

# AI Upskilling (Wave 1) – manager Enablement Kit



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**Welcome to the AI & Human-Centered Growth toolkit for managers and L&D leaders.**

If you're new here, hi

This Manager Enablement Kit is for enterprise L&D teams scaling AI upskilling when the #1 blocker is real: **people are busy, managers are stretched, and adoption collapses without reinforcement.**

Inside you'll find copy/paste scripts, a 5-minute weekly ritual, and simple manager behaviors that turn learning into **repeatable, safe workflow change**.

Want more assets you can deploy immediately (comms, templates, frameworks)?

**Subscribe** so you get them as they drop. And if this is useful, please share it with the leaders who can make or break adoption—**people managers, HRBPs, and your L&D partners.**

— Tammy Cortez

Senior Learning & Development Leader | Author

**AI & Human-Centered Growth | Practical AI upskilling that sticks—built for enterprise realities.**

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### Purpose

Make managers the adoption multiplier by providing scripts, rituals, and simple behaviors (no AI expertise required).

### 1) 60-second manager script (copy/paste)

“Quick update: we’re rolling out AI upskilling to support **productivity and confidence**. This is capability building — **not** performance monitoring.

Two points:

1. We’re following **clear guardrails** about what tools/data are safe. If you’re unsure, pause and ask.
2. The goal isn’t ‘finish a course.’ The goal is: **improve one small workflow per month** using AI appropriately.

We’ll protect **30 minutes/week** for practice, and we’ll do a 5-minute ‘AI Win / AI Blocker’ check-in weekly so learning becomes real work improvements.”

### 2) Team agreement (30 minutes/week)

**Team norm (Wave 1):**

- We protect **30 minutes/week** for AI practice.
- We share one small win or lesson weekly (including what didn’t work).
- We follow guardrails. When unsure, we pause and ask.
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### 3) The 3 manager behaviors that drive adoption

1. **Ask (weekly):** “What did you try? What changed in your workflow?”
2. **Amplify (weekly):** “Show us the before/after.”
3. **Apply (monthly):** “Should we standardize this as our team’s new way of working?”

### 4) Weekly ritual agenda (5 minutes)

**AI Win / AI Blocker**

- **2 mins:** One person shares a win (before/after) + what they verified
- **2 mins:** One blocker (time, tool access, data uncertainty, approvals)
- **1 min:** Next action (who will test / ask a Champion / document a recipe)

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## 5) Coaching without being an AI expert (manager cheat sheet)

You don't need answers. You need questions:

- “What outcome were you aiming for?”
- “What did you verify?”
- “What would make this repeatable?”
- “What’s the smallest safe next step?”

## 6) AI Champions — how to position them

**Champions are:**

- Facilitators and friction-removers
- Curators of good examples
- A safe first stop for questions

**Champions are not:**

- Compliance police
- The only people allowed to use AI

## 7) FAQ template (paste into your doc/site)

**Q: Is AI upskilling mandatory?**

A: Wave 1 is targeted; participation is expected for selected teams, with protected practice time.

**Q: Is this being used to evaluate performance?**

A: No. We’re tracking adoption signals and workflow improvements, not individual surveillance.

**Q: What tools are approved?**

A: [Approved tools list + link]

**Q: What can't we put into AI tools?**

A: [PII, customer data, contracts, financials, health data, source code, etc.] See data tiers guide.

**Q: What if AI is wrong?**

A: Verify before using outputs. AI is a draft assistant; humans remain accountable.

**Q: Who do I contact if I'm unsure?**

A: [Team inbox / Champions channel / named contacts]

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## About Tammy Cortez



Tammy Cortez is a Senior Learning & Development Leader and Author who helps enterprise organizations scale learning through **manager systems** and **human-centered change**. She's known for turning "great training" into **behavior change**—using simple rituals, scripts, and adoption loops that fit into the reality of busy teams. Her focus: making AI upskilling **safe, practical, and sticky** across the enterprise.

Connect with Tammy on LinkedIn here: <https://www.linkedin.com/in/tammylcortez/>