

AI MASTERCLASS: HUMAN RESOURCE MANAGEMENT

Overview

This is a comprehensive, 2-day hands-on workshop designed for non-technical HR professionals. It focuses on practical applications of AI to transform HR functions—such as recruitment, employee communication, performance management, and workflow automation—using popular AI tools like ChatGPT, Google Gemini, and Microsoft Copilot, all without requiring programming skills.

Course Objectives

By the end of this program, participants will be able to:

1. Automate HR tasks (documents, data, emails) with AI.
2. Generate job descriptions, policies, and appraisals using prompts.
3. Streamline recruitment with AI-powered shortlisting and interviews.
4. Enhance onboarding with automated checklists and HR chatbots.
5. Analyze employee data and create dashboards for insights.
6. Build no-code workflows for leave approvals and reminders.
7. Plan a strategic and ethical AI adoption for your HR department.

Duration

2 Days

Who Should Attend

1. HR Managers & Executives
2. Talent Acquisition & Recruitment Officers
3. Training & Development Specialists
4. HR Business Partners
5. Administrative Managers

AI MASTERCLASS: HUMAN RESOURCE MANAGEMENT

Prerequisites

1. Basic experience with AI LLMs (e.g., ChatGPT or Gemini)
2. Familiarity with basic computer operations (Windows or macOS)
3. Access to a personal laptop/PC with a reliable internet connection during the workshop
4. Enthusiasm and openness to learning AI-driven technologies

Training Methodology

1. Virtual or Physical Delivery
2. Interactive lectures
3. Case study discussions
4. Hands-on exercises
5. Group activities & role-play

Tools & Resources Needed

1. ChatGPT
2. Google Gemini
3. Microsoft Copilot
4. Google AI Studio
5. NotebookLM
6. Google Workspace / Microsoft 365 tools (e.g., Excel, Google Sheets, Outlook)

AI MASTERCLASS: HUMAN RESOURCE MANAGEMENT

Course Modules

Module	Title	Key Topics
1	The New Era of AI in HR	• The Evolution of Artificial Intelligence
		• What's New and Trending?
		• Multi-Modal & Multi-Purposes
		• LLM Prompt Elements
		• HR's evolving role in the AI-driven workplace.
2	Recruitment and Selection with AI	• Automate job description and advertisement creation.
		• AI-assisted resume shortlisting and candidate ranking.
		• Interview question generation using ChatGPT or Gemini.
		• Using Copilot to extract insights from candidate spreadsheets.
3	Employee Onboarding & Communication	• Create automated onboarding emails and checklists.
		• Design internal HR chatbots using ChatGPT custom instructions.
		• Use NotebookLM to build an internal knowledge base (HR FAQ).
		• Translate and rephrase HR communication using Gemini or Copilot.
4	Performance Review & Policy Management	• Generate appraisal summaries and feedback reports.
		• Draft HR policies and SOPs with AI assistance.
		• Standardize employee feedback with sentiment summaries.
		• Use Copilot to consolidate and visualize appraisal data.
5	HR Analytics & Insights	• Using Gemini and Copilot to analyze employee data in Google Sheets and Excel.
		• Create attrition, training, and engagement dashboards.
		• Predict workforce trends using Google AI Studio.
		• Automate HR data extraction from PDFs or emails using ChatGPT.
6	Workflow Automation for HR	• Simplified automation using Google Workspace and Microsoft 365 tools.
		• Integrate ChatGPT with Google Forms and Sheets.
		• Use Microsoft Copilot in Excel and Outlook for automated correspondence.
		• Create no-code HR task bots for leave approval and evaluation reminders.
7	Group Project & Review	• Group project in creating HR related AI applications.
		• Practicality and feasibility review.
8	Strategic Implementation & Ethics	• AI adoption roadmap for HR transformation.
		• Change management and stakeholder buy-in.
		• Ethical, confidential, and responsible AI deployment.