

# Personal AI Readiness Snapshot

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# 4.2

 / 5 overall

EMBEDDED

Operating fluently - AI is part of how you work, with confident judgment about when to lean on it, when to push back on its output, and when not to use it at all.

## 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

**STRONG**

#### AI Sense-Check

# 4.3

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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 spot hallucinations naturally. Share your verification techniques with the team and codify them into a sense-check protocol others can follow when you're not in the room.

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

#### ● RESULTS

**STRONG**

#### AI Working Practice

# 4.3

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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

AI is part of how you work. Document your strongest workflow patterns so colleagues can adopt them without re-inventing the wheel - multiplying your impact past your own keyboard.

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

● PEOPLE

STRONG

## AI Collaboration

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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 a multiplier on AI adoption. Watch for over-reliance signals (colleagues taking outputs at face value) and surface them constructively before they show up in a deliverable.

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

● SELF

STRONG

## AI Adaptive Mindset

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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 adapt fluidly. Use that capacity to mentor someone earlier in their AI journey - teaching cements your own adaptability and surfaces your blind spots.

*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 - EMBEDDED

- Your individual fluency is solid. The next ceiling is influence: pick one team norm (verification, prompt sharing, escalation rules) and propose it.
- Audit one of your AI workflows for fairness, confidentiality, and policy fit. Embedded users get blindsided by governance, not by tools.
- Mentor someone in the Emerging tier - the act of teaching one person will surface gaps in your own model and harden your judgment.

## TARGETED TRAINING

### Develop with VIFM programmes

#### No targeted recommendations this run

You're at or near target across all four factors, or the gaps that do exist sit outside the current VIFM training catalogue. Browse the full programme list at [caliber.vifmtraining.com](https://caliber.vifmtraining.com) to pick development areas that aren't tied to a measured gap, or come back to this snapshot after focused practice to see recommendations shift.

### 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)