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| Course Name | Generative AI for HR Professionals |
| Course Duration | 1 Day (08 hours) |
| Time Division | Break: 15 + 45 + 15 mins Session: 405 mins |
| Target Audience | HR Professionals |
| Course Outcomes | Master effective prompting using ChatGPT, Bard & Copilot |
| | Apply prompting for various HR related day today activities |
| | Utilize image prompting for human resource engagement |
| | Ensure ethical AI practices by enhancing prompt reliability |

Important Note:

- Courseware – Reference material/ppt along with lab files/exercises will be provided
- **More exploration of some content would require upgraded ChatGPT. In those case, only demos can be performed by the trainer.**

| Module | Content |
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| Module 01 | Introduction to Prompting and ChatGPT (30 mins) |
| 1.1 | Basics of Prompting - Prompt Structure & Prompt Styles |
| 1.2 | Pitfalls of LLM Model |
| 1.3 | Open AI Models – Definition & Types |
| 1.4 | Need & Working Generative AI |
| 1.5 | Generative AI Capabilities |
| 1.6 | Key Concepts of GPT-3.5 |
| 1.7 | Demo: Account Creation (PaaS/SaaS) |
| Module 02 | Tour of Generative AI Applications (30 mins) |
| 2.1 | GPT-3.5 (ChatGPT) - Text Generation |
| 2.2 | Google Bard– Text Generation, Image Generation / Image Editing |
| 2.3 | Copilot – Text Generation, Web Scrapping & Image Generation |
| 2.4 | Google Bard – Text Prompting, Image Analysis & Web Scrapping |
| 2.5 | GPT-3.5 Playground – Fine-Tuning of ChatGPT (OpenAI access is a must, trainer can show demo) |
| Module 03 | Techniques of Text Prompting (75 mins) |
| 3.1 | Prompting Principles |
| 3.2 | Iterative Prompting |
| 3.3 | Prompting for Summarization |
| 3.4 | Inference Prompting |
| 3.5 | Transformation Prompting |
| Module 04 | Text Prompting Use Cases for HR Professionals (180 mins) |
| 4.1 | <i>Daily Tasks –</i> Candidate Screening: Assessing Applicants Employee Onboarding: Comprehensive Orientation and FAQs Employee Support: HR Self-Help System for Common Queries Training & Development: Personalized Opportunities for Employee Growth Performance Reviews: Guidance on Feedback and Goal Setting Policy Communication: Effective Updates to Company Policies Employee Engagement Surveys: Gathering Valuable Feedback Exit Interviews: Collecting Departing Employees' Feedback HR Analytics: Extracting Insights from HR Data |

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| | Talent Management: Identifying High-Potential Employees Internal Communications: Delivering Important Announcements Conflict Resolution: Addressing Workplace Conflicts Wellness and Employee Assistance: Promoting Employee Well-being Proofreading, Language Translation, Email Writing, etc. |
| 4.2 | Technical Tasks for Interviewing Purpose – Excel Formula Creation, Code Writing, Code Debugging |
| 4.3 | <i>Creativity Tasks</i> – Headline/Tagline Creation, Content Creation, Blog Writing, etc. |
| Module 05 | Understanding Image Prompting & Its Uses Cases (60 mins) |
| 5.1 | Need for Image Prompting |
| 5.2 | <i>Advanced Techniques</i> – Style Modifiers, Quality Booster, Repetition, Weighted Terms, Fix Deformed Generations, etc. |
| 5.3 | <i>Use Cases</i> – Designing General Promotional Materials Visualizing Office Environment Visualizing Team Environment Portraying Success Stories Creating Environment Awareness |
| Module 06 | Enhancing Prompt Reliability (30 mins) |
| 6.1 | Promote Debiasing & Ensemble Learning |
| 6.2 | Transparency Concerns |
| 6.3 | Use Cases of Prompt Reliability |