CHECKLIST · AI AT WORK

Bring staff in before the AI tool, says draft government guide

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digitaladvisors.com.au/journal/ai-workplace-best-practice-guide-draft/

- [ ] **Name the problem before the tool.** Write down the specific slow or repetitive task an AI tool is meant to fix before you buy or roll it out.
- [ ] **Ask the people who do the work.** Get the staff closest to that task to point out where time is lost, and how AI could help.
- [ ] **Plan training for managers too.** Budget time for staff to learn the tool, and for managers to learn to lead the change.
- [ ] **Check for monitoring creep.** Before switching on any AI that tracks staff activity or performance, talk it through with the team it affects.
- [ ] **Have a plan for changed roles.** If AI will take over tasks, map which skills those staff have and where else they could be used.
- [ ] **Comment on the draft by 27 January 2027.** The Best Practice Guide on the Adoption of AI in the Workplace is open for feedback on the Department of Employment and Workplace Relations consultation hub at consultations.dewr.gov.au.

NOTES

General information only, not legal, tax or financial advice. Check the full story and its sources before acting.