WORKSHEET

Before the announcement: *a six-question clarity check*

Choose one AI rollout or workflow. Ask leaders, managers and employees the same six questions separately. Compare practical meaning, not identical wording.

ROLLOUT OR WORKFLOW

DATE

Purpose What problem is this change supposed to solve?

LEADERS	MANAGERS	EMPLOYEES

Role impact What changes in your work, and what remains your responsibility?

LEADERS	MANAGERS	EMPLOYEES

Expectations What are you expected to do differently?

LEADERS	MANAGERS	EMPLOYEES

Boundaries What may the AI tool or agent do, and where must it stop?

LEADERS	MANAGERS	EMPLOYEES

Support Where would you take a question you cannot resolve?

LEADERS	MANAGERS	EMPLOYEES

Uncertainty What remains undecided, who owns it and when is the next update?

LEADERS	MANAGERS	EMPLOYEES

TURN DIFFERENCES INTO ACTION

What happens *now?*

Record who can approve each action. Where an interim instruction is needed, obtain the relevant owner's approval before sharing it.

DIFFERENCE FOUND	WHAT NEEDS INVESTIGATION?	ACTION REQUIRED	OWNER	AUTHORISED INTERIM INSTRUCTION	UPDATE DATE

SAFEGUARD 1

Where leaders disagree, record the disagreement rather than choosing the most senior answer.

SAFEGUARD 2

Keep understanding separate from agreement.

SAFEGUARD 3

Do not turn individual responses into performance evidence.

This worksheet starts a structured conversation. It does not certify compliance or measure organisation-wide understanding.

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