AI READINESS SELF-CHECK · MMM TRAINING

Six Rules Nobody Wrote Down

90 SECONDS

Before you roll out AI tools across the team. Tick what's already settled.

A policy nobody was trained on doesn't change what anybody does.

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

- ☐ **Everyone knows which tools are approved and which aren't.**
  If not: the approved list exists in a document rather than in anyone's actual behaviour.
- ☐ **The team was shown what these tools reliably get wrong.**
  If not: confidence in the output is based on how confident the output sounds.
- ☐ **There's a check step before AI output reaches a customer.**
  If not: the first person to see the error will be the person paying you.
- ☐ **People know what to do when a tool gives a wrong answer.**
  If not: they'll quietly fix it and nobody learns the tool has a pattern.
- ☐ **Role-specific examples exist — not just general guidance.**
  If not: training didn't transfer, because nobody applies abstract advice to a real Tuesday.
- ☐ **Managers know what good and careless use look like.**
  If not: nobody is positioned to notice a problem before it becomes an incident.

Now count the boxes you left empty.

The gap between having a policy and having a trained team is where every avoidable AI incident at a small business happens.

____ / 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

Untrained adoption is the expensive version.

Your team will use these tools either way. AI Fluency for Teams is a half-day session built on your actual workflows, so the rules survive contact with real work.

AI Fluency for Teams
From $1,500
Book at mmmtraining.org

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