

# Personal AI Readiness Snapshot

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# 3.0

 / 5 overall

**PRACTISING**

Building rhythm - using AI on real work, sharpening prompts and review habits, and starting to feel where the tools help and where they don't.

## How to read these scores

**OPPORTUNITY** 1.0 - 2.9

**DEVELOPING** 3.0 - 3.9

**STRONG** 4.0 - 5.0

## PER-FACTOR BREAKDOWN

### Where you stand on each VIFM factor

● THINKING

**DEVELOPING**

#### AI Sense-Check

# 3.2

 / 5

Treats AI output as a draft to be checked, not a finished answer. Tests claims against domain knowledge, catches fabricated citations and confidently-wrong facts, and decides what to keep, edit, or discard before it leaves your hands.

#### WHERE TO FOCUS NEXT

You're checking AI work, but probably only when it feels off. Define explicit triggers (high-stakes claims, unfamiliar domains) that automatically push you to verify, so the habit doesn't depend on suspicion.

*Maps to VIFM AC: Analytical Reasoning · Decision Quality · Strategic Mindset*

● RESULTS

**OPPORTUNITY**

#### AI Working Practice

# 2.8

 / 5

Builds AI into the way you already work - writes clear prompts, iterates when the first answer misses, and folds the tool into recurring tasks. Measures success by faster, better deliverables, not by how often the tool is opened.

#### WHERE TO FOCUS NEXT

Pick one recurring task and integrate AI into it for two weeks. Track the time saved - that data builds confidence faster than experimenting at random across everything you do.

*Maps to VIFM AC: Action Oriented · Drives Results · Plans and Aligns*

● PEOPLE

DEVELOPING

## AI Collaboration

### 3.2 / 5

Helps the team move with AI rather than around it. Explains what the tools can and can't do without overselling, shares prompts and patterns that worked, and pushes back when teammates take an output at face value or use it where they shouldn't.

#### WHERE TO FOCUS NEXT

You're sharing AI usefully. Go further - invite teammates to bring their AI questions to you, and set a recurring 15-minute slot for the team to compare prompts and patterns.

*Maps to VIFM AC: Communicates Effectively · Persuades · Develops Talent · Builds Networks*

● SELF

DEVELOPING

## AI Adaptive Mindset

### 3.0 / 5

Stays open as AI changes how the work gets done - relearns familiar workflows when something better appears, asks where models can fail you, and keeps confidentiality, fairness, and policy in view when deciding what to feed into a system.

#### WHERE TO FOCUS NEXT

You stay curious. Stress-test your role now: pick a task you do well and ask 'what would AI need to do this better?' - that surfaces where to lean in versus where to deepen your own expertise.

*Maps to VIFM AC: Self-Development · Being Resilient · Manages Ambiguity · Self-Awareness*

## Reading your result in context

### What this measures

- Four behavioural factors that predict whether AI tools turn into real outcomes for you, not just experiments.
- Each factor maps to VIFM Assessment Centre competencies you may already be working on - so AI growth compounds with the rest of your development.
- This snapshot is self-report only. A consultant-led deep-dive doubles the items and adds peer benchmarking.

### Where to focus next - PRACTISING

- You're past the experiment phase. Convert your three most-repeated AI interactions into named, saved prompts so you stop reinventing them.
- Pair your strongest factor with your weakest: use the muscle you've already built to expand into the area you're avoiding. AI Working Practice often pulls AI Sense-Check up with it, for example.
- Surface one concrete AI-assisted outcome to your manager or team this month - speed gain, quality lift, mistake caught. Visibility unlocks investment.

## TARGETED TRAINING

### Develop with VIFM programmes

**How to read these.** Each chip below is one match between a course and a factor where you scored below the target of 4 / 5. The notation  $\text{gap } N \times xR$  means your gap to target (N) multiplied by how strongly the course is tagged to that factor's competencies (relevance  $\times 1$  light,  $\times 2$  medium,  $\times 3$  strong). The **fit score** is the sum of those matches. \* **High fit** marks programmes at fit 4 or higher.

#### Strategic Thinking and Planning

HIGH FIT • 12.7

Strategy Intermediate 2-5d

AI Working Practice · gap 1.2 × x3 AI Sense-Check · gap 0.8 × x3 AI Sense-Check · gap 0.8 × x3 AI Sense-Check · gap 0.8 × x3  
AI Collaboration · gap 0.8 × x2

#### Portfolio Management Professional (PfMP) PfMP

HIGH FIT • 11.3

Project Management Advanced 2-5d

AI Working Practice · gap 1.2 × x3 AI Sense-Check · gap 0.8 × x3 AI Adaptive Mindset · gap 1 × x2 AI Collaboration · gap 0.8 × x2  
AI Sense-Check · gap 0.8 × x2

#### EXAM PREPARATION FOR PMI CERTIFICATION OF RISK MANAGEMENT PROFESSIONAL (RMP) PMI-RMP

HIGH FIT • 10.5

Project Management Advanced 2-5d

AI Working Practice · gap 1.2 × x3 AI Sense-Check · gap 0.8 × x3 AI Sense-Check · gap 0.8 × x3 AI Adaptive Mindset · gap 1 × x2

#### COST MANAGEMENT AND CONTROL TECHNIQUES

HIGH FIT • 10.2

Finance Intermediate 2-5d

AI Working Practice · gap 1.2 × x3 AI Sense-Check · gap 0.8 × x3 AI Sense-Check · gap 0.8 × x3 AI Sense-Check · gap 0.8 × x2

#### Risk Assessment for Internal Auditors

HIGH FIT • 10.2

Accounting Intermediate 2-5d

AI Working Practice · gap 1.2 × x3 AI Sense-Check · gap 0.8 × x3 AI Sense-Check · gap 0.8 × x3 AI Sense-Check · gap 0.8 × x2

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## How we built this assessment

Four-factor framework, 24 self-report items rated on a 1-5 Likert scale, scored as the unweighted mean per factor. Factors map to the VIFM AC behavioural competency model so personal AI readiness lines up with the development work you're already doing. This is a snapshot - a paid consultant-led deep-dive doubles the items and adds peer benchmarking and a structured conversation about findings.

[github.com/AimanSadeq/vifm-assessment-center/blob/master/docs/ARA-Methodology-Brief.md](https://github.com/AimanSadeq/vifm-assessment-center/blob/master/docs/ARA-Methodology-Brief.md)