

SIMITRI GROUP INTERNATIONAL FUTURE-READY L&D CAPABILITY CHECKLIST

1 Data Literacy & Learning Analytics

L&D leaders must move beyond anecdotal feedback to evidence-based decision-making.

- ☐ Collect and analyse learner engagement, completion, and performance data
- ☐ Map learning outcomes to business KPIs (e.g., productivity, retention, sales growth)
- ☐ Use predictive analytics to forecast future skill needs
Translate data into compelling insights for senior leadership

2 AI & Technology Integration

Fluency in digital tools is now essential for scaling impact.

- ☐ Evaluate adaptive learning platforms for personalised learning pathways
- ☐ Leverage AI-driven tools for content creation, delivery, and reinforcement
- ☐ Implement chatbots and nudges to support just-in-time learning
- ☐ Assess vendor capabilities and guide responsible implementation
- ☐ Stay alert to emerging technologies shaping workplace learning

3 Design Thinking & Personalisation

Learning must feel relevant and human-centred to drive impact.

- ☐ Apply design thinking: empathise, ideate, prototype, and test
- ☐ Co-create programmes with learners and stakeholders
- ☐ Personalise content to roles, career paths, and organisational priorities
- ☐ Gather continuous feedback loops for iteration and improvement
- ☐ Integrate microlearning and blended journeys for flexibility



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4 Agility & Change Management

L&D must operate with the same adaptability expected of modern businesses.

- ☐ Pilot new approaches quickly, measure impact, and iterate fast
- ☐ Build frameworks to realign learning strategies as priorities shift
- ☐ Support leaders through change management initiatives
- ☐ Equip teams to succeed in hybrid, remote, and AI-assisted models
- ☐ Foster a culture of continuous learning and experimentation

5 Ethical & Inclusive Leadership

As custodians of learning ecosystems, L&D leaders must model responsibility.

- ☐ Audit content and delivery for inclusivity and cultural awareness
- ☐ Establish guidelines for ethical AI use and bias prevention
- ☐ Ensure learner data privacy, transparency, and informed consent
- ☐ Promote accessibility across digital and in-person learning experiences
Position learning as a driver of equity, inclusion, and trust

How to Use This Checklist

1. Review with your L&D team and identify strengths and capability gaps
2. Prioritise 1-2 skill areas for development in the next 12 months
3. Align capability-building efforts with your organisation's strategic goals
4. Revisit quarterly to track progress and adjust focus areas

