

AI pre-training questionnaire

About five minutes / one questionnaire per participant

Your answers help me choose the level and exercises for the four-hour workshop.

Tick the relevant boxes and add a few words. This is not a knowledge test.

Company, team or group name:

What do you do in your day-to-day work?

Describe your role and the two tasks you do most often.

How often do you use AI? Choose one answer.

☐ Not yet ☐ Occasionally ☐ Regularly

If you use AI, what do you use it for?

What would you like to practise? Choose up to two areas.

☐ Customer messages ☐ Documents and summaries ☐ Data analysis
☐ Work planning ☐ Repeatable workflows ☐ Codex and files

Which specific task would you like to improve?

For example: replying to an enquiry or summarising a meeting.

Which tools can you use during the workshop?

List the tools and account types, or write 'not sure / no access'.

☐ I have a computer and internet access ☐ I need to arrange access or equipment

Does your company have rules for AI use and exercise materials?

☐ Yes ☐ No ☐ Not sure ☐ Not applicable

If so, describe any limits I should take into account:

What would you like to do independently after the workshop?

Give one specific outcome. You may also note any learning support you need.

Do not enter passwords, client data or confidential company information.

Complete a printout or annotate the PDF, then return it to the workshop organiser.
