

TWO-DAY PRACTITIONER WORKSHOP

AI-POWERED HR & L&D

2 Days

CONSECUTIVE, 9:00 AM START

9 Modules

PRACTICE-HEAVY FORMAT

12-24

PARTICIPANTS PER COHORT

DESCRIPTION

This intensive two-day workshop equips HR and Learning & Development professionals with practical, hands-on skills for applying generative AI across the employee lifecycle. Participants move from foundational concepts to real hands-on practice — using AI to draft content, personalize learning, and streamline everyday HR and L&D workflows — and leave with a concrete plan for applying what they've learned back on the job.

The workshop is deliberately practice-heavy: every concept is followed by a hands-on lab where participants work on their own real tasks, not generic examples. By the end of Day 2, each participant will have a working prompt library and an adoption plan they can put to use immediately.

1-MONTH AI TOOL SUBSCRIPTION INCLUDED

Every participant gets a month of paid access to the workshop's primary AI tool.

BEFORE YOU ARRIVE Pre-work sent 3-5 days before Day 1

A short 10-minute introductory video or article on generative AI

One reflection prompt: where do you currently spend the most manual or repetitive time in your HR or L&D work?

Instructions for creating a free account with the workshop's primary AI tool



AI-POWERED HR & L&D

OUTCOMES & AUDIENCE

LEARNING OBJECTIVES

By the end of this workshop, participants will be able to:

- Explain what generative AI is, how large language models work at a practical level, and where they genuinely add value in HR and L&D – and where they don't.
- Apply generative AI to design learning content, curricula, scenarios, and assessments.
- Identify realistic opportunities to automate repetitive HR and L&D workflows using AI-powered tools and chatbots.
- Write clear, effective prompts to reliably produce HR and L&D outputs such as job descriptions, learning content, and internal communications.
- Use AI to personalize learning paths and strengthen employee engagement.
- Apply a practical framework for responsible, ethical, and compliant use of AI in people processes.

WHO THIS IS FOR

HR Business Partners and HR generalists

Talent acquisition and employer branding teams

Consultants and change practitioners supporting workforce transformation

Learning & Development specialists and instructional designers

HR / People Operations managers and team leads

Anyone responsible for workforce development who wants a practical, non-technical introduction to generative AI

FORMAT & DURATION

Duration: 2 consecutive days, 9:00 am – 5:00 pm (7 instructional hours per day; 14 hours total, including breaks)

Delivery: in-person or live virtual; identical content and timing for both modes

Group size: 12–24 participants

PREREQUISITES

No coding or technical background is required.

Working familiarity with core HR or L&D processes is helpful but not mandatory.

A laptop with a stable internet connection.

A free account with at least one general-purpose AI chat tool (setup instructions sent as pre-work).

CURRICULUM

MODULES

DAY 1 FOUNDATIONS & CORE APPLICATIONS

- 01 Foundations of Generative AI**
What generative AI is, how large language models produce text, major model families, realistic capabilities and limits
- 03 Prompt Engineering for HR & L&D**
Prompt structure (role, context, task, format), iterative refinement, guardrails against errors and bias, building a reusable prompt library
- 05 AI in Employer Branding & Employee Experience**
AI for job postings, candidate communications, onboarding content and employee messaging

DAY 2 ADVANCED APPLICATIONS & ETHICS

- 06 Personalized & Adaptive Learning with AI**
Skills-based learning paths, AI-driven content recommendations, using learner data responsibly
- 08 What's Next: AI Agents & Multi-Step Workflows**
What "agentic" AI means in practice, current examples relevant to HR and L&D, realistic near-term outlook

TAKE-HOME MATERIALS

Your own prompt library, built during the Day 1 labs
An adoption plan for one real HR or L&D process
The complete slide deck and participant workbook
A curated list of AI tools relevant to HR and L&D
A one-page responsible-AI checklist
A 1-month subscription to the workshop's primary AI tool
A certificate of completion

- 02 The AI Toolkit for HR & L&D**
Guided tour of general-purpose assistants, HR-specific copilots, content and design generators, and audio/video tools; how to choose the right tool for a task
- 04 AI-Powered Learning Design & Content Development**
Generating course outlines, microlearning, scenarios, quiz questions and job aids; quality-checking and editing AI output
- 07 Automating HR & L&D Workflows**
Chatbots for HR helpdesk and onboarding FAQs, meeting and survey summarization, lightweight workflow automation
- 09 Responsible & Ethical AI in People Practices**
Bias and fairness, data privacy, transparency with employees, a practical governance checklist, evaluating vendors

ASSESSMENT & SUPPORT

Assessed on active participation and applied output, not a written exam
Completion of a personal prompt library during the Day 1 labs
An optional, ungraded self-check quiz at the end of Day 2
30 days of WhatsApp support after the workshop for questions and troubleshooting

PUBLIC CLASS

RM1,800

per pax · HRD Corp claimable

IN-HOUSE

Contact us for group discount rates and tailored delivery for your organization.

