

# Michael Ritchot

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## SUMMARY

AI enablement and learning & development professional with 10+ years designing and delivering learning programs across four countries. Translates complex AI and emerging technology concepts into accessible, high-impact capability building initiatives for diverse professional audiences. Designed and evaluated an asynchronous e-learning module teaching AI literacy through large language model mechanics, improving assessment scores 28 points pre-to-post (62% to 90%) under a Design-Based Research methodology. Extended that work into a four-module enablement program, grounded in industry workforce reports and peer-reviewed research, deployed on a custom-engineered platform under a Kirkpatrick Levels 1–4 evaluation framework. Combines instructional design expertise, hands-on generative AI fluency, and change management experience with a track record of driving technology adoption, building scalable learning solutions, and embedding AI tools into organizational workflows.

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## CORE COMPETENCIES

AI Enablement & Adoption · Instructional Design (ADDIE) · Change Management · Learning & Development · Stakeholder Management · Program Management · Generative AI / LLMs · Learning Needs Analysis · Learning Analytics · Capability Building · Blended Learning Design · Kirkpatrick Evaluation · Adult Learning Principles · Cross-Functional Facilitation · E-Learning Design

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## FEATURED PROJECT — AI LITERACY FOR THE MODERN WORKFORCE

- Conducted a structured needs analysis using action mapping and learner persona development, grounded in industry workforce reports and peer-reviewed research, to define capability gaps and performance objectives for a mid-career professional audience.
- Designed a four-module, 37-section learning program with 12 practice activities, pre/post competency assessments, and adaptive sequencing — applying ADDIE methodology and Anthropic's 4D competency framework (Delegation, Description, Discernment, Diligence) as an organizing taxonomy.
- Built a Kirkpatrick Levels 1–4 evaluation framework: a reaction-survey item bank, a ten-item parallel-form pre/post assessment, twelve behavioral transfer indicators on 30/60/90-day intervals, and a Phillips-methodology ROI model.
- Engineered and deployed a custom learning platform (React, TypeScript, Tailwind CSS) featuring client-side BPE tokenization, real softmax-with-temperature probability demonstrations, xAPI-aligned event tracking, active reading time analytics, and an admin dashboard with live learner data — deployed on Cloudflare Pages.
- Delivered the complete program in approximately 210 hours solo across the full development cycle, a 3.5x compression (71% reduction in development time) against the Chapman Alliance industry baseline of ~735 hours for comparable Level-3 e-learning, demonstrating AI-augmented L&D development methodology.

[View the full program](#) · [View the source code](#)

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## EXPERIENCE

### Learning Design & AI Enablement | MYP Design Teacher

Stamford American International School Singapore · Singapore · July 2025 – Present

- Led an AI-assisted redesign program spanning three technical training modules with Claude Cowork, rebuilding learner documentation, instructional decks, and assessment instruments from a single design specification — improving learning progression and increasing assessment coverage. Embedded generative AI tools (NotebookLM, Gemini Custom Gems, Flint) throughout, including a tutor configured to enforce the program's own assessment policy as operational guardrails.
- Designed a cross-functional AI literacy enablement program for a non-technical department, drawing on original M.Ed. research on AI literacy instruction through large language model mechanics to develop a four-activity learning sequence and a standalone facilitator guide — enabling independent, scalable delivery by practitioners without AI expertise.
- Built a data-driven program evaluation system using structured competency assessments and post-program surveys to measure learning effectiveness and guide iterative design revision. Achieved a 95% favorable score on engagement and perseverance metrics.
- Served on a division-wide review of the Design and Computer Science programs, contributing written curriculum analysis, transition and performance data review, and integrated recommendations measured against group-level and external accreditation standards.
- Consulted on organizational AI literacy program design for senior leadership, developing curriculum architecture and instructional sequencing grounded in independent graduate research on AI literacy pedagogy.
- Designed and deployed a scalable reporting framework adopted across the department, reducing administrative overhead during reporting cycles and endorsed by senior leadership as a model for operational efficiency.

