

AI confidence checklist for employees

No	Action	
01	Understand what AI tools are approved for use within your organisation. This helps you stay aligned with company policies and avoid using tools that may not meet security or compliance standards.	
02	Start with low-risk tasks such as summarising notes, drafting ideas or improving internal documents. These everyday uses are a good way to build confidence without introducing unnecessary risk.	
03	Avoid entering confidential, personal or sensitive business information unless you know it is permitted. If in doubt, check your organisation's guidance before sharing any data with an AI tool.	
04	Always review AI outputs for accuracy, tone, context and relevance before sharing or using them. AI can be helpful, but it can still make mistakes or miss important details.	
05	Use AI as a support tool, not a replacement for your own knowledge, judgement or decision-making. The best results come when AI supports your thinking rather than replacing it.	
06	Ask for guidance if you are unsure whether a task, prompt or output is appropriate. A quick check can prevent mistakes and help everyone use AI more consistently.	
07	Share useful examples with colleagues so the wider team can learn what works well. This encourages knowledge sharing and helps build a stronger, more confident AI culture.	