AI for HR

Day 1: Foundations and Basic Prompting

Welcome and Introduction

- **Objective:** Set the context for the workshop and outline the activities for both days.
- **Content:**
  - 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.

Session 1: Basic Prompting Strategies

- **Objective:** Teach participants how to interact effectively with ChatGPT.
- **Content:**
  - 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:**
    - Crafting simple prompts to extract information.
    - Practice scenarios: Drafting an HR policy response, basic employee queries.

Break

Session 2: Automating Routine HR Tasks

- **Objective:** Utilize ChatGPT to streamline repetitive HR tasks.
- **Content:**
  - Manual resume screening with AI.
  - Drafting emails for interview scheduling.
  - Handling repetitive employee inquiries efficiently.
  - **Exercises:**
    - Using ChatGPT to screen resumes based on job descriptions.
    - Drafting follow-up emails post-interview.

Lunch Break

Session 3: Enhancing Employee Experience

- **Objective:** Leverage ChatGPT for personalized employee support and resources.
- **Content:**
  - Building a responsive knowledge base with AI.
  - Personalizing responses to employee queries.
  - Creating learning and development plans with AI support.
  - **Exercises:**
    - Simulating personalized employee queries and responses.
    - Developing tailored development plans based on hypothetical employee roles and goals.

Break

Wrap-Up and Q&A

- **Objective:** Consolidate the day's learning and prepare for advanced applications.
- **Content:**
  - Recap of key concepts and techniques learned.
  - Interactive Q&A session to address any clarifications.
  - Preview of Day 2: Advancing into complex AI applications in HR.

Day 2: Advanced Applications and Strategic Implementation

Session 4: Advanced Prompting Skills

- **Objective:** Deepen understanding of crafting complex prompts for sophisticated tasks.

- **Content:**

  o Advanced prompt structures for detailed tasks.

  o Chaining prompts for multi-step processes.

  o Utilizing ChatGPT for generating strategic insights.

  o **Exercises:**

    ▪ Creating complex prompts to analyze employee turnover data.

    ▪ Using AI to suggest improvements based on performance reviews.

Break

Session 5: Data-Driven Decision Making

- **Objective:** Enable participants to use AI for data analysis and strategic decision making.
- **Content:**
  o Employing ChatGPT for comprehensive data analysis in HR scenarios.
  o Automating internal communications and report generation.
  o **Exercises:**
    ▪ Analyzing mock employee survey data and drafting reports with insights.
    ▪ Crafting an internal policy update memo with ChatGPT assistance.

Lunch Break

Session 6: Group Activity and Case Study

- **Objective:** Apply all learned skills in a realistic group scenario.
- **Content:**
  o Group-based problem-solving using a real-life HR scenario.
  o Case study presentations: Groups present their solutions and methodologies.
  o **Exercises:**
    ▪ Tackling a comprehensive HR challenge using ChatGPT, from data analysis to communication drafting.

Break

Wrap-Up and Final Q&A

- **Objective:** Review and integrate the two days' learning, gather participant feedback, and discuss next steps.
- **Content:**
    - o Comprehensive recap of strategies and tools learned.
    - o Final Q&A session for any outstanding questions.
    - o Guidance on further resources and continuing education in AI for HR.

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.