

# Internal AI survey

## Overview

AI is moving fast – and how your people are using it (or not using it) can have a big impact on productivity, innovation, and risk. This survey helps you understand where AI tools are already adding value, where there's uncertainty or friction, and what support or guidance is needed.

This template gives you a strong starting point. But for the best insights:

- Reflect your current AI tools, policies, and priorities
- Adapt language to match your team's familiarity and comfort with AI
- Add questions that align with your goals (e.g. upskilling, governance, or innovation)

Keep it practical, clear, and free from jargon – this is about opening up the conversation, not testing technical knowledge.

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## Section 1: Usage

### 1. How familiar are you with AI tools (like ChatGPT, Copilot, Bard, Claude etc.)?

- Very familiar – I use them regularly and feel confident
- Somewhat familiar – I've used them a few times
- Heard of them – but haven't used any
- Not familiar at all

### 2. Do you currently use any AI tools in your day-to-day work?

- Yes, regularly (daily or almost daily)
- Occasionally (weekly or a few times per month)
- Rarely or never

**3. How has the use of AI tools impacted your task management/time management?**

- Significantly improved: AI tools have greatly improved how I manage my time and tasks. I complete work faster and more efficiently.
- Somewhat improved: I've noticed a positive effect, but it's not consistent across all tasks.
- No impact: I haven't seen any noticeable change in my task/time management.
- Worse: AI tools have added complexity or confusion to my workflow.

**4. Do you feel AI tools have helped improve the quality or output of your work so far?**

- Yes – I'm producing better results
- Somewhat – hard to say yet
- No noticeable change
- No – it's made things harder

**5. What tools have you used (if any)? (Select all that apply)**

- ChatGPT
- ClaudeAI
- Perplexity
- Google Bard / Gemini
- Notion AI / Canva AI / other embedded AI tools
- Custom/internal company AI solutions
- Other
- None

**6. What's the biggest barrier to using AI in your work? (Pick one)**

- I don't know what tools are available
- I'm unsure how to use them effectively
- I'm concerned about data/privacy
- I don't feel it adds value to my tasks

- I don't have time to explore it
- No barriers – I'm comfortable using it

**7. Have you explored AI tools on your own (outside of formal training or team initiatives)?**

- Yes – I've spent a significant amount of time trying out tools and use cases.
- Somewhat – I've experimented a bit, mostly casually.
- Not really – I haven't had the chance or interest yet.

**8 . What motivated you to explore AI tools independently? (Select all that apply)**

- Curiosity / interest in new tech
  - To save time or improve my work
  - I saw others using them
  - Lack of formal support/training
  - I wanted to stay ahead professionally
  - Other
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Section 2: Training

**9. Has your team received any AI-related training or guidance so far? (Select all that apply)**

- Formal training session(s) provided by the company
- Informal team knowledge-sharing (e.g., tips shared in meetings or chat)
- Internal best practice documents or wikis
- External courses or certifications (company-supported)
- Self-directed learning (e.g., YouTube, LinkedIn Learning, etc.)
- None of the above

**10. How confident are you in your team's shared understanding of how to use AI tools effectively and responsibly?**

(Scale: 1 = Not confident, 5 = Very confident) 1 | 2 | 3 | 4 | 5

**11. What kind of AI-related training or support would be most useful for your team going forward? (Select up to 3)**

- Hands-on training or workshops
- Real-world examples/use cases from our department
- Role-specific AI tool guides
- Use case guides or cheat sheets
- Internal champions/mentors
- Clear policies or guidance on AI use
- Access to new tools
- Team-specific AI strategy

**12. Would you be interested in participating in an AI upskilling initiative?**

- Yes
- Maybe
- No

**13. Where do you think AI could help more in your work?**

**14. Anything else you'd like to share about your experience with AI so far? (Optional)**