

STRATEGIC AI FOR HR OPERATIONS AND TALENT MANAGEMENT

Recruit, develop, and engage talent
with practical AI tools securely and
responsibly.

LEARNING OUTCOMES:

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

- Use AI tools to assist in recruitment, onboarding, and HR documentation.
- Draft job descriptions, interview questions, and performance feedback using AI.
- Generate learning plans and engagement ideas tailored to employees' needs.
- Apply AI to analyse HR data for decision-making and workforce planning.
- Understand ethical and data privacy guidelines when using AI in HR.

COURSE OUTLINE:

Day 1 – Hiring & Onboarding

Theme: "Simplify HR tasks using AI tools."

- Introduction to AI in HR — hiring, onboarding, engagement.
- Writing job ads, interview questions, and offer letters with AI.
- Creating candidate scoring guides and shortlists responsibly.
- Case study: local Malaysian HR scenarios and automation.

Day 2 – Learning, Development & Performance

Theme: "Use AI to support people growth."

- Using AI to create learning plans and course outlines.
- Writing feedback and performance review notes with AI.
- Analysing engagement surveys and comments using AI summaries.
- Group practice: draft a learning roadmap for your team with AI.

Day 3 – Responsible and Data-Driven HR

Theme: "Using AI with ethics, privacy, and fairness."

- Policy drafts (leave, PDPA-compliance data handling, ethics statements)
- HR analytics starters: query crafting, dashboards narration, action notes
- Planning HR automation and change readiness.
- Mini task: Build your HR AI adoption plan: risks, approvals, governance

TARGETED PARTICIPANTS:

HR executives, recruiters, L&D and HR ops, line managers using HR workflows.

DURATION:

3 days × 7 hours (21 hours)