

Course : Integrating AI into HR practices

Adopting Artificial Intelligence in everyday life
Practical course - 2d - 14h00 - Ref. IRI
Price : 1590 CHF E.T.

★★★★☆ 3,8 / 5

NEW

This training course enables HR professionals to prepare for the uses of AI in their day-to-day work, while assessing the opportunities and risks of this transformation. Through a practice-oriented approach, you'll discover the concrete applications of AI in your fields, integrating the essential ethical and legal dimensions. You'll be fully prepared for the operational implementation of real-life situations, as part of a continuous improvement process.

Teaching objectives

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

- ✓ Understand the fundamental concepts of AI and their applications in the HR field
- ✓ Assess the opportunities and risks of integrating AI into HR processes
- ✓ Design AI-based solutions tailored to the specific needs of an HR department
- ✓ Apply prompt engineering techniques to effectively exploit generative AI tools
- ✓ Develop a strategy for the sustainable and ethical adoption of AI within the HR function.

Intended audience

Anyone in human resources wishing to use AI in their day-to-day work.

Prerequisites

No

Practical details

Hands-on work

Quizzes, case studies based on realistic fictional examples or on participants' own subjects, production of prompts. Reflection in sub-groups and individually.

Course schedule

PARTICIPANTS

Anyone in human resources wishing to use AI in their day-to-day work.

PREREQUISITES

No

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.

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.

1 Get to grips with the fundamentals of AI in HR

- Understand the key concepts of AI (machine learning, deep learning, algorithms and models...)
- Have an overview of the main applications of AI to different HR fields: payroll, recruitment, QVCT...
- Identify the opportunities, limitations and challenges of using AI in HR.

Hands-on work

Interactive quiz on the fundamental concepts of AI applied to HR (types of learning, definitions, concrete applications). Explanations to illustrate the opportunities, limits and challenges of AI in HR. Group debriefing to deepen understanding of key concepts.

2 Master the methods for operational implementation of AI at HR level.

- Understand the role of HR data in feeding AI: payroll, DSN, DOETH, declarative data, GEPP, etc.
- Adapt HR working methods to the integration of AI: roles and responsibilities, collaborative approach...
- Structure prompts and evaluate the quality of results using the 7-step prompting method
- Gathering the conditions for a successful HR AI project

Hands-on work

In sub-groups, analysis of real-life examples of AI implementation in HR and identification of the specific features of the AI project, the benefits obtained, the challenges encountered, the conditions for success, the HR data required and the risks to be anticipated. Collective feedback and discussion.

3 AI for talent attraction and development

- Using AI to improve employer branding, recruitment and integrate new employees
- Understanding labor market trends (GPEC, SWP)
- Nurturing the skills development strategy (GEPP)
- Map skills and predict changes in recruitment needs
- Customize training to suit the employee's individual career path

Hands-on work

Use of a generative AI tool to transform a standard job description into an attractive ad, applying the 7-step prompting method. Comparison of results and identification of elements that strengthen the employer brand. Collective feedback and discussion.

4 AI to optimize HR administrative processes and communication

- Identify automatable administrative tasks and AI-based automation solutions
- Using chatbots to improve communication and HR services for employees
- Set up automated workflows and HR virtual assistants

Hands-on work

In sub-groups, design an HR chatbot to answer employees' frequently asked questions. Definition of its tree structure, drafting of standard answers and design of a simple prototype. Testing and optimization of the chatbot, using the prompting method. Collective feedback and discussion.

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.

5 AI at the service of engagement, performance and QWL

- Improve employee commitment and quality of life at work
- Measure and improve performance, engagement and QHCT: trend prediction, interview optimization...
- Analyze well-being indicators and prevent psychosocial risks

Hands-on work

In sub-groups, analysis of engagement data and proposal of improvement actions. Using a case study, identify key engagement factors, segment populations and draw up an action plan. Collective feedback and discussion.

6 Adopting new practices and making AI a long-term practice

- Strengthening the legal framework for ethical AI in HR: RGPD-compliant data management, non-discrimination...
- Managing the risks associated with AI adoption: bias and discrimination in recruitment, mental health risks
- Implement a continuous improvement approach

Hands-on work

Drawing up an ethical charter for the use of AI in HR processes. Identification of the fundamental principles to be respected and definition of potential risks. Establishment of a governance process to ensure compliance with the charter and its evolution over time.

Dates and locations

REMOTE CLASS

2026 : 8 June, 17 Sep., 19 Nov.