



AI in Training Toolkit

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How to Use This Toolkit:

AI in Training

This toolkit is designed to help you confidently explore and adopt artificial intelligence (AI) tools in your learning and development (L&D) strategy. Whether you're just starting to consider AI or are ready to take the next step, this guide will help you use the toolkit's components effectively.

Step 1

Start With the E-Book:
"3 AI Use Cases in L&D"

What it is: An informative e-book that examines three practical ways AI is being used in training today, including real-world examples.

How to use it:

- Read the full e-book to get grounded in the possibilities of AI in L&D.
- Reflect on which use case(s) might apply to your organization:
 - AI for content development.
 - AI for skills assessments.
 - AI for coaching and feedback.

Step 2

Complete the AI
Readiness Assessment

What it is: A self-assessment that helps you evaluate whether your organization is ready to explore or implement AI in your training function.

How to use it:

- Work through the checklist and reflection questions, either independently or with your L&D/HR team.
- Identify your strengths and gaps in areas such as IT infrastructure, employee skills and organizational culture.
- Use your results to guide internal discussions about your next steps — whether that's piloting an AI tool or investing in more foundational resources.

Step 3

Review the AI Risk Scenario Chart

What it is: A visual guide that categorizes low-risk vs. high-risk scenarios for using AI in training, based on factors like learner safety, content sensitivity and compliance.

How to use it:

- Review the chart before applying any AI solution to a training need.
- Use it as a decision-making tool to help you determine:
 - When it's safe to experiment with AI.
 - When you should proceed with caution or involve IT/legal teams.
- Share it with stakeholders to build shared understanding and mitigate risk.

Step 4

Take Action Based on Your Findings

What's next:

- Choose one pilot project to test AI in a low-risk area (refer to the risk chart for ideas).
- Share your readiness results with leadership to start a conversation about AI's potential and needed resources.
- Use the e-book and risk chart as part of a lunch-and-learn or team meeting to raise awareness about AI in L&D.
- Use the Additional Resources section in the back for deeper learning or to share with stakeholders.

Tip

Keep this toolkit handy as a reference guide — it's not a one-and-done resource. As your organization evolves, revisit the materials to reassess your readiness, expand your AI use and keep up with best practices.

Learn more about AI in training at TrainingIndustry.com.