

Paper Name -AI Essentials For HR Professionals

Certification Programme

Paper Code – VOC155

Course Objective –

This certification programme equips participants to leverage AI in HR by providing a deep understanding of principles, applications, ethical considerations and practical implementation strategies for optimising HR functions and enhancing decision-making processes.

Course Content -

Unit - 1 Theory

Introduction to artificial intelligence. AI and copywriting. ChatGPT and its application. Understanding prompt engineering. Powerful prompting and its edge over normal prompting. HR related prompting. E-mail techniques and AI. AI in recruitment. Soft skills development. Ethical considerations in HR. Change management and AI implementation. Managing cultural shift.

Unit - 2 Theory/ Practical

Training curriculum development. Personalised training through AI. Evaluation of training curriculum. Drawing information from LinkedIn. Plagiarism checker.

Unit - 3 Practical

Boolean searches. Leveraging AI in Microsoft Excel and Microsoft PowerPoint. Organisational re-structuring. Change Management.

Unit - 4 Practical

AI chatbots and HR. Usage of chatbots in HR Selection of platform. AI-powered candidate screening.

Total weightage of Theory - 40% of marks, 15 hours (1 Credit)

Total weightage of Practical - 60% of marks, 30 hours + 30 hours (2 Credit)

Practicum Work -

At least 4 activities should be given. Two activities will be selected by the students for their assessment of Practicum Work.

ACTIVITY 1: Students will create an AI chatbot for training purpose on a specific topic.

ACTIVITY 2: Students will create a comprehensive, prompt set for HR functions, spanning from job identification and posting to training requirements.

ACTIVITY 3: Students will develop a training module for team building with the help of AI.

ACTIVITY 4: Students will analyse challenges associated with implementing Artificial Intelligence in organisations and devise strategies to overcome them.

Learning Outcomes –

Proficiency in AI integration. Strategic AI leadership. Understanding ethical AI practices. Effective change management. Improved talent acquisition and retention. Professional development. Learning data-driven decision-making process. Specialised AI training. Career advancement. AI-powered resume screening.

Job Prospects-

Completing this AI course will significantly enhance students' job prospects in HR and related fields. They will be sought after for roles such as AI HR Specialist, Talent Acquisition Manager and HR Data Analyst across various industries.

Skill Partner-

SNS Innovation Labs Pvt. Ltd.

Suggested Reading –

1. Time Discipline by Satyen Srivastava
2. Predictive HR Analytics by Martin R. Edwards and Kirsten Edwards
3. Exploring AI Tools: A Comprehensive Guide To ChatGPT And Beyond by Satyen Srivastava

