

Artificial Intelligence for HR



Who Should Attend?

Human Resources Professionals



DATES: 25 -27 May 2026

VENUE : Online

COST : USD795.00pp

REGISTER NOW

Switchboard: +27 (68 633 8497

Email: afriscience@afriscience.co.za

Attendance by two or more representatives of your organization will foster teamwork and enhance the program's impact

Artificial Intelligence for HR Certificate Program

Artificial intelligence in HR is disrupting traditional practices. In-demand HR professionals have the skills to use AI in HR, enhancing work in new ways in less time. This online Artificial Intelligence for HR certificate program equips you with future-ready AI skills to level up your career. Streamline workflows, advance decision-making, improve the quality of your work, and make more time for strategic projects that impact business success.

What you will learn

- Understand the AI landscape and how to confidently leverage AI in HR
- Master the use of generative AI in HR to deliver high-quality work
- Apply AI solutions to be more productive and effective
- Develop and execute an AI strategy for business success

KEY PROJECTS & RESOURCES IN THIS PROGRAM

AI Adopter Persona Assessment

Understand your AI Adopter Persona

AI Glossary

Define key AI terms and apply them to enhance HR processes and decision-making

Common Mistakes and Pitfalls in HR Prompts

Understand common mistakes you can make when creating prompts and how to fix them.

Guide to Creating an AI Prompt Template

Learn to design template-driven prompts for recurring HR tasks.

Copilot Prompt Library

A library of prompts for the Copilot.

Employee Sentiment Analysis

An Excel template for sentiment analysis.

AI Adoption Roadmap Cheat Sheet

Plan implementation, evaluate vendors, and drive AI adoption effectively.

AI Vendor Evaluation Checklist

Assess AI tools based on business needs, best practices, and long-term viability.

ULTIMATE LEARNING SOLUTIONS

Course Outline

Course 1

Getting Started with AI for HR

Discover how AI empowers you

AI is transforming HR, and those with the skills to harness its power will stand out from the crowd. Learn to navigate a quickly changing AI technology landscape with confidence and apply the fundamentals of AI. Get hands on with practical skills to effectively apply AI in your day-to-day work.

- ✓ Understand the different types of AI, including purposes and benefits
- ✓ Explore how AI enhances HR productivity and decision-making
- ✓ Discover AI's potential for automating and optimizing HR tasks
- ✓ Apply an AI adoption framework to transform workflows and processes

Module 1

Understanding AI

Lesson 1 - What is AI

Lesson 2 - Three Levels of Application in HR

Lesson 3 - Mitigating AI Risks in HR

Assignment - What Type of AI Adopter Are You?

AI Glossary

Quiz

Community discussion

Module 2

Enhancing HR Practices with Gen AI

Lesson 1 - How AI can Empower You

Lesson 2 - Generating Content

Lesson 3 - Uncovering Data Insights

Lesson 4 - Extracting and Summarizing Information

Lesson 5 - Automating and Optimizing

Lesson 6 - Enhancing Productivity

Activity - AI in HR Toolbox

Quiz

Community discussion

Module 3

AI in Practice

Lesson 1 - Effectively Applying AI in HR

Interview - AI-Powered Learning and Development

Interview - AI Transforming Talent Acquisition

Interview - Elevating People Analytics with AI

The AI Adoption Framework

Quiz

Community discussion

Course 2

Mastering Prompt Design for HR

Supercharge your role with Gen AI

Prompt design skills are a powerful way to transform your HR tasks. In this Mastering Prompt Design for HR course, you'll gain the fundamental and advanced skills to craft effective HR AI prompts and get high-quality output. You'll explore common HR use cases, learn a templated framework for every HR role, and ensure responsible practices at each step.

- ✓ Master fundamental techniques to craft Gen AI prompts for HR
- ✓ Apply advanced prompting techniques and adapt to your role
- ✓ Use an adaptable framework to optimize your workflow
- ✓ Learn best practices for using Gen AI in HR safely, securely, and ethically

Module 1 Prompt Design Fundamentals

Lesson 1 - Introduction to Prompt Design

Lesson 2 - Key Elements of Effective Prompts

Lesson 3 - Optimizing AI Output Quality

Lesson 4 - Practical Prompt Examples for HR Tasks

Common Mistakes and Pitfalls in HR Prompts

BRIEF Framework Infographic

Activity: Write Effective Prompts with the BRIEF Framework

Prompt Chaining

Prompt Examples for HR Tasks

Quiz

Community discussion

Module 2 Advanced Prompt Design

Lesson 1 - Prompt Methods for Efficiency and Consistency

Lesson 2 - Prompt Methods for Improving Accuracy

Lesson 3 - Prompt Methods for Comparison and Analysis

Lesson 4 - Essential Guidelines for Ethical AI Use

Guide to Creating an AI Prompt Template

Activity: Write a Multi-Modal Prompt

Activity: Use Delimiters to Structure Prompts

Writing a Contrastive Prompt

Guidelines for Ethical AI Use in HR (Infographic)

Activity: Ethics and Biases Reflection

Quiz

Community discussion

ULTIMATE LEARNING SOLUTIONS

"We redefine education, inspiring lifelong growth through innovative learning solutions."



Course 4 Using Gen AI in HR

Leverage AI applications to unlock your potential
Mastering AI tools allows you to dedicate more time to what's most important – purposeful, strategic work that delivers business value. In this Using Gen AI in HR course, you'll explore the dynamics and benefits of leading AI tools, gain hands-on experience with relevant Gen AI applications, and learn how to select the right one to tackle your HR challenges.

