



ARTIFICIAL INTELLIGENCE FOR HUMAN RESOURCES

BY ELITE INDIGO

Enhance your HR strategies and master the art of leveraging artificial intelligence to streamline talent management, recruitment, and employee engagement.

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Artificial Intelligence For Human Resources

• Synopsis

In today's fast-paced world, Artificial Intelligence (AI) is revolutionizing every industry, and human resources (HR) is no exception. This training, AI for Human Resources, is designed to equip HR professionals with the knowledge and tools to leverage AI in optimizing their practices and driving business success. From talent acquisition to employee engagement, AI offers innovative solutions that enhance decision-making, streamline processes, and improve employee experiences.

• Learning Objectives

By the end of the course, participants will be able to:

- Understand the Role of AI in HR
- Learn to Implement AI Tools
- Address Ethical and Bias Concerns
- Develop Actionable Strategies

• Who Should Attend

Anyone from Human Resources sector or anyone looking to learn about AI.

• Methodology

Materials Needed for Both Days:

- Laptops or tablets for each participant.
- Access to ChatGPT and related tools.
- Sample documents: resumes, job descriptions, performance data.
- Printed guides on basic and advanced prompting strategies.

• Duration

2-day Full Workshop.



Artificial Intelligence For Human Resources

• Course Outline & Schedule (Day 1)

Duration	Details
1.5 Hours	Welcome and Introduction <ul style="list-style-type: none"> Objective: Set the context for the workshop and outline the activities for both days. Content: <ul style="list-style-type: none"> Overview of AI in HR: Current trends and benefits. Introduction to ChatGPT and its potential applications in HR. Discuss the workshop's objectives, expected outcomes, and participant engagement.
1 Hour	Session 1: Basic Prompting Strategies <ul style="list-style-type: none"> Objective: Teach participants how to interact effectively with ChatGPT. Content: <ul style="list-style-type: none"> Introduction to prompting: What is a prompt? Best practices for creating clear and concise prompts. Basic prompt structures: Direct questions, context before the question, step-by-step instructions. Exercises: <ul style="list-style-type: none"> Crafting simple prompts to extract information. Practice scenarios: Drafting an HR policy response, basic employee queries.
1 Hour	Session 2: Automating Routine HR Tasks <ul style="list-style-type: none"> Objective: Utilize ChatGPT to streamline repetitive HR tasks. Content: <ul style="list-style-type: none"> Manual resume screening with AI. Drafting emails for interview scheduling. Handling repetitive employee inquiries efficiently. Exercises: <ul style="list-style-type: none"> Using ChatGPT to screen resumes based on job descriptions. Drafting follow-up emails post-interview.
1 Hour	Lunch Break

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• Course Outline & Schedule (Day 1)

Duration	Details
2 Hours	Session 3: Enhancing Employee Experience <ul style="list-style-type: none">• Objective: Leverage ChatGPT for personalized employee support and resources.• Content:<ul style="list-style-type: none">o Building a responsive knowledge base with AI.o Personalizing responses to employee queries.o Creating learning and development plans with AI support.o Exercises:<ul style="list-style-type: none">Simulating personalized employee queries and responses.Developing tailored development plans based on hypothetical employee roles and goals.
0.5 Hours	Wrap-Up and Q&A <ul style="list-style-type: none">•Objective: Consolidate the day's learning and prepare for advanced applications.•Content:<ul style="list-style-type: none">o Recap of key concepts and techniques learned.o Interactive Q&A session to address any clarifications.o Preview of Day 2: Advancing into complex AI applications in HR.

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• Course Outline & Schedule (Day 2)

Duration	Details
2 Hours	Session 4: Advanced Prompting Skills <ul style="list-style-type: none"> Objective: Deepen understanding of crafting complex prompts for sophisticated tasks. Content: <ul style="list-style-type: none"> Advanced prompt structures for detailed tasks. Chaining prompts for multi-step processes. Utilizing ChatGPT for generating strategic insights. Exercises: <ul style="list-style-type: none"> Creating complex prompts to analyze employee turnover data. Using AI to suggest improvements based on performance reviews.
2 Hours	Session 5: Data-Driven Decision Making <ul style="list-style-type: none"> Objective: Enable participants to use AI for data analysis and strategic decision making. Content: <ul style="list-style-type: none"> Employing ChatGPT for comprehensive data analysis in HR scenarios. Automating internal communications and report generation. Exercises: <ul style="list-style-type: none"> Analyzing mock employee survey data and drafting reports with insights. Crafting an internal policy update memo with ChatGPT assistance.
1 Hour	Lunch Break

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• Course Outline & Schedule (Day 2)

Duration	Details
2 Hours	Session 6: Group Activity and Case Study <ul style="list-style-type: none">·Objective: Apply all learned skills in a realistic group scenario.·Content:<ul style="list-style-type: none">o Group-based problem-solving using a real-life HR scenario.o Case study presentations: Groups present their solutions and methodologies.o Exercises:<ul style="list-style-type: none">o Tackling a comprehensive HR challenge using ChatGPT, from data analysis to communication drafting.<ul style="list-style-type: none">▪ suggest improvements based on performance reviews.
1 Hour	Wrap-Up and Final Q&A <ul style="list-style-type: none">·Objective: Review and integrate the two days' learning, gather participant feedback, and discuss next steps.·Content:<ul style="list-style-type: none">oComprehensive recap of strategies and tools learned.oFinal Q&A session for any outstanding questions.oGuidance on further resources and continuing education in AI for HR.

ABOUT ELITE INDIGO

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