### Emergent Technology Coach | Mathematics and Computer Science Teacher

TIS Macao · Macao SAR, China · August 2020 – July 2025

- Designed and delivered professional development programs on generative AI, Google Workspace productivity, and VR/AR for cross-functional staff across the entire secondary division over five years, driving technology adoption that expanded authentic technology integration into daily workflows and resulted in self-reported efficiency gains among participants.
- Built and scaled an organization-wide knowledge management system from a single-department pilot to a mandated platform across the entire secondary division, improving cross-team collaboration, operational transparency, and institutional knowledge retention.
- Designed competency-based assessment frameworks and evaluation instruments, applying data analytics to validate internal-to-external benchmark alignment — achieving consistency within 5% of external standards.
- Developed 13 interdisciplinary program designs incorporating generative AI tools for assessment creation, producing reusable templates adopted by colleagues across multiple departments and training non-technical staff on AI-assisted workflow integration.
- Drove a 35% increase in program participation over two years by expanding program offerings and redesigning engagement strategies.

Technology Coordinator & Coach | Sciences and Literary Studies Teacher

Shanghai Nanyang Model Private High School (CINEC) · Shanghai, China · August 2018 – July 2020

- Led the evaluation, selection, and full-scale implementation of an enterprise LMS (Schoology), centralizing academic reporting, course delivery, and stakeholder communication across the organization.
- Designed and delivered professional development programs on emerging educational technology tools, translating research into practical integration strategies for non-technical staff.

STEM Program Designer | Mathematics, Computer Science, Sciences, and Physical Education Teacher

SIS Canada · Sokcho, South Korea · August 2016 – July 2018

- Designed cross-disciplinary STEM curriculum for multiple program levels, integrating technology-focused project-based learning.
- Established student-led digital media initiatives including a video production program and a social media marketing committee, building early-stage digital literacy capabilities.

Mathematics Teacher

Canadian International Academy Shanghai · Shanghai, China · August 2015 – July 2016

Operations Admin

TForce Integrated Solutions · Edmonton, Alberta, Canada · September 2010 – February 2015

- Developed financial reporting and cost analysis systems adopted nationwide across the organization, standardizing branch-level financial tracking and delivering measurable cost savings through improved data accuracy and transferability.
- Managed cross-branch stakeholder coordination to resolve operational and payment disputes, serving as a liaison between internal teams and external partners.

Office Clerk

Department of National Defence · Edmonton, Alberta, Canada · June 2009 – August 2010

- Administered contract implementation and client services for a national program, including dispute mediation, stakeholder briefings, and payroll processing.

EDUCATION

M.Ed. in Education Technology & Instructional Design

Western Governors University · Salt Lake City, UT, United States · 2025

- Excellence Award in Learning Experience Design — distinction granted to the top 1–2% of graduate students for outstanding academic and project performance.
- Designed and evaluated an asynchronous e-learning module teaching AI literacy through large language model mechanics, improving secondary student assessment scores 28 points pre-to-post (62% to 90%).

Bachelor of Education

University of Alberta · Edmonton, Alberta, Canada · 2015

CERTIFICATIONS

AI & Emerging Technology

- AI Fluency: Framework & Foundations — Anthropic · 2025
- Teaching the AI Fluency Framework — Anthropic · 2025
- AI Capabilities and Limitations — Anthropic · 2026
- AI Fluency for Educators — Anthropic · 2025
- AI Fluency for Nonprofits — Anthropic · 2025
- Claude 101 — Anthropic · 2026
- Introduction to Claude Cowork — Anthropic · 2026
- Foundations for Teachers — OpenAI · 2025
- AI Literacy Certified Level 1, Level 2, and Level 3 — Flint · 2026
- Google AI Essentials — Google · 2024
- Gemini Certified Educator — Google · 2025

Data Analytics & Project Management

- Google Data Analytics Professional Certificate — Coursera/Google · 2024
- Google Project Management Certificate — Coursera/Google · 2024

Professional Credentials

- Alberta Ministry of Education Professional Certificate — Alberta, Canada · 2023
- BC Ministry of Education Professional Certificate of Qualification — British Columbia, Canada · 2016
- Human Subjects Research SBE Comprehensive — CITI Program · 2025