



AI FOR HUMAN RESOURCES(HR)

BY ELITE INDIGO

*Walk away with a list of key “quick wins” cases
you can start right away in the organization!*



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AI For Human Resources(HR)

• Program Overview

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

PowerPoint presentation, hands-on activities, and Q&A.

• Duration

Two (2) Full-Days Workshop;



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• Course Content

Day 1

Time	Details	Activity
30 Minutes	Short Introduction by Trainer	Learning + Debrief: - Set the context for the workshop and outline the activities for both days. - Overview of AI in HR: Current trends and benefits. - Introduction to ChatGPT and its potential applications in HR.
2 Hours	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.
2 Hours	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.
1 Hour	Lunch	Lunch is served
2 Hours	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.
30 Minutes	Q&A & Recap	Learning: - Q&A Session - Open Discussion Debrief: - Reflect on the course content and key takeaways.



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Day 2

Time	Details	Activity
30 Minutes	Short Introduction by Trainer	Learning + Debrief: - Recap of Day 1 - Key takeaways
2 Hours	Session 4: Advanced Prompting Skills	Objective: Deepen understanding of crafting complex prompts for sophisticated tasks. Content: - Advanced prompt structures for detailed tasks. - Chaining prompts for multi-step processes. Exercises: - 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	Objective: Enable participants to use AI for data analysis and strategic decision making. Content: - Employing ChatGPT for comprehensive data analysis in HR scenarios. - Automating internal communications and report generation. Exercises: - Analyzing mock employee survey data and drafting reports with insights. - Crafting an internal policy update memo with ChatGPT assistance.
1 Hour	Lunch	Lunch is served
2 Hours	Session 6: Group Activity and Case Study	Objective: Apply all learned skills in a realistic group scenario. Content: - Group-based problem-solving using a real-life HR scenario. - Case study presentations: Groups present their solutions and methodologies. Exercises: - Tackling a comprehensive HR challenge using ChatGPT, from data analysis to communication drafting.
30 Minutes	Q&A & Recap	Objective: Review and integrate the two days' learning, gather participant feedback, and discuss next steps. Content: - Comprehensive recap of strategies and tools learned. - Final Q&A session for any outstanding questions. - Guidance on further resources and continuing education in AI for HR.



ABOUT ELITE INDIGO

We are dedicated to empowering businesses to achieve their full potential. With a team of seasoned professionals and a wealth of industry experience, we offer tailored consulting services to help organizations overcome challenges and seize opportunities.

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Dive into the cutting-edge world of AI, exploring algorithms, data analysis and more.



TECHNICAL SKILL

Sharpen your technical prowess from programming, software and more.



SOFT SKILL

Develop essential interpersonal skills to excel in any professional setting.



LEADERSHIP SKILL

Unleash your leadership potential with our Leadership Skills course



TEAMBUILDING

Understand the dynamics of teamwork, communication, and synergy

