KAIVANT MASTERCLASS

Task and Skill Scoring

CATEGORY	COURSE DELIVERY	DURATION
AI Augmentation and Work Redesign	Face-to-face, remote online, or hybrid; public or in-house	2 days (14 training hours)

TARGET AUDIENCE

HR business partners and workforce planners, learning and development leads, line managers and team leaders, organisation design and transformation leads, and anyone redesigning roles as AI enters the work.

PREREQUISITES

No prior knowledge is needed. Participants bring the job description of one role that matters in their organisation and that many people hold. If possible, talk to two people in that role beforehand. Completing Kaivant-I (free, about 10 minutes) before the masterclass is recommended.

RELATED MASTERCLASSES

- AI Value Stream Mapping
- AI Process Mining
- Decision Mapping
- Capability Mapping
- Service Blueprinting
- Knowledge-Flow Mapping

TASK SCORING

AI rarely consumes entire jobs. It fractures and restructures the tasks inside them. Asking if AI will replace a specific role yields no actionable data. Managers must ask better questions. What should AI execute? Where should it assist? Which tasks require human retention?

Task scoring decomposes a role. You break the job down into distinct actions and score each based on AI augmentation potential versus full AI autonomy. Workforce agencies rely on variations of this method to map operational shifts.

Benefits of task scoring:

- Shifts strategic focus from abstract job titles to measurable, concrete tasks.
- Distinguishes clearly between AI augmentation and full automation.
- Establishes a data-backed baseline for role redesign.
- Identifies exact skill gaps and future training requirements.

WHAT CHANGES WITH AI

Standard scoring methods stop at technical feasibility. A task might be highly automatable, yet serve as the exact mechanism juniors use to develop professional judgment. This masterclass introduces operational realities.

- Integrates direct input from the practitioners executing the work.
- Applies a third metric: the specific skill a task builds and the long-term cost of losing it.
- Assigns a definitive decision per task using the KAIVANT notation.
- Constructs a rebuilt role that incorporates new responsibilities, such as verifying AI outputs.

MASTERCLASS DESCRIPTION

The KAIVANT Masterclass: Task and Skill Scoring trains leaders to evaluate tasks collaboratively with workers and domain experts. You will rebuild roles based on these scores. You will plan targeted learning paths. You will also learn to communicate these operational shifts to staff with complete transparency.

Participants execute a worked case before applying the exact framework to a role within their own organisation. You leave with a fully scored task grid and a restructured role.

MASTERCLASS AND LEARNING OBJECTIVES

Following the completion of the masterclass, participants will be able to:

- Differentiate clearly between task augmentation and full task automation.
- Deconstruct a role into 10 to 20 operational tasks reflecting current execution.
- Quantify each task based on AI assistance potential versus standalone AI capability.
- Gather and integrate operational preferences directly from role incumbents.
- Calculate the third score for every task to measure skill development and the cost of skill loss.
- Map tasks onto a grid to finalize decisions using the KAIVANT notation (AI does, AI helps, or stays human).
- Design a rebuilt role that includes new tasks and establishes a rhythm for future re-scoring.
- Communicate outcomes to team members transparently to address job security concerns.

MASTERCLASS APPROACH

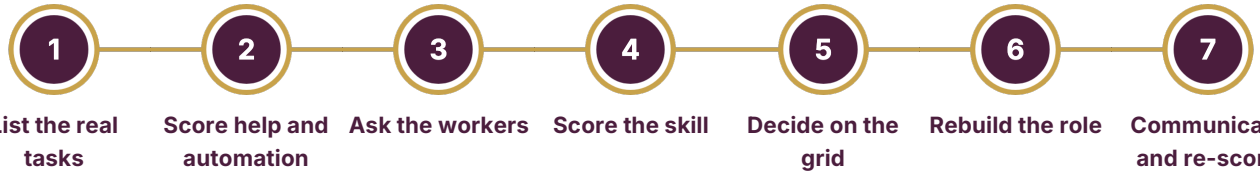
Short briefings make up 30% of the delivery. Hands-on exercises utilising a worked case and participant-specific data account for 50%. The remaining 20% focuses on feedback, presentations, and peer reflection. A continuous worked case spans both days. You apply every methodology immediately to your own organisational data. This ensures immediate workplace application.

Face-to-face environments utilise wall maps, cards, and sticky notes. Remote online formats rely on shared digital whiteboards and dedicated breakout rooms. Hybrid sessions consolidate in-room and remote groups onto a single digital board managed by individual facilitators.

MASTERCLASS MATERIAL

Participants receive a comprehensive toolkit. This includes a workbook containing all presentation materials, a worked case pack featuring job descriptions and interview notes, and a task scoring template configured for three scores. You also receive a task grid canvas, an interview guide designed to extract worker preferences, and the official KAIVANT notation guide.

CONCEPTS WE WORK WITH



MASTERCLASS CONTENT

Day 1

Module 1: Jobs as bundles of tasks

- Analyse why "will AI replace this job?" is the wrong question.
- Define Augment: AI assists while the human retains control.
- Define Automate: AI executes the task; humans merely verify the output.
- Exercise: List and mark the five tasks consuming most of your time last week.

