



AI Competence & Training Needs Analysis Template

An **AI Competence & Training Needs Analysis** template helps organizations identify **skills required for AI governance, risk, and implementation**, assess current competence levels, and plan training interventions.

Here's a structured template:

1. Competence Assessment Table

Role/Position	AI-Related Responsibilities	Required Competence/Skills	Current Competence Level (High/Medium/Low)	Gap Identified	Training/Development Needed	Responsible Department	Timeline
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2. Training Plan

Training Topic	Target Audience	Training Method (Workshop, E-learning, Coaching, etc.)	Resources Needed	Trainer/Provider	Evaluation Method	Planned Date
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Example: AI Recruitment & HR Governance

Competence Assessment Table

Role/Position	AI-Related Responsibilities	Required Competence/Skills	Current Competence Level	Gap Identified	Training/Development Needed	Responsible Department	Timeline
HR Manager	Interpreting AI hiring recommendations	Understanding explainable AI outputs, ethical hiring practices	Low	Lacks AI explainability knowledge	Training on AI bias, explainability tools	HR & L&D	Q2 2025
Data Scientist	Designing and maintaining recruitment model	AI model development, fairness checks, risk management	Medium	Needs deeper knowledge on governance & ethics	Advanced training on AI governance frameworks	Data & Analytics	Q3 2025
IT Security Lead	Protecting candidate data processed by AI	Cybersecurity, data privacy, access controls	High	Minor update on AI-specific security	Refresher on AI data protection controls	IT	Q2 2025



Training Plan

Training Topic	Target Audience	Training Method	Resources Needed	Trainer/Provider	Evaluation Method	Planned Date
AI Bias & Fairness in Recruitment	HR Managers, Recruiters	Workshop + Case Studies	Case datasets, XAI tools	External AI Ethics Trainer	Pre/post assessment + HR survey	Q2 2025
AI Governance & Risk Management	Data Scientists, AI Developers	E-learning + Practical Labs	Online platform, governance framework materials	Internal AI Governance Team	Online test + model audit	Q3 2025
AI Data Protection & Security	IT Security Team	Simulation Exercise	IAM tools, security test lab	Cybersecurity Consultant	Incident simulation results	Q2 2025

✓ This way, organizations can **map roles** → **identify competence gaps** → **assign training** → **track progress**.