

FOUNDATIONS OF AI IN HR MANAGEMENT



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TRAINING CENTER



Introduction

Artificial intelligence is reshaping how organizations manage their most valuable asset: people. This Foundations of AI in HR Management Training Course introduces HR professionals to the core concepts, tools, and applications of AI across the employee lifecycle. Participants explore how machine learning, predictive analytics, and automation streamline recruitment, engagement, and performance management. Furthermore, the course balances technical understanding with practical application, ensuring learners can evaluate AI solutions confidently. As a result, attendees leave equipped to identify opportunities where AI adds measurable value while maintaining ethical, human-centered decision-making. This program suits HR teams seeking a clear, structured introduction to digital transformation in workforce management.

Foundations of AI in HR Management Course Objectives

- Define artificial intelligence, machine learning, and automation within HR contexts
- Identify AI-powered tools used in recruitment, such as applicant tracking systems and resume-screening algorithms
- Apply predictive analytics to forecast turnover and workforce needs
- Evaluate AI-driven employee engagement platforms and sentiment analysis tools
- Use generative AI tools, including chatbots, for HR communication and support
- Integrate AI insights into performance management and talent reviews
- Recognize ethical risks, including algorithmic bias and data privacy concerns
- Align AI adoption with GDPR and regional data protection standards
- Compare HR technology platforms, including Workday and SAP SuccessFactors
- Build a practical roadmap for responsible AI implementation in HR



Course Methodology

- Interactive lectures introducing AI concepts and HR applications
- Case studies analyzing real AI deployments in talent management
- Hands-on demonstrations of HR analytics and automation tools
- Group discussions on ethical and regulatory considerations
- Practical exercises building simple AI-supported HR workflows
- Continuous feedback sessions to reinforce learning outcomes

Who Should Take This Course

- HR managers and generalists exploring digital transformation
- Talent acquisition and recruitment specialists
- HR business partners supporting workforce planning
- People analytics and HR technology professionals
- Organizational development and learning specialists
- Senior leaders overseeing HR modernization initiatives

Foundations of AI in HR Management Course Outlines

Day 1: Introduction to AI and Its Role in HR

- Defining AI, machine learning, and automation
- Historical evolution of HR technology
- Key AI use cases across the employee lifecycle
- Benefits and limitations of AI in HR
- Overview of leading HR technology platforms
- Distinguishing AI from traditional HR software

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- Setting realistic expectations for AI adoption

Day 2: AI-Powered Recruitment and Talent Acquisition

- Applicant tracking systems and resume screening
- AI-driven candidate matching and shortlisting
- Chatbots for candidate communication
- Reducing bias in automated hiring decisions
- Structured interview scoring with AI support
- Measuring recruitment efficiency through data
- Case study: AI in high-volume hiring

Day 3: AI in Employee Engagement and Performance Management

- Sentiment analysis for employee feedback
- AI-supported performance review frameworks
- Personalized learning and development recommendations
- Chatbots for HR self-service support
- Identifying engagement trends through analytics dashboards
- Linking engagement data to retention strategies
- Practical exercise: building an engagement scorecard

Day 4: Predictive Analytics and Workforce Planning

- Fundamentals of predictive workforce analytics
- Forecasting turnover and attrition risk
- Skills-gap analysis using AI models



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- Succession planning supported by data insights
- Workforce demand forecasting techniques
- Integrating analytics into strategic HR planning
- Case study: predictive hiring for future roles

Day 5: Ethical AI, Data Privacy, and Implementation Strategy

- Understanding algorithmic bias and fairness
- GDPR and regional data protection requirements
- Building an ethical AI governance framework
- Change management for AI adoption in HR
- Vendor evaluation criteria for HR technology
- Creating a phased AI implementation roadmap
- Final workshop: presenting an AI adoption plan

Conclusion

By successfully completing the Foundations of AI in HR Management Training Course, participants will have acquired practical knowledge of AI tools, predictive analytics, and ethical frameworks that support modern HR functions. Furthermore, learners gain the confidence to evaluate technology platforms and design responsible implementation strategies. As a result, participants return to their organizations ready to guide digital transformation initiatives. Gentex Training Center designed this program to bridge technical AI concepts with practical, real-world HR decision-making.





FAQs

Q1 What is the "Foundations of AI in HR Management" course about?

This course introduces HR professionals to artificial intelligence concepts and their practical applications across recruitment, engagement, performance management, and workforce planning, building a solid foundation for digital HR transformation.

Q2 What are the key benefits of the "Foundations of AI in HR Management" course?

Participants gain the ability to identify efficient AI tools, reduce manual workload, improve hiring accuracy, and make data-driven decisions, ultimately strengthening HR effectiveness and supporting broader organizational digital strategy.

Q3 What skills will I gain from the "Foundations of AI in HR Management" course?

Learners develop skills in AI-driven recruitment analysis, predictive workforce planning, ethical AI governance, and HR technology evaluation, enabling confident, informed decisions across the employee lifecycle.

Q4 What tools, methods, or standards are covered in the "Foundations of AI in HR Management" course?

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The course covers applicant tracking systems, sentiment analysis tools, predictive analytics models, generative AI chatbots, and platforms such as Workday and SAP SuccessFactors, alongside GDPR-aligned data protection practices.

Q5 How is the "Foundations of AI in HR Management" course applied in real-world practice?

Participants apply AI concepts by screening candidates faster, forecasting attrition, personalizing employee development, and designing ethical governance frameworks that guide responsible technology adoption within their HR departments.

