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**AI Skills Framework**

Building AI capabilities isn’t just about adopting new tools—it’s about equipping people with the right skills to apply AI effectively. The AI skills framework helps you identify, develop, and sustain AI-related competencies across different roles. This resource guides you in applying the framework to your HR team, but it can also be used for the broader organization.

**Step 1: Identify AI roles in your HR team**

Use the table below to categorize roles within your team based on AI interaction.

|  |  |  |
| --- | --- | --- |
| **AI skill level** | **Primary AI interaction** | **Roles** |
| End-users | Use AI tools to support daily tasks and decision-making. | *E.g., HR business partner* |
| Builders and maintainers | Configure, maintain, and optimize AI technologies to ensure effective implementation. | *E.g., HRIS analyst* |
| Developers and innovators | Design, refine, and advance AI applications for new or improved solutions. | *E.g., machine learning engineer* |

**Step 2: Define skill requirements**

Identify the core skills needed for each level. Use the table below to map the competencies required for success.

|  |  |  |
| --- | --- | --- |
| **AI skill level** | **Essential technical skills** | **Key behavioral competencies** |
| End-users | *E.g., digital literacy, prompt design* | *E.g., adaptability, curiosity* |
| Builders and maintainers | *E.g., data analysis, machine learning* | *E.g., communication, problem-solving* |
| Developers and innovators | *E.g., AI model development, cybersecurity* | *E.g., strategic thinking* |

**Step 3: Conduct a skills gap analysis**

Conduct a skills gap analysis to determine the skills you need versus the skills you have. Use the rating scale (1 = Low Proficiency, 5 = High Proficiency) to determine where the biggest gaps are. Also, consider the role types and coverage of roles that you have to guide the level of priority in developing the skill. Note: The skills listed below are examples; adjust them to align with the skills requirements you have defined in step two.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skill area** | **Role/team** | **Required proficiency** | **Current proficiency rating** | **Level of priority** |
| Data literacy | HR business partners | 4 | 2 | High |
| Talent acquisition specialists | 3 | 2 | High |
|  |  |  |  |
| AI ethics |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| AI tool usage |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| AI content creation |  |  |  |  |
|  |  |  |  |
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**Step 4: Build a development plan**

Based on the identified gaps and their level of priority, create an action plan with training and hands-on learning opportunities.

|  |  |  |
| --- | --- | --- |
| **Skill area** | **Learning resource** | **Target completion date** |
| AI ethics | Online AI ethics course | MM/YYYY |
| Data literacy | Internal data training | MM/YYYY |
| Prompt engineering | Cross-department demo sessions | MM/YYYY |
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