AI SKILLS & ROLE IMPACT ASSESSMENT FRAMEWORK

A practical template to help you understand the impact of AI advancements.

STEP 1: ROLE IMPACT MAPPING

Categorize Roles by AI Impact
Involve Managers and Employees

→ Map your top 20-30 roles across four impact levels (High, Medium, Low, New Roles) based on how significantly AI will transform them, involving leaders and managers to start this change journey together.

STEP 2: TASK-LEVEL ANALYSIS

Break Down High-Impact Roles
Map Current Tasks to Future State

→ For each high-impact role, list current tasks and determine AI's impact, time saved, and future focus to understand how roles shift from transactional to strategic work.

STEP 3: SKILLS GAP ANALYSIS

Identify Declining and Rising Skills
Define New Capabilities Required

→ Determine which skills will lose value (manual tasks), which will increase in importance (critical thinking, emotional intelligence), and what new capabilities are required for successful human-AI collaboration.

STEP 4: PEOPLE IMPACT ASSESSMENT

Assess Anxiety and Readiness Levels
Gather Insights Through Multiple Channels

→ Measure employee anxiety levels, readiness for AI adoption, and perception of AI as threat or opportunity through surveys, focus groups, and manager conversations.

STEP 5: WORKFORCE PLANNING IMPLICATIONS

Identify Talent Risks and Reskilling Priorities
Plan Hiring Strategy and Organizational Design

→ Connect findings to your Strategic Workforce Plan by identifying talent risks, reskilling priorities, hiring strategy shifts, and organizational design changes needed to balance human and AI capacity.

STEP 6: ACTION PLANNING

Convert Insights into Concrete Interventions
Assign Owners and Timelines

→ Create action plans with assigned owners and timelines, prioritizing interventions into immediate (this month), short-term (next quarter), and strategic (6-12 months) categories.

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