

AI for HR Professionals with Claude AI



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Turn AI into practical HR productivity, stronger documentation, and faster everyday execution. This intensive 1-day programme equips HR professionals with practical Claude AI skills to handle recruitment, policy, learning and development, performance, engagement, and HR operations — **immediately usable from day one.**

Practical, HR-focused, and built around real HR work. — 100% HRDF Claimable, By Elite Indigo.

Who Should Attend

HR managers, HR business partners, talent acquisition teams, L&D professionals, employee relations staff, shared services teams, and HR leaders who want to improve productivity, standardization, and quality of output with AI.

Why Sign Up

AI is reshaping HR. Learn practical workflows — not generic AI theory. Identify where AI adds value and where human review remains essential. Leave with an HR use-case matrix for immediate workplace application.

What You Will Learn

- 1

Claude AI in HR
Understand Claude, Projects, Artifacts, File Analysis, and Claude Cowork, and where each fits in HR workflows. Use Claude more confidently, safely, and purposefully in day-to-day HR work.
- 2

Prompting for HR
Learn how Claude interprets prompts and how to structure clearer requests for better results. Produce more accurate, structured, and consistent HR outputs.
- 3

Recruitment
Draft job descriptions, interview questions, scorecards, and candidate summaries. Improve speed and consistency in talent acquisition documentation.
- 4

Policy Management
Review handbooks, SOPs, and policies, then create summaries, FAQs, guides, and comparisons. Make policy communication clearer and easier for employees and managers.
- 5

Data-Driven L&D
Turn business plans, project roadmaps, and role profiles into TNA outputs, capability roadmaps, and learning pathways. Design more targeted learning interventions aligned to business needs.
- 6

Performance & Engagement
Analyze survey comments, review narratives, and feedback to surface themes and action ideas. Convert qualitative HR inputs into structured insight for decision-making.
- 7

HR Operations
Create reusable templates, letters, checklists, and workflow drafts for recurring HR processes. Increase operational consistency and reduce turnaround time. Explore Cowork Agentic AI automation for repetitive tasks

Practical & Actionable
Real-world tools for recruitment, policy, L&D, engagement, and HR operations — not generic AI theory.

HR-Specific Focus
Centered on Claude AI features that map directly to daily HR tasks, with prompt templates and realistic HR workshops.

Immediate Productivity Value
Leave with quick wins, templates, and a use-case matrix you can start applying from day one.

Participants leave with a clearer AI framework, stronger prompting skills, safer adoption habits, and faster execution — standing out as more productive, credible, and AI-capable HR professionals in a fast-changing workplace.



Ready to turn Claude AI into a practical HR productivity partner? Enroll your team in this high-impact 1-day programme and start applying AI to real HR work immediately.

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