

GenAI for HR: ChatGPT Prompting & HR Use Cases

Learn to craft effective ChatGPT prompts and apply generative AI to HR tasks like onboarding, screening and employee communication.

1 Day

8 HOURS

6

MODULES

50

TOPICS

COURSE 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.

WHO THIS COURSE IS FOR

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

What You Will Learn

- Explain prompt structure, styles and common LLM pitfalls
- Describe OpenAI models and generative AI capabilities
- Compare generative AI applications such as ChatGPT, Bard and Copilot
- Apply text prompting techniques including summarisation and transformation
- Apply text prompting to HR tasks such as onboarding and screening
- Develop image prompts using style modifiers and quality boosters
- Identify HR use cases for image prompting such as promotional materials
- Assess techniques for enhancing prompt reliability and reducing bias

COURSE SYLLABUS

6 Modules, 50 Topics

01

30 minutes

Introduction to Prompting and ChatGPT

TOPICS

- 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)

02

30 minutes

Tour of Generative AI Applications

TOPICS

- 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)

Techniques of Text Prompting

TOPICS

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

Text Prompting Use Cases for HR Professionals

4.1 HR USE CASES

- **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

05**60 minutes**

Understanding Image Prompting & Its Use Cases

TOPICS

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

06**30 minutes**

Enhancing Prompt Reliability

TOPICS

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

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

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