use to scale AI learning?
- [ ] What resources do we already have in-house to design, deliver, and maintain AI training?

#5 Journey Details

Ensure your AI Learning Journey starts on the right foot by setting a realistic pace and considering constraints.

- [ ] What's the desired pace for building AI skills and confidence across the organization?
- [ ] When can we realistically kick off the AI Learning Journey, considering business priorities?
- [ ] What are the key time constraints we need to factor in (e.g. quarter-end, major AI rollouts, holidays)?

#6 Stakeholders

Engage key players from the get-go to ensure AI adoption, alignment, and ownership.

- [ ] Who holds a stake in the success of the AI Upskilling initiative?
- [ ] In which ways are learning managers, AI leads, or transformation owners involved or informed?
- [ ] Who is the Learning Journey Responsible for AI, L&D responsible, IT responsible, and AI Subject Matter Expert (e.g. member of an AI CoE)?
- [ ] Which internal processes could be enhanced or transformed through AI skills?
- [ ] In what ways do we intend to capture and retain AI knowledge within the company?

#7 Tools & Technologies

Don't let tech hurdles slow you down. Identify contacts and ensure learners have access to AI-ready tools.

- [ ] Who is the contact person for AI tool licenses or platform access?
- [ ] How are we facilitating learners' access to AI tools, sandboxes, or environments?
- [ ] (Optional) Which AI software or tools can we recommend learners to practice new skills?
- [ ] Who do we appoint to manage access to AI learning platforms and tools?

#8 Communication & Learning Transfer

How will you drive engagement and ensure that AI knowledge translates into real behavior change?

- [ ] What strategies are we adopting to promote AI learning journeys and drive participation?
- [ ] How will we ensure that AI skills are applied on the job, not just learned?
- [ ] Can learners tap into an internal AI community or community of practice for ongoing engagement?

#9 Reporting

Track progress effectively by deciding on what to report and who needs the numbers. Don't forget to consider other key issues like data protection and IT security.

- [ ] What do we report to show the impact of AI upskilling – and who needs these numbers?
- [ ] Do we see a need for tracking attendance or engagement in live AI sessions?
- [ ] What are our requirements for data protection, AI governance, and IT security?
- [ ] What guidelines are we establishing with the newly acquired AI skills (e.g. AI usage policy, privacy policy)?