

AI STRATEGY · TEMPLATE

AI Workforce Enablement Plan Template

For leadership and people teams who need to roll out AI capability across the organisation deliberately, role by role.

How to use this: Complete each section to design a role-aware enablement rollout, then use the reinforcement schedule to keep capability current after launch.

Current State by Role

Map how each function currently uses AI, informally or otherwise, before designing the plan.

Role / Function	Current AI usage	Biggest visible risk	Enablement priority
Sales			
Support/CS			
Engineering			
Marketing			
Finance/Ops			

Explicit Permissions

Define what's encouraged, what's conditional, and what's off-limits before training begins.

What AI use cases are explicitly encouraged company-wide?

What AI use cases are allowed but require a review step before use?

What is explicitly off-limits (e.g. pasting customer data into public tools), and why?

Role-Specific Training Content

- ☐ Sales: guidance on AI-assisted outreach and where a human check is required before send
- ☐ Support/CS: guidance on verifying AI-drafted customer replies against tone and accuracy standards
- ☐ Engineering: guidance on reviewing AI-generated code for security, licensing, and correctness
- ☐ Marketing: guidance on originality, brand voice, and disclosure for AI-assisted content
- ☐ Finance/Ops: guidance on verifying AI-assisted analysis before it informs a decision

Rollout Plan

Who is accountable for designing and delivering this enablement plan?

What is the timeline for role-specific sessions to be delivered?

How will employees ask questions or raise concerns after initial training?

Ongoing Reinforcement Rhythm

- ☐ Set a recurring cadence (e.g. quarterly) to review what's working and refresh guidance
- ☐ Create a simple channel for sharing effective AI use cases across teams
- ☐ Track and review any quality incidents traced back to unverified AI output
- ☐ Reassess tool approvals and permissions at each reinforcement cycle