



The 20-Point Checklist for Effective In-House AI Training

The points organizations most often miss when running in-house AI training - from before you commit, through course design and training day, to measuring results after. Turn every training baht into business outcomes.

1 Before You Start: Set Clear Goals

- ☐ Define training goals **tied to business outcomes**, not just "we want the team to use AI"
- ☐ Choose your **learner groups** (executives / managers / practitioners) and a sensible cohort size
- ☐ Survey learners' **current AI skill level** before designing the course (a short questionnaire works)
- ☐ Collect **real use cases and tasks** from each team where AI should help
- ☐ **Senior leadership** confirms support and opens the training in person

2 Design the Course Around Real Work

- ☐ Content is **customized to your organization**, not an off-the-shelf course
- ☐ **At least half the time is hands-on workshop**, not lecture only
- ☐ Prepare the **actual AI tools and accounts** teams will use after training, not a throwaway demo
- ☐ Set **confidential-data and PDPA guidelines** before teams try AI on real data
- ☐ Plan **before/after measurement** in advance (pre/post test or real work samples)

CHECKLIST (CONTINUED)

3 Training Day: Work on Real Tasks

- ☐ Learners bring **real (non-confidential) work or sample data** to practice on
- ☐ Provide **per-group assistants** so nobody falls behind
- ☐ Everyone leaves with **their own first artifact**, e.g. a prompt that works for their job
- ☐ Capture **new questions and use cases** that surface during the session
- ☐ Close with a **per-team action plan**: which task gets AI within 2 weeks

4 After Training: Measure and Scale

- ☐ **Follow up in 2-4 weeks**: is the team actually using it, and where are they stuck
- ☐ Create an **internal channel to share prompts and techniques** so learning continues
- ☐ Track **metrics**: time saved, work quality, and number of regular users
- ☐ **Extend to the next teams**, refining the course from first-cohort lessons
- ☐ Review your **AI usage policy** and plan the next step, e.g. internal systems or platforms

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How ready is your organization?

Take the free 2-minute AI readiness check at intelevo.co/en/ai-readiness or talk to the Intelveo team about designing an in-house AI training program for your organization.

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