AI GOVERNANCE SELF-CHECK · MMM TRAINING

What Your Team Pasted Into AI This Week

90 SECONDS

Six questions about tools already in your building. Tick what you can answer today.

Roughly three in four employees now use an AI tool at work. Most employers have no rules.

TICK ONLY WHAT IS TRUE TODAY — NOT WHAT YOU INTEND TO FIX

- ☐ **I know which AI tools my team actually uses for work.**
  If not: adoption is happening without you, on personal accounts, with company information.
- ☐ **We have a written policy covering what can go into these tools.**
  If not: every employee is setting their own data policy, individually, in good faith.
- ☐ **Someone approves a new tool before it gets used on our work.**
  If not: approval is happening by download, and nobody is tracking what's been approved.
- ☐ **My team knows what must never be entered into an AI tool.**
  If not: client data, contracts, and anything under NDA are one paste away from leaving.
- ☐ **Anyone using these tools was trained to check the output.**
  If not: a confident wrong answer reaches a customer and nobody catches it first.
- ☐ **I could list every tool touching our data if asked tomorrow.**
  If not: that's the question you'd least want to be asked, and the likeliest one to be asked.

Now count the boxes you left empty.

This isn't a staff problem. Your team adopted useful tools faster than anyone wrote rules — which is exactly what capable people do.

____ / 6

0–1 blank
You're ahead
Very few businesses your size can tick this many. Keep it current.

2–3 blanks
Typical, and fixable
Your team is using these tools well ahead of your rules. That gap is the whole risk.

4–6 blanks
No guardrails yet
Not a staff problem. Nobody was ever told what the rules are, because there aren't any.

WHAT THIS USUALLY COSTS

The rules cost less than the incident.

The AI Readiness Audit runs an anonymous staff survey, maps where the data risk actually sits, and writes the acceptable use policy your team will read.

AI Readiness Audit
From $2,500
Book at mmmtraining.org

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