

6 ways to get started with AI in L&D

Ready to explore AI but not sure where to begin? This practical checklist gives you six starting points to experiment with AI in learning and development. Each idea can be tested with minimal investment, helping you build confidence and familiarity with AI tools in a low-pressure environment.



1 Content Creation and Curation

Create training materials, assessments, and role-playing scenarios from simple bullet points provided by your subject matter experts

Generate engaging emails and course outlines that boost employee participation

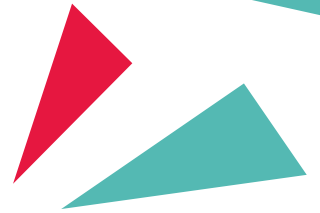
Next Step Experiment with AI tools like ChatGPT or Claude to draft your next training module outline or course completion reminder email.

2 Automate Administrative Tasks

Use AI to draft mandatory training reminders, feedback requests, and follow-up communications

Generate simple surveys and evaluation forms for training programmes

Next Step Choose one repetitive admin task (like reminder emails) and test how AI can help you write more engaging versions, and in record time.



3 Enhance Your Training Research

Ask AI to summarise industry trends and best practices for specific learning topics

Use AI to generate discussion questions and scenarios for existing training sessions

Next Step Pick your next training topic and use AI to research current trends and create 3-5 discussion questions to make sessions more interactive.

4 Improve Your Learning Communications

Create more engaging course descriptions and learning objectives with AI assistance

Draft personalised messages to encourage participation in voluntary training programmes

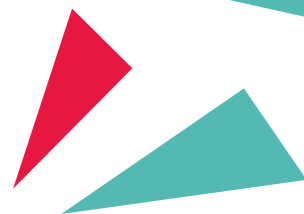
Next Step Rewrite one course description using AI, then A/B test it against your current version to see engagement differences.

5 Quick Content Adaptation

Use AI to adapt existing training materials for different audiences or skill levels

Transform dense documents into digestible learning summaries

Next Step Take one existing training document and ask AI to create a simplified version for new employees or a different department – remember not to put sensitive information into unsecured platforms.



6 Generate Ideas and Inspiration

Brainstorm creative training approaches and engagement strategies with AI

Get suggestions for gamification elements or interactive activities for your programmes

Next Step Describe a training challenge you're facing to AI and ask for 10 creative solutions you hadn't considered.

Scaling Beyond Quick Wins

Once you've seen the time-saving potential of these AI experiments, the next question becomes: how can you achieve even greater impact? The real transformation happens when AI becomes an integral part of your learning ecosystem - not just a separate tool you use occasionally, but intelligence built into every aspect of your L&D strategy.



Ready to take the next step in your AI journey?

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