

TRANSFORMING HUMAN RESOURCES WITH CHATGPT PROMPTING SKILLS

GAI-107

Duration: 1 day; Instructor-led | Virtual Instructor-led

OVERVIEW

In this dynamic one-day workshop, HR professionals will learn how to leverage ChatGPT, a cutting-edge AI tool, to streamline HR processes, enhance employee engagement, and make data-driven decisions. Dive into the world of AI-assisted HR, exploring practical applications, hands-on exercises, and expert insights to revolutionize your HR practices.

PREREQUISITES

- Basic understanding of human resources functions and processes.
- Familiarity with digital tools and willingness to embrace new technologies.

AUDIENCE

- HR Managers and executives seeking to integrate AI in their workflows
- HR professionals aiming to optimize recruitment, employee engagement, and data analysis
- Talent acquisition specialists looking to enhance candidate sourcing and screening.

COURSE CONTENTS

Module 1: Introduction to Prompt Engineering for HR

- Understanding ChatGPT and its capabilities
- Basics of prompt engineering and its relevance in HR
- Crafting effective prompts: Principles and best practices
- Prompting Checklist
- Identifying important AI-assisted HR core functions

Module 2: Recruitment and Staffing

- Writing job descriptions
- Creating social media recruiting campaigns
- Conducting market research for hiring
- Creating predictive staffing models
- Developing recruitment forecasting models

Module 3: Employee Training and Development

- Designing e-learning courses
- Designing employee development plans
- Creating training materials
- Developing skills assessment tests
- Writing training feedback surveys

Module 4: Employee Performance Management

- Creating performance improvement plans
- Conducting performance gap analysis
- Creating performance appraisal forms and reports
- Conducting performance calibration sessions
- Creating performance review templates

Module 5: Compensation and Benefits

- Creating salary survey reports
- Managing employee benefits
- Creating total rewards statements
- Designing commuter benefits programs
- Analyzing compensation data

Module 6: Employee Relations

- Writing employee engagement plans
- Creating HR communication plans
- Writing employee engagement surveys
- Managing employee grievances
- Writing leadership communication strategies

Module 7: Policy Formulation

- Managing workplace safety compliance
- Conducting global HR compliance audits
- Conducting HIPAA compliance audits
- Writing workforce compliance policies
- Managing OSHA compliance

Module 8: Managing Workforce Diversity & Inclusion

- Designing paid time off policies
- Creating diversity and inclusion scorecards

Module 9: Other HR Functions

- Creating employee handbooks
- Screening resumes for qualifications
- Conducting needs assessments
- Creating interview questions
- Writing employee contracts