AI with an HR Focus

A one-day workshop for HR Professionals

Overview

Artificial intelligence is reshaping how HR attracts, develops and retains talent. This one-day course teaches HR professionals how to utilise AI tools and data responsibly throughout the entire employee lifecycle—from recruitment and onboarding to appraisals, communication, learning, and beyond. The emphasis is on practical and ethical aspects: participants explore real HR challenges, test AI applications, and learn how to maintain human judgment and fairness at the heart of every decision.

This includes live demonstration and practice sessions.

Learning objectives

By the end of this course, participants will be able to:

• Explain key AI concepts and their relevance to HR strategy and daily operations

• Identify AI opportunities in recruitment, appraisal, communication, learning and employee support

• Evaluate risks such as bias, data privacy, and lack of transparency, and apply safeguards

• Design practical pilots and action plans to introduce AI responsibly in their own HR function

• Confidently brief senior leaders and employees on the benefits and limits of AI in HR

Workshop outline

1   AI Foundations for HR
✓ Introduction and personal learning objectives
✓ Key AI concepts explained (machine learning, generative AI, prompt writing, NLP, predictive analytics)
✓ HR Trends and case examples: where AI is already adding value
✓ Data ethics and UK employment law: privacy, consent, and fairness
✓ *Exercise: AI myth-busting quiz and group discussion of current HR uses and fears*

2   Talent Acquisition and Onboarding
✓ AI in sourcing: smart CV screening, bias detection, automated outreach
✓ Digital assessments and AI-assisted interviews
✓ AI-driven onboarding and first-day experiences
✓ *Exercise: Evaluate a sample AI recruitment tool—spot strengths, weaknesses and risks; advert writing, interview questions, competency map, job descriptions*

3   Performance, Appraisals and Career Development
✓ AI-enabled performance reviews: continuous feedback, sentiment and productivity analytics
✓ Identifying skill gaps and career pathways with predictive analytics
✓ Linking AI insights to pay, promotion and succession planning
✓ *Exercise: Use a mock AI dashboard to review fictional employee data, appraisal interview questions, career development plans, and data analysis reports*

4 Employee Communication and Engagement

✓ Chatbots and virtual HR assistants for employee queries and policy guidance
✓ AI tools for pulse surveys and engagement analysis
✓ Personalised communication—targeting messages by interest and need
✓ *Exercise: Design a short HR chatbot conversation flow for a typical employee question, email writing, and employee survey*

5 Learning, Training and Talent Growth

✓ Adaptive learning platforms and AI-curated content
✓ Personalised learning journeys aligned with competency frameworks
✓ Measuring impact: AI analytics for training effectiveness
✓ *Exercise: Build a one-month AI-supported learning plan for a sample employee group; create a TNA questionnaire, write a training outline*

6 Strategy, Implementation and Safeguards

✓ Building the business case: ROI, efficiency and employee experience gains
✓ Integrating AI tools with existing HR systems and policies
✓ Governance, transparency and "human in the loop" principles
✓ *Exercise: Draft a simple AI-in-HR pilot proposal for your organisation*

7 Learning Summary and Action Plan

What You Need to Know (Summary)

• AI can automate and enhance every stage of the HR lifecycle—but requires clear ethics and control

• Human judgment remains essential for preventing bias and protecting employee trust

• Start small, prove value, scale responsibly

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