Generative AI for HR Professionals

Course Duration: 8 Hours (1 Day)

Overview

ChatGPT for HR Professionals certification is a credential demonstrating proficiency in deploying AI-driven solutions, specifically ChatGPT, in human resource functions. The program entails understanding this advanced Language model's capability to Automate tasks like employee inquiries, onboarding, or Data processing. Industries use this certification to identify HR professionals who can integrate AI into their HR strategies, optimizing efficiencies and improving employee experiences. It enhances HR's ability to lead technological transformations, maximize productivity & reduce response times for routine queries. HR developers with this certification can develop AI models for optimized, Automated communication, using AI Language models to augment human-centric services.

Audience Profile

- HR professionals seeking to enhance their skills in addressing employee concerns.
- HR managers aiming to utilize AI technologies to streamline HR operations.
- HR practitioners interested in exploring the potential of AI-powered chat tools.
- Human resource teams striving to improve response times and efficiency in employee communication.
- Enterprise HR departments looking to integrate AI into their daily operations.

Course Syllabus

Module 01: Introduction to Prompting and ChatGPT (30 mins)

- 1.1 Basics of Prompting – Understanding Prompt Structure & Styles
- 1.2 Common Pitfalls of LLM Models
- 1.3 OpenAI Models – Definitions & Types
- 1.4 The Need for Generative AI and How It Works
- 1.5 Capabilities of Generative AI
- 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, and Image Editing
- 2.3 Copilot – Text Generation, Web Scraping, and Image Generation
- 2.4 Google Bard – Text Prompting, Image Analysis, and Web Scraping
- 2.5 GPT-3.5 Playground – Fine-Tuning ChatGPT (OpenAI access required; trainer demo)

Module 03: Techniques of Text Prompting (75 mins)

- 3.1 Principles of Effective Prompting
- 3.2 Iterative Prompting Techniques

- 3.3 Prompting for Summarization Tasks
- 3.4 Inference-Based Prompting
- 3.5 Transformation Prompting Techniques

Module 04: Text Prompting Use Cases for HR Professionals (180 mins)

- Candidate Screening: Assessing Applicants
- Employee Onboarding: Comprehensive Orientation and FAQs
- Employee Support: HR Self-Help System for Common Queries
- Training & Development: Personalized Growth Opportunities for Employees
- Performance Reviews: Guidance on Feedback and Goal Setting
- Policy Communication: Effective Updates to Company Policies
- Employee Engagement Surveys: Gathering Valuable Feedback
- Exit Interviews: Collecting Feedback from Departing Employees
- HR Analytics: Extracting Insights from HR Data
- Talent Management: Identifying High-Potential Employees
- Internal Communications: Delivering Key Announcements
- Conflict Resolution: Addressing Workplace Conflicts
- Wellness & Employee Assistance: Promoting Employee Well-being
- Proofreading, Language Translation, Email Writing, and More
- 4.2 Technical Tasks for Interviewing Purposes
- Creating Excel Formulas
- Writing and Debugging Code
- 4.3 Creativity Tasks
- Headline/Tagline Creation
- Content Writing
- Blog Writing

Module 05: Understanding Image Prompting & Its Use Cases (60 mins)

- 5.1 The Need for Image Prompting
- 5.2 Advanced Techniques
- Style Modifiers
- Quality Boosters
- Managing Repetition
- Weighted Terms
- Fixing Deformed Generations
- 5.3 Use Cases
- Designing General Promotional Materials
- Visualizing Office Environments
- Visualizing Team Dynamics
- Portraying Success Stories
- Creating Environmental Awareness

Module 06: Enhancing Prompt Reliability (30 mins)

- 6.1 Promoting Debiasing and Ensemble Learning
- 6.2 Addressing Transparency Concerns
- 6.3 Use Cases for Enhancing Prompt Reliability