- ✓ Master hands-on skills across the most widely used Gen AI tools
- ✓ Explore HR-specific use cases within different Gen AI applications
- ✓ Identify opportunities to integrate Gen AI into HR tasks and workflows
- ✓ Choose the right Gen AI solution to solve your HR challenges

Module 1 ChatGPT for HR

Lesson 1 - Getting Started with ChatGPT
Lesson 2 - Create a Job Description Using ChatGPT
Lesson 3 - Design a Workshop Using ChatGPT
Lesson 4 - Selecting HRIS Vendors
Lesson 5 - Using ChatGPT for Data Analysis
Lesson 6 - Practical HR Applications in ChatGPT
Lesson 7 - 15 Unique HR Use Cases for ChatGPT

- Job Description Assignment
- Workshop Design Assignment
- HRIS Providers Assignment
- Activity: Enhancing Employee Feedback with AI
- Employee Sentiment Analysis
- Key takeaways - ChatGPT Cheat Sheet

Module 2 Leveraging Claude for HR

Lesson 1 - Understanding How to Use Claude
Lesson 2 - Analyzing Documents Using Claude
Lesson 3 - Creating Workflows with Claude
Sander O'Quinn: 360-degree feedback report
Quiz
Community discussion

Module 3 Enhancing HR Practices with the AIHR Copilot

Lesson 1 - Learning & Development with AIHR Copilot
Lesson 2 - Increasing Productivity with AIHR Copilot
Lesson 3 - Creating Impactful Strategies with AIHR Copilot
Copilot Prompt Library
BRIEF Framework
Quiz
Community discussion

Module 4 Emerging AI Trends and Tools for HR

Lesson 1 - Solving Complex HR Challenges with Perplexity
Lesson 2 - Creating Excel Formulas with ChatGPT
Lesson 3 - Leveraging DeepSeek for HR Work
Activity: Searching with Perplexity
Quiz
Community discussion

Course 4 AI Strategy for HR

Develop and deliver an impactful AI strategy

A well-prepared AI strategy ensures a seamless and confident adoption. Get the know-how to identify and communicate opportunities for AI solutions and build a path for AI-readiness. You'll learn how to develop a future-proof AI strategy, drive responsible adoption, and build the skills needed to deliver business value.

- ✓ Outline the value, opportunities, and benefits of an AI strategy
- ✓ Document an AI adoption roadmap to drive impactful results
- ✓ Understand AI capabilities and how to build AI skills for success
- ✓ Learn to apply innovation in AI for continuous improvement

Module 1 AI Strategy Design

Lesson 1 - Why You Need an AI Strategy
Lesson 2 - Outlining Value, Opportunities, and Benefits of AI
Lesson 3 - Making AI Strategy Feasible
Lesson 4 - Documenting The AI Roadmap
Lesson 5 - Setting up an AI Governance Framework

- AI Vendor Checklist
- AI Adoption Roadmap Cheat Sheet
- Risk Process Management
- AI Risk Assessment Process
- AI Policy Template
- Live event - Gen AI Application

Quiz

Module 2 Making AI Strategy Successful

Lesson 1 - Building AI Capabilities
Lesson 2 - Avoiding Common Challenges
Lesson 3 - Applying Innovation in AI
AI Skills Framework
Quiz
Community discussion

ULTIMATE LEARNING SOLUTIONS

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inspiring lifelong growth through
innovative learning solutions."



Why should I enroll in this Artificial Intelligence for HR Certification Program?

The vast majority of HR professionals don't feel equipped to use AI or incorporate it into their HR processes. 10 years ago, this wouldn't have been a problem. But we're living in an increasingly tech-driven reality where AI is a widely accessible tool that has been incorporated into the daily workflows of many organizations. Without the necessary AI and Gen AI skills, HR professionals risk being left behind, unable to keep up with the pace of the business and losing credibility with key stakeholders.

The Artificial Intelligence for HR Certificate Program is designed to help you develop essential skills to leverage Gen AI to innovate your role, streamline operational tasks, free up time to focus on strategic activities, and become a valuable contributor to the business. In short, you'll have the skills to transform yourself into a future-ready, AI-savvy HR professional.

Each module combines theory with practice through templates, resources, and practical exercises—so you can adapt them to your role and immediately apply what you've learned. Our AI subject matter expert will walk you through real-world insights and actionable advice to illustrate the impact of each lesson.

ULTIMATE LEARNING SOLUTIONS

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"Empowering Excellence: Afriscience Training Programs, Where Learning Extends Beyond Courses to Forge Lasting Partnerships."



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☐ Please register the following delegate(s) for this Conference **(Please photocopy for more delegates)**

Delegate Name:		Designation:		Email:	
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Method of payment

☐ Bank transfer ☐ Cash or Direct Deposit
Payment and/or Banking details will be sent on receipt of a
completed booking form.

All payments to reflect the invoice number

Booking Fee:

☐ Early Bird Fee ☐ Normal Booking Fee

**Early booking fee is for a booking received 30 days
before the training date.**

An invoice will be sent upon receipt of registration
form. Payment must be received prior to course start
and State your invoice number as reference for
payment

TERMS & CONDITIONS

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conditions

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welcomed at no extra charge. Please provide the name
and the title of the substitute delegate at least 2
working days prior to the Conference. Regrettably, no
refund can be made for cancellation received 2 weeks
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documentation will however be sent to you. The
organiser reserves the right to make any amendments
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replacements and/or topics if warranted by
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