

AI in L&D Adoption Checklist

A practical starter checklist for organizations adopting AI in learning and development.

How to use this checklist

Use this as a quick readiness review before launching AI-enabled learning pilots. The goal is to create enough structure to enable responsible experimentation without slowing down innovation.

Readiness areas

1. Business outcome is named and measurable.
2. Priority audience is defined by role, level, and workflow.
3. Approved AI tools and data rules are documented.
4. Human review gates are assigned.
5. Accuracy, bias, accessibility, and source standards are clear.
6. Pilot success metrics include efficiency, effectiveness, adoption, and trust.

Checklist

Area	Question
Strategic fit	What workforce capability or business outcome will improve?
Risk	What data, privacy, IP, or bias risks must be controlled?
Workflow	Where will AI assist, where will humans decide, and where is automation inappropriate?
Measurement	What baseline, target, and timeframe will prove value?