

# Course : Integrating artificial intelligence (AI) into human resources practices, certification

*Practical course - 3d - 21h00 - Ref. IRA*

*Price : 2390 CHF E.T.*

NEW

This training course prepares HR professionals to concretely integrate AI into their practices. Through a hands-on approach, they learn to define relevant uses, design AI solutions tailored to HR needs and measure their impact. The program also enables them to build a complete HR AI project, and to be accompanied towards RS7423 certification.

## Teaching objectives

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

- ✓ Define the use of AI in HR processes by integrating strategic, ethical, legal and technical issues.
- ✓ Design and parameterize an AI solution adapted to a real HR need (prompts, workflows, automation)
- ✓ Evaluate the results and impacts of AI on HR processes via relevant indicators
- ✓ Build a complete HR AI project (data, processes, evaluation, communication) ready for RS7423 certification
- ✓ Prepare the written report (15-20 pages) and oral presentation to a panel of judges

## Intended audience

Human resources managers in medium-sized organizations and HR consultants responsible for implementing HR processes in SMEs.

## Prerequisites

At least 1 year's experience in human resources, in a medium-sized company, with involvement in an HR process transformation project and use of IT tools.

## PARTICIPANTS

Human resources managers in medium-sized organizations and HR consultants responsible for implementing HR processes in SMEs.

## PREREQUISITES

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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.

## Certification

