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
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	*Daily Tasks –* 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

	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	*Creativity Tasks –* 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	*Advanced Techniques –* Style Modifiers, Quality Booster, Repetition, Weighted Terms, Fix Deformed Generations, etc.
5.3	*Use Cases –* 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