

RWA AI Readiness Diagnostic

Workforce and leadership version

This diagnostic is designed for organisations, leaders, managers, and professionals who want a structured way to assess AI capability across judgement, prompting, oversight, workflow use, and responsible practice.

Instructions: Rate each statement based on your typical behaviour.

1 = Strongly Disagree 2 = Disagree 3 = Agree 4 = Strongly Agree

Understanding AI

1. I understand the strengths and limitations of AI systems in professional contexts.

Response: 1 ■ 2 ■ 3 ■ 4 ■

2. I can explain how AI tools generate outputs to colleagues or stakeholders.

Response: 1 ■ 2 ■ 3 ■ 4 ■

3. I recognise situations where AI outputs are likely to be unreliable or misleading.

Response: 1 ■ 2 ■ 3 ■ 4 ■

Prompting

4. I can design prompts that consistently produce high-quality outputs.

Response: 1 ■ 2 ■ 3 ■ 4 ■

5. I refine prompts systematically to improve accuracy and relevance.

Response: 1 ■ 2 ■ 3 ■ 4 ■

6. I structure prompts to align outputs with business requirements.

Response: 1 ■ 2 ■ 3 ■ 4 ■

Evaluation

7. I critically evaluate AI outputs before using them in decision-making.

Response: 1 ■ 2 ■ 3 ■ 4 ■

8. I identify errors, biases, or weak reasoning in AI-generated content.

Response: 1 ■ 2 ■ 3 ■ 4 ■

9. I triangulate AI outputs with other data sources where appropriate.

Response: 1 ■ 2 ■ 3 ■ 4 ■

Decision-Making

10. I use AI to inform decisions without over-relying on it.

Response: 1 ■ 2 ■ 3 ■ 4 ■

11. I can judge when AI should and should not be used in a task.

Response: 1 ■ 2 ■ 3 ■ 4 ■

12. I am confident making decisions based on AI-supported insights.

Response: 1 ■ 2 ■ 3 ■ 4 ■

Ethical Awareness

13. I consider risks such as bias, fairness, and misuse when using AI.

Response: 1 ■ 2 ■ 3 ■ 4 ■

14. I recognise when AI use may be inappropriate in a professional context.

Response: 1 ■ 2 ■ 3 ■ 4 ■

15. I actively manage ethical risks when applying AI in my work.

Response: 1 ■ 2 ■ 3 ■ 4 ■

Workflow Integration

16. I integrate AI tools into structured workflows to improve efficiency.

Response: 1 ■ 2 ■ 3 ■ 4 ■

17. I use AI to enhance productivity across multiple work tasks.

Response: 1 ■ 2 ■ 3 ■ 4 ■

18. I combine AI tools with other systems or processes effectively.

Response: 1 ■ 2 ■ 3 ■ 4 ■

Credibility Judgement

19. I question the reliability of AI-generated outputs.

Response: 1 ■ 2 ■ 3 ■ 4 ■

20. I distinguish between credible and non-credible AI outputs.

Response: 1 ■ 2 ■ 3 ■ 4 ■

21. I recognise that confident AI outputs are not necessarily accurate.

Response: 1 ■ 2 ■ 3 ■ 4 ■

Confidence

22. I feel confident using AI tools independently in my role.

Response: 1 ■ 2 ■ 3 ■ 4 ■

23. I actively explore new ways to apply AI in my work.

Response: 1 ■ 2 ■ 3 ■ 4 ■

24. I feel comfortable applying AI to unfamiliar or complex tasks.

Response: 1 ■ 2 ■ 3 ■ 4 ■

Scoring guide: Sum the three items in each domain for a domain score, then sum all 24 items for an overall AI readiness score. Compare self-report scores with scenario-based scores to identify overconfidence, cautious capability, AI-ready performance, or broader development needs.