**PeopleLead.AI**
Human-led. AI-fueled.

Use this checklist to help your organization introduce AI in a way that builds trust, clarity, and collaboration.

## Prepare Your Message

[ ] Define why you're exploring or implementing AI.

[ ] Clarify what problems AI is meant to solve (not whom it replaces).

[ ] Identify the key benefits for people and teams.

## Use Inclusive, Empowering Language

[ ] Focus on how AI supports people -- not replaces them.

[ ] Avoid jargon or hype; speak in plain language.

[ ] Emphasize augmentation, enablement, and efficiency.

## Acknowledge Concerns Honestly

[ ] Create space for employees to voice questions or fears.

[ ] Be transparent about what is known and unknown.

[ ] Avoid overpromising outcomes or timelines.

## Share Early and Often

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[ ] Communicate before, during, and after AI changes -- not just once.

[ ] Provide updates and decisions in accessible formats.

[ ] Reinforce the human-first vision consistently.

## Provide Resources and Support

[ ] Offer learning sessions, FAQs, or coaching about AI.

[ ] Highlight examples of successful, people-centered AI uses.

[ ] Encourage curiosity and experimentation.

## Invite Participation

[ ] Involve employees in idea generation and testing.

[ ] Make feedback loops visible and actionable.

[ ] Celebrate team members who shape or guide AI use.

**Final Tip:**

Trust starts with transparency. Use this checklist to keep your team informed, involved, and inspired.