

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/>