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# Generative Artificial Intelligence (AI) for HR Practitioners



1300 121 400



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0.5 DAY COURSE

**Generative Artificial Intelligence for HR Practitioners** is a focused 3-hour workshop designed for Human Resources professionals ready to explore how AI can support and streamline their work.

This practical, hands-on course introduces the fundamentals of Generative AI and shows how tools like ChatGPT can assist with key HR functions - from responding to employee issues to navigating enterprise agreements. Through a guided case study, you'll see how AI can help interpret complex information, generate response options, and even reference relevant legislation or EBAs. Whether you're new to AI or looking to apply it more effectively in your HR role, this course offers a practical and supported environment to build your skills and confidence.

**\*\*Please note, these classes run to a very tight schedule, please follow the invitation and join the class 10-minutes prior to commencement so you are ready to participate and don't miss a minute!**

## **What You'll Gain:**

Artificial Intelligence is reshaping the future of work and HR is no exception. With increasing pressure on HR teams to be responsive, strategic, and efficient, Generative AI offers an opportunity to enhance the way HR professionals communicate, make decisions, and manage employee concerns.

This course was created specifically for HR practitioners who want to understand AI in a practical way not as a replacement for human judgement, but as a powerful support tool. By the end of this session, you'll see firsthand how Generative AI can help you do more with less stress and greater impact.



## Outcomes

After Completing this course you will know how to:

- Access and navigate Generative AI tools relevant to HR eg. ChatGPT
  - Write effective prompts tailored for HR tasks
  - Apply AI in realistic HR scenarios, including handling employee complaints
  - Evaluate the appropriateness of AI generated content in sensitive and complex situations
  - Build confidence in experimenting with AI to accelerate HR output and decision making
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## Modules

### Lesson 1: Introduction to Generative AI in HR

- What is Generative AI and why it matters in HR
- How it works (plain-english overview)
- Real-world cases for HR - communication, policy writing, coaching
- Tools overview (ChatGPT, Gemini, etc)

### Lesson 3: Writing Prompts for Hr Contexts

- What makes an effective HR prompt?
- Examples: performance reviews, employee engagement, policy interpretation
- Practice - refine prompts for HR specific tasks

### Lesson 2: Using GAI Tools Effectively

- Demo of a Generative AI tool (eg. ChatGPT)
- Activity - Use AI to draft a response to a common HR query
- How did AI help or fall short?

### Lesson 4: Managing an Employee Complaint

- Case Study: respond to a hypothetical employee issue using AI
- Draft a response, identify related legislation, recommend appropriate actions
- Review and reflect: strengths, risks and areas for human input



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**Talk to our expert team**

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