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COURSE BROCHURE

# AI Task Exposure and Skills Transition Planning Training Course

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Dubai

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Registered in the United Kingdom and Saudi Arabia

# AI Task Exposure and Skills Transition Planning Training Course

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AI Task Exposure and Skills Transition Planning is a 1-week training course for line managers and workforce planners who must judge which tasks in their roles AI will absorb, augment or leave untouched, ending with a skills transition roadmap. Generative tools now reach clerical, analytical and customer tasks at once, so role profiles drift faster than job descriptions are rewritten. Jupiter Prime Training treats AI Task Exposure and Skills Transition Planning as a task-level discipline.

## Why AI Task Exposure and Skills Transition Planning Matters Now

Three forces shape the subject. Generative assistants are spreading through document, coding and service tasks; employees ask openly which parts of their work will change; and finance partners want reskilling spend tied to evidence rather than headlines. Organisations that map exposure task by task redeploy people before vacancies and redundancies collide. The course draws on the NIST AI Risk Management Framework NIST AI RMF and ISO/IEC 42001, the AI management system standard, for human oversight and competence expectations.

## Who Gains Most from AI Task Exposure and Skills Transition Planning

- Managers responsible for how work is divided inside a department
- Planners who forecast headcount, skills supply and hiring needs
- Learning leads who commission reskilling and upskilling pathways
- Operations leads who decide where AI assistants enter a workflow
- Employee relations leads who explain role changes to staff and representatives

Leadership teams of one function gain most when a manager, a planner and a learning lead attend together and map the same roles.

## AI Task Exposure and Skills Transition Planning Capabilities

Participants replace broad claims about jobs at risk with scored tasks and redeployment options.

- Decompose a role into task statements and score each for AI exposure — workforce planners
- Distinguish automation, augmentation and unaffected tasks with evidence — department heads
- Calculate skill adjacency between current and emerging roles — learning leads
- Design reskilling pathways with time-to-proficiency estimates — budget holders
- Specify human oversight points where AI output reaches customers — risk owners
- Communicate role change plans with honest timelines — employees and their representatives

## Key AI Task Exposure and Skills Transition Planning Terms

- Task exposure score — a rating of how much of a task current AI tools can perform or speed up.
- Augmentation — AI support that raises the output or quality of a person who keeps the task.
- Skill adjacency — the overlap between skills a person holds and those a target role needs.
- Redeployment pathway — a planned route moving an employee from a shrinking role to a growing one.
- Time-to-proficiency — the expected period before a reskilled employee performs a new role unaided.
- Skills taxonomy — a structured list of skills used to describe roles, people and learning content.

## AI Task Exposure and Skills Transition Planning Day by Day

### Day 1: How AI Reshapes Roles and Tasks

- Task-Based View of Jobs — Why Exposure Differs Within One Role
- Generative AI Capability Map — Which Task Types Shift First
- Analytics Maturity Ladder — Readiness of Each Function for Change
- Business Model Shifts From AI — New Roles Versus Absorbed Roles
- Employee Sentiment Signals — Anticipating Concern Before Announcements

### Day 2: Scoring Task Exposure

- Role Decomposition Into Task Statements — Units Fit for Scoring
- Exposure Rubric for Automation and Augmentation — Consistent Ratings Across Raters
- Time-Share Weighting of Tasks — Exposure Measured Against Real Workload
- Exposure Heatmap by Role Family — Where Change Concentrates First
- Validation With Job Holders — Correcting Scores Against Daily Reality

### Day 3: Mapping Skills and Adjacency

- Skills Taxonomy Selection — Common Language for Roles and Learning
- Skill Inventory From Profiles and Assessments — Current Supply Baseline
- Adjacency Scoring Between Roles — Shortest Credible Redeployment Routes
- Emerging Role Profiles — Prompting, Review and Exception Handling Skills
- Gap Matrix by Team — Build, Buy or Borrow Choices

### Day 4: Designing Transition Pathways

- Reskilling Pathway Design — Sequencing Learning Into Live Work
- Time-to-Proficiency Estimates — Realistic Release Dates for Staff
- Human Oversight Points Under NIST AI RMF — Who Checks AI Output
- Competence Records Under ISO/IEC 42001 — Evidence of Trained Users
- Change Communication Sequence — Honest Messages for Affected Teams

## Day 5: Practising the Skills Transition Roadmap

- Exposure Heatmap Applied to a Service Desk Case — Priority Roles
- Adjacency Routes Applied to a Finance Shared Centre — Redeployment Options
- Pathway Costing and Sequencing — Funding Request for Leadership
- Peer Challenge of Scoring Assumptions — Stress-Testing the Ratings
- Skills Transition Roadmap Assembly — Roles, Pathways, Milestones and Owners

## Applying AI Task Exposure and Skills Transition Planning After the Course

- Score the task statements of two high-volume roles with their job holders and publish the exposure heatmap.
- Run an adjacency check for staff in the most exposed role and agree one redeployment pathway with a learning lead.

## AI Task Exposure and Skills Transition Planning Questions FAQ

### What is AI task exposure and skills transition planning, and why does it matter now?

It is the practice of scoring which tasks AI will change and planning how people move to new skills. It matters now because generative tools reach many tasks at once, and unplanned role changes create avoidable redundancies.

### Which roles gain most from AI task exposure and skills transition planning?

Department managers, workforce planners and learning leads gain most. Operations and employee relations leads also benefit, because they decide where AI tools enter workflows and explain the resulting changes to staff.

### How does AI task exposure and skills transition planning differ from a strategic analytics course?

It works at the level of tasks and people rather than corporate strategy. A strategic analytics course covers market scanning and portfolio choices, while this one scores tasks, measures skill adjacency and designs reskilling pathways for named roles.

### What do you bring back from AI task exposure and skills transition planning training?

You bring back a roadmap for your own roles. It holds the exposure heatmap, the adjacency routes, costed reskilling pathways, oversight points and milestones with owners.

## AI Task Exposure and Skills Transition Planning: The Way Forward

The skills transition roadmap first informs which roles receive reskilling funding and in what order. Department managers and learning leads use it to brief staff and sequence cohorts. After the first pathway completes, revisit the exposure scores themselves: AI tools change quickly, and tasks rated as augmented may by then be closer to automated.