Module 2: Listing the real tasks

- Bridge the gap between static job descriptions and actual execution.
- Interview role incumbents regarding active time allocation.
- Identify hidden tasks like workarounds, chasing, checking, and informal coaching.
- Exercise: Build the case task list and initiate your own.

Module 3: Scoring help and automation

- Apply two distinct scales ranging from 1 to 5.
- Score against verified current AI capabilities, ignoring future promises.
- Validate scores against the reality of experienced staff and domain experts.
- Exercise: Score the case tasks and compare baselines across groups.

Module 4: What workers want

- Assess why worker preferences dictate adoption rates and perceived fairness.
- Map tasks employees want to surrender versus tasks they prefer to retain.
- Resolve operational disagreements between management and frontline staff.
- Exercise: Execute a role-play scenario of a preference interview.

Day 2

Module 5: The third score

- Identify tasks that actively build human judgment.
- Flag processes that are easy to automate but essential for junior development.
- Map the origin pipeline for future senior staff.
- Exercise: Calculate and add the third score to the case study and your own role.

Module 6: The task grid

- Plot help on one axis and automation on the other to read each grid corner.
- Finalize decisions using worker preferences combined with the third score.
- Record every operational decision using the KAIVANT notation.
- Exercise: Complete the case grid and finalize your own organisational grid.

Module 7: Rebuilding the role

- Categorize tasks that stay, transition to AI, change fundamentally, or emerge newly.
- Define new responsibilities like checking AI output and managing exceptions.
- Structure learning paths to ensure juniors continue building critical judgment.
- Exercise: Rebuild the case role and draft your own operational blueprint.

Module 8: Communicating and re-scoring

- Communicate transparently with staff regarding exact changes and constants.
- Restrict job promises strictly to verifiable realities.
- Establish a mandatory re-scoring cadence every six to twelve months.
- Presentation of role plans, peer feedback, and session close.

ASSESSMENT AND CERTIFICATE

- Baseline self-assessment on each learning objective at the start of Day 1 and the end of Day 2.
- Trainer evaluation of group exercises throughout every module.
- Direct review of participant-generated outputs, culminating in a final presentation with peer feedback.
- Formal end-of-course evaluation form.
- Certificate of attendance awarded for full participation and completion of the final role output.

CONCLUSION

Task and skill scoring eliminates guesswork. It replaces organisational fear with concrete, data-backed conversations driven by the people executing the work. By scoring the specific skills each task builds, organisations make intentional decisions. You choose exactly which tasks to automate for efficiency and which to retain for human development. Tomorrow's experts require active formation today.

This methodology drives distinct outcomes across the organisation:

Professionals: Deconstruct abstract job titles into measurable, concrete actions. Differentiate between tasks where AI assists and tasks where AI executes, creating a data-backed baseline for execution.

Managers: Resolve operational disagreements between management and frontline staff by integrating direct input from the practitioners executing the work. Design rebuilt roles that include new responsibilities like verifying AI outputs and managing exceptions.

L&D and HR: Identify exact skill gaps and future training requirements by scoring the long-term cost of losing a skill. Structure learning paths to ensure juniors continue building critical judgment, protecting the origin pipeline for future senior staff.

START WITH A BASELINE

Start with an honest baseline. Kaivant-O reveals your organisation's current AI maturity and identifies the correct masterclass entry point. Kaivant-I provides individual assessment. It is free, entirely private, takes approximately 10 minutes, and is available at kaivantscore.com.

NEXT STEPS

The KAIVANT Curriculum

The KAIVANT Foundation and Practitioner programs prepare leaders for holistic change management. The individual masterclasses isolate specific operational components, providing highly actionable methods for immediate workplace application. These are highly recommended when executing live deployments requiring targeted methodologies.

Understanding AI Change (Foundation): Establish the analytical concepts, empirical evidence, and shared operational vocabulary required to manage continuous AI integration.

Leading AI Change (Practitioner): Execute assessment-driven AI change through constraint-based planning, live event management, and stakeholder alignment.

AI Value Stream Mapping: Identify where work waits before AI integration (Concepts 2 and 4).

AI Process Mining: Analyse the actual process using system data (Concept 4).

Task and Skill Scoring: Determine which tasks AI executes, supports, or leaves entirely to humans (Concept 5).

Decision Mapping: Track decision-makers and map authority shifts (Concept 8).

Capability Mapping: Identify where AI builds or erodes organizational capacity (Concepts 1 and 2).

Service Blueprinting: Map AI touchpoints between customers and staff (Concept 5).

Knowledge-Flow Mapping: Track knowledge transfer between humans, both with and without AI (Concept 7).

Training provider

This course operates under strict license by approved training providers. Every trainer undergoes rigorous coaching and licensing to ensure standardized delivery. Participants receive identical content and sit the exact same exam globally.

In-house versions adapt to an organization's specific operational reality. Content and duration are finalized following a detailed intake discussion. Training providers seeking to offer this curriculum may apply for an official license.