Checklist:
Leadership Capabilities in the Age of AI

A practical guide for self-reflection, development and action

Use this checklist to assess where you stand, to identify development areas, and to start building the capabilities that will help you to be a more effective leader in an AI-enabled world. You can use this checklist on your own, or to inform group meetings and discussions around AI and leadership skills.

1. Digital Curiosity and Awareness

	YES	NO
I actively follow developments in AI and emerging technologies.	☐	☐
I understand the basic principles of AI (what it is, how it works, where it's used).	☐	☐
I ask informed questions when AI is discussed in my organization.	☐	☐

I could improve my digital awareness by:

2. Strategic Thinking with an AI Lens

	YES	NO
I consider how AI could impact our business model and customer experience.	☐	☐
I engage in conversations about the long-term strategic implications of AI.	☐	☐
I think beyond efficiency — I ask how AI could enable growth and innovation.	☐	☐

I could improve my strategic thinking by:

3. Ethical Judgment and Responsible Leadership

	YES	NO
I am aware of ethical risks (bias, data privacy, transparency) associated with AI.	☐	☐
I ensure that ethical considerations are part of our AI discussions and decisions.	☐	☐
I promote responsible, fair and transparent use of AI in my team or business unit.	☐	☐

I could enhance my judgement in this area by:

4. Learning Agility and Adaptability

	YES	NO
I actively pursue learning - formal or informal - to stay relevant in a changing world.	☐	☐
I view AI as an opportunity to evolve, not a threat to fear.	☐	☐
I encourage adaptability and experimentation within my team.	☐	☐

I could boost my learning by:

5. Cross-Functional Collaboration

	YES	NO
I collaborate effectively with data, technology and innovation teams.	☐	☐
I help bridge communication between technical experts and business stakeholders.	☐	☐
I foster shared ownership of AI projects across departments.	☐	☐

I could expand my current level of collaboration by:

6. Communication and Influence

	YES	NO
I can clearly articulate the purpose and potential of AI within our organization.	☐	☐
I communicate change with empathy and clarity.	☐	☐
I influence others by linking AI to our strategic vision and values.	☐	☐

I could communicate more effectively by:

7. Team Empowerment and Development

	YES	NO
I create learning opportunities for others to develop digital and AI literacy.	☐	☐
I involve my team in shaping how AI is used, rather than imposing it.	☐	☐
I recognize and reward curiosity, collaboration, and experimentation.	☐	☐

I could accelerate team development by:

Let's Reflect

Which of these capabilities feels most natural to you?

Which one feels like a gap or growth area?

What's one action you can take this month to build that capability?