Course : AI Act for HR: Ensuring Safe HR Practices and Preventing AI-Related Risks

Practical course - 1d - 7h00 - Ref. AAN
Price : 890 CHF E.T.

NEW

HR functions are directly affected by the AI Act, particularly in the areas of recruitment, performance evaluation, and talent management. These uses are often classified as high-risk and entail stricter requirements. This training enables HR professionals to understand these requirements and adapt their practices to ensure compliance, fairness, and transparency in the use of AI tools.

Teaching objectives

At the end of the training, the participant will be able to:

- Identify the uses of AI covered by the AI Act in HR processes
- Assessing the Risk Level of AI Tools Used in Recruitment and Talent Management
- Apply the key requirements of the AI Act to HR activities
- Identify risks of bias, discrimination, and noncompliance
- Implement measures to monitor and ensure the security of HR practices

Intended audience

HR managers, recruiters, talent development managers, HR business partners.

Prerequisites

Basic knowledge of the AI
and the Act
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Practical details

Methodological insights illustrated by real-world HR use cases. Case studies from the fields of recruitment, talent management, and employee evaluation. Collaborative workshops on analyzing and ensuring compliance with HR processes. Exchange of experiences and sharing of best practices among participants.

PARTICIPANTS

HR managers, recruiters, talent development managers, HR business partners.

PREREQUISITES

Basic knowledge of the AI
and the Act
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TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

Course schedule

1 Identify the uses of AI in HR processes

- Identify current uses of AI in recruitment, assessment, and talent management
- Understanding Why Certain HR Tools Are Considered High-Risk AI Systems
- Identify practices that are prohibited or strictly regulated by the AI Act
- Assessing issues related to equity, non-discrimination, and the protection of employees' and candidates' rights
- Assessing the Impact of AI on HR Decisions

Hands-on work

Mapping of AI tools and use cases within the company's HR processes. Working in small groups, participants identify the use cases covered by the AI Act, assess their level of risk, and share key points to watch for.

2 Apply Regulatory Requirements to HR Activities

- Understanding the requirements for AI systems used in recruitment and human resources management
- Ensure transparency in processes for candidates and employees
- Implement human oversight of AI-assisted decisions
- Verify the quality, relevance, and representativeness of the data used
- Identify the company's responsibilities as a user of AI solutions

Hands-on work

Analysis of an AI-assisted recruitment process. Participants identify the applicable requirements, the risks of noncompliance, and the measures to be implemented to secure the system.

3 Adapting HR Practices and Governance

- Revise HR procedures to incorporate AI tools
- Define the roles and responsibilities of HR professionals in monitoring AI systems
- Update internal policies and governance rules
- Raise awareness among managers and recruiters about regulatory requirements
- Document the uses of AI and the controls implemented

Hands-on work

Collaborative workshop to review an HR procedure (recruitment, internal mobility, or performance evaluation). Participants identify the necessary adjustments to incorporate the requirements of the AI Act and formalize the actions to be implemented.

TEACHING AIDS AND TECHNICAL RESOURCES

• The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
• At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
• A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

4 Preventing Bias and Ensuring Sound HR Decisions

- Identify the risks of direct or indirect discrimination associated with algorithms
- Identify potential biases in the data and models used
- Establish monitoring and alert mechanisms
- Handling Incidents and Disputes Related to an AI-Assisted Decision
- Developing a Process for Continuous Improvement in Compliance

Hands-on work
Case study on algorithmic bias in a hiring or promotion process. Working in groups, participants analyze the causes of the problem, assess the legal and HR implications, and then develop a corrective action plan.

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Dates and locations

REMOTE CLASS
2026 : 4 Dec.

2027 : 5 Mar., 14 June, 24 Sep., 29 Nov.