

AI for HR Professionals: Practical Tools for Real HR Work


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Stop working harder than you need to. Start using AI like an HR professional who knows how to get results. This intensive 1-day programme equips you with practical AI skills to help you draft faster, analyse more, support better decisions, and **become a more future-ready HR practitioner.**

Use ChatGPT, Copilot, Claude, Gemini and NotebookLM for real HR work. Prompt better. Govern smarter. Deliver more. — 100% HRDF Claimable.

Who Should Attend

HR managers, HR business partners, recruiters, L&D teams, employee relations professionals, shared services teams, and functional leaders who want to improve HR productivity and workflow consistency with AI.

Why Attend

Learn practical quick wins you can use immediately, reduce time on repetitive drafting and summarising, strengthen decision support with better analysis, and improve HR turnaround time without compromising governance or human oversight.

Programme Modules & Learning Outcomes

- 1

AI Foundations for HR

Understand the role of AI in modern HR, key tool categories, and where ChatGPT, Copilot, Claude, Gemini and NotebookLM fit best. Identify suitable use cases and adopt AI more confidently.
- 2

Prompting for Better HR Output

Learn how to structure prompts for clarity, context, tone, and task precision. Generate more accurate, consistent, and usable HR content every time.
- 3

Recruitment & Talent Workflows

Use AI to draft JDs, interview guides, scorecards, and candidate summaries. Improve speed and consistency in recruitment support.
- 4

Policy, Communication & Employee Services

Summarise policies, compare versions, build FAQs, manager guides, and employee-facing communications. Make complex policy content clearer and easier to deploy.
- 5

L&D, Performance & Engagement

Turn survey comments, review narratives, and capability inputs into insights, learning pathways, and action plans. Support better people decisions with faster structured analysis.
- 6

HR Operations, Governance & Adoption

Build templates, letters, checklists, and workflow drafts while applying privacy, review, and approval guardrails. Explore **Agentic AI automations** for repetitive tasks and improve HR productivity responsibly.

Practical & Actionable

Real-world prompts and tools for recruitment, policy, L&D, engagement, and HR operations.

Highly Interactive

Live prompting exercises, workflow design tasks, tool demos, and applied HR use case practice.

Immediate Career Value

Walk away with reusable prompts, frameworks, and stronger AI judgement you can apply from day one.

Leave with stronger AI judgement, better prompting skills, clearer workflow design thinking, and the ability to use multiple enterprise AI tools more confidently for real HR deliverables — standing out as faster, more structured, and more future-ready than peers still using AI casually or inconsistently.



Ready to use AI more safely, effectively, and confidently in your HR role? Enrol your team in this high-impact 1-day programme and turn AI potential into real HR productivity.

Inhouse and public run options available. Contact us for pricing and scheduling.

Pre-register to secure your seat today.

Contact us email azli.ismail@eliteindigo.com or WhatsApp 6012 705 5594 (Aisha) or visit www.kredenzaadigital.com/eliteindigoprogram