

Michael Ritchot

📍 Singapore ✉ michael@ritchot.me 🌐 in/mritchot 🌐 ritchot.me/

SUMMARY

AI enablement and learning & development professional with 10+ years designing and delivering learning programmes across four countries. Translates complex AI and emerging technology concepts into accessible, high-impact capability building initiatives for diverse professional audiences. Designed, developed, and independently deployed a four-module AI literacy enablement programme grounded in 10 peer-reviewed studies, achieving 28% learner performance uplift through evidence-based instructional design and 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.

CORE COMPETENCIES

AI Enablement & Adoption | Instructional Design (ADDIE) | Change Management | Learning & Development | Stakeholder Management | Programme 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

PROJECT

AI Literacy for the Modern Workforce

ai-literacy.ritchot.me/ • March 2026 – May 2026

- Conducted a structured needs analysis using action mapping and learner persona development, grounded in 10 peer-reviewed studies including Anthropic Economic Index workforce research and WEF Future of Jobs 2025 data, to define capability gaps and performance objectives for a mid-career professional audience.
- Designed a four-module, 37-section learning programme 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 including reaction surveys, knowledge assessments with 28% pre-to-post performance uplift, behavioral transfer indicators, and organizational impact metrics.
- 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 programme in 80–100 hours solo, representing a 7–9x build compression against the Chapman Alliance industry baseline of 735 hours for comparable e-learning, demonstrating AI-augmented L&D development methodology.

EXPERIENCE

Learning Design & AI Enablement | MYP Design Teacher

Stamford American International School Singapore

July 2025 – Present, Singapore

- Designed a cross-functional AI literacy enablement programme 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.
- Embedded generative AI tools (NotebookLM, Gemini Custom Gems, Flint) into operational documentation workflows, redesigning systems to support ethical AI prototyping and structured scaffolding. Learner feedback indicated measurable increases in self-directed engagement and resource accessibility.
- Built a data-driven programme evaluation system using structured competency assessments and post-programme surveys to measure learning effectiveness and guide iterative design revision. Achieved a 95% favorable score on engagement and perseverance metrics.
- 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.
- Consulted on organizational AI literacy programme design for senior leadership, developing curriculum architecture and instructional sequencing grounded in independent graduate research on AI literacy pedagogy.

Emergent Technology Coach | Mathematics and Computer Science Teacher

TIS Macao

August 2020 – July 2025, Macao SAR, China

- Designed and delivered professional development programmes 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 programme 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 programme participation over two years by expanding programme offerings and redesigning engagement strategies.

Technology Coordinator & Coach | Sciences and Literary Studies Teacher

Shanghai Nanyang Model Private High School (CINEC)

August 2018 - July 2020, Shanghai, China

- 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 programmes on emerging educational technology tools, translating research into practical integration strategies for non-technical staff.

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

SIS Canada

August 2016 - July 2018, Sokcho, South Korea

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

Mathematics Teacher

Canadian International Academy Shanghai

August 2015 - July 2016, Shanghai, China

Operations Admin

TForce Integrated Solutions

September 2010 - February 2015, Edmonton, Alberta, Canada

- 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

June 2009 - August 2010, Edmonton, Alberta, Canada

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

EDUCATION

M.Ed. in Education Technology & Instructional Design

Western Governors University • Salt Lake City, Utah, United States of America • 2025

- Excellence Award in Learning Experience Design — distinction granted to the top 1–2% of graduate students for outstanding academic and project performance.
- Designed, developed, and evaluated a four-module AI literacy enablement programme grounded in original research on tokenization mechanics in large language models, achieving 28% learner performance uplift through iterative, data-informed design methodology.

Bachelor of Education

University of Alberta • Edmonton, Alberta, Canada • 2015

CERTIFICATIONS

Anthropic AI Fluency Certification Suite

Anthropic • 2025

Foundations for Teachers

OpenAI • 2025

AI Literacy Certified Level 1, 2, and 3

Flint • 2026

Gemini Certified Educator

Google • 2025

Google AI Essentials

Google • 2024

Google Data Analytics Professional Certificate

Coursera/Google • 2024

Google Project Management Certificate

Coursera/Google • 2024
