Syllabus

Using Microsoft Artificial Intelligence for Human Resources

Duration: 6,00 hrs, 1,00 day(s)

Target Audience:

Direction, Student, Middle Manager, Operational employee, Top Manager, HR, Worker, Individual, Designer, Marketing Officer, IT, Anyone

Objectives:

By the end of this course, participants will be able to use ChatGPT, Claude and Microsoft Copilot to support recruitment, create HR communications, analyse employee feedback and prepare HR content more efficiently while ensuring confidentiality and responsible use of employee information.

Prerequisite:

Good knowledge of Office applications.

Methodologies:

Choose from our training methodologies :

- Face to Face Session (Seminar)
- 1-TO-1 Coaching

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Content:

Module 1: Understanding Artificial Intelligence in the Workplace

- What AI can (and cannot) do for HR professionals
- Overview of ChatGPT, Microsoft Copilot and Claude
- Choosing the right tool for the right task
- AI, data privacy and confidentiality at work

Module 2: Prompting Essentials

- Writing clear and effective prompts
- Giving context, role and output format to the AI
- Refining results through follow-up prompts
- Building a reusable prompt library for HR professionals

Module 3: AI for Recruitment and Talent Acquisition

- Creating job descriptions and recruitment adverts
- Preparing interview guides and evaluation criteria
- Reviewing and comparing candidate profiles
- Drafting candidate communications
- Supporting onboarding activities and documentation

Module 4: HR Communication & Employee Experience

- Preparing HR communications and internal announcements
- Drafting policies, procedures and HR documents
- Analysing employee surveys and feedback
- Supporting learning and development initiatives
- Preparing content for employee engagement activities
- Managing sensitive communications with appropriate human review

Module 5: Responsible Use and Action Plan

- Recognising bias and fairness risks in AI outputs
- Protecting employee data and confidentiality
- Deciding what to automate and what stays human
- Verifying and fact-checking AI outputs