



PROFESSIONAL
DEVELOPMENT
TRAINING

AI for HR Professionals - 2 Days

 016 299 1479

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 2.0 DAY COURSE

***AI for HR Professionals* is a practical 2-day training course designed to help HR team members use artificial intelligence tools confidently, responsibly and effectively in daily HR work. The course is suitable for HR professionals who want to improve work quality, reduce time spent on routine HR tasks and strengthen employee communication, documentation, people processes and reporting.**

This course is not limited to one AI platform. Participants will explore practical use of commonly available AI tools and large language models, including ChatGPT, Gemini, Microsoft Copilot, DeepSeek and other workplace AI assistants. The focus is on real HR application, not technical programming.

Participants will learn how to use AI as a productivity partner for HR operations, recruitment support, onboarding, learning and development, employee engagement, performance support, talent documentation, HR reporting and policy communication. The course also covers responsible AI use in HR, including confidentiality, employee privacy, fairness, bias awareness, accuracy checking and the importance of human judgment in people-related decisions.

What You'll Gain:

Participants will gain practical AI skills that can be applied immediately in HR work. They will learn how to write better HR prompts, improve AI-generated HR outputs, review content for fairness and sensitivity, and build a practical HR AI productivity workflow for daily use.

- A clear understanding of how AI can support HR operations, people processes and workplace productivity.
- Practical experience using AI for HR communication, job descriptions, onboarding, training, engagement ideas, reports and action plans.
- A stronger prompting structure for clearer, more accurate and more useful HR-related outputs.
- Better confidence in reviewing AI-generated HR content for accuracy, fairness, confidentiality and employee sensitivity.
- A practical HR prompt bank, responsible AI checklist and productivity playbook for post-course application.



Outcomes

After completing this course participants will be able to:

- Explain how generative AI and common large language models can support HR productivity, employee communication, talent processes and HR decision preparation.
- Identify practical AI use cases across HR operations, recruitment, onboarding, learning and development, engagement, performance support and HR reporting.
- Apply practical prompting techniques to produce clearer, more accurate and more useful HR-assisted outputs.
- Use AI tools to improve HR writing, including employee emails, HR announcements, policy summaries, job descriptions, training outlines and management reports.
- Use AI to support HR planning, employee experience design, training needs analysis, engagement ideas and action planning.
- Review and improve AI-generated HR outputs using human judgment, accuracy checks, workplace context and sensitivity to people-related issues.
- Recognise key responsible AI risks in HR, including confidentiality, employee privacy, bias, fairness, hallucination and over-reliance.
- Develop a practical HR AI productivity workflow and prompt bank that can be applied immediately at work.

Modules

Lesson 1: Getting Started

- Housekeeping Items
- Pre-Course Expectations
- Workshop Objectives
- HR AI Readiness Check
- The Parking Lot
- Personal HR Action Plan

Lesson 2: Understanding AI for HR Work

- What Generative AI Is
- What Large Language Models Do
- Common AI Tools, ChatGPT, Gemini, Microsoft Copilot, DeepSeek and Others
- AI Strengths and Limitations in HR Work
- Practical HR Use Cases
- HR Case Study

Lesson 3: Responsible AI Guardrails for HR

- Employee Privacy and Confidentiality
- Candidate and Employee Data Sensitivity

Lesson 4: Identifying Practical AI Use Cases in HR

- HR Operations and Administration Tasks
- Recruitment and Selection Support Tasks



- Public AI Tools Versus Enterprise AI Tools
- Bias, Fairness and Hallucination Risks
- Human Judgment in People-Related Decisions
- HR AI Risk Mapping Activity
- Onboarding and Employee Experience Tasks
- Learning, Engagement and Talent Support Tasks
- Performance, Employee Relations and Reporting Tasks
- Workplace Application Exercise

Lesson 5: Prompting Skills for Better HR Outputs

- Writing Clear HR Instructions
- Providing HR Context and Background
- Defining the Employee Audience and Purpose
- Setting Tone, Format and Level of Detail
- Refining and Improving HR Responses
- HR Prompt Practice Activity

Lesson 6: AI for HR Communication and Employee Messaging

- Drafting Employee Emails and HR Announcements
- Improving Tone, Clarity and Sensitivity
- Preparing Policy Communication and HR Reminders
- Rewriting Sensitive Workplace Messages
- Creating First Drafts of HR Memos and Circulars
- HR Writing Practice Activity

Lesson 7: AI for Recruitment and Selection Support

- Drafting Job Descriptions and Role Summaries
- Creating Interview Questions and Screening Guides
- Preparing Candidate Communication
- Structuring Interview Notes and Evaluation Summaries
- Reviewing Outputs for Fairness and Bias
- Recruitment Support Practice Activity

Lesson 8: AI for Onboarding and Employee Experience

- Preparing Onboarding Checklists
- Creating Welcome Messages and FAQs
- Drafting Buddy Guides and First 30-Day Plans
- Improving Employee Journey Touchpoints
- Onboarding Simulation Activity

Lesson 9: AI for Learning and Development Support

- Drafting Training Outlines and Learning Objectives
- Creating Training Needs Analysis Questions
- Preparing Evaluation Questions and Feedback Summaries

Lesson 10: AI for Performance, Talent and Employee Relations Support

- Preparing KPI Discussion Notes
- Drafting Performance Conversation Guides
- Creating Development Plan Templates
- Supporting Talent Review Documentation



- Turning Training Notes into Structured Reports
- Creating Post-Training Follow-Up Plans
- L&D Practice Activity
- Preparing Coaching and Mentoring Prompts
- Escalation Boundaries for Sensitive Matters

Lesson 11: AI for HR Reports and Documentation

- Summarising HR Information and Meeting Notes
- Creating Executive Summaries for HR Updates
- Preparing HR Dashboard Narratives
- Drafting Management Reports and Action Plans
- Summarising Policies into Plain Language
- Accuracy and Source Verification Checks

Lesson 12: HR AI Productivity Playbook

- Building a Practical HR AI Use-Case Map
- Creating a Role-Specific HR Prompt Bank
- Using the HR AI SAFE Review Checklist
- Designing an AI-Supported HR Work Routine
- Setting 30-Day Workplace Application Goals
- Final Review and Action Plan

Talk to our expert team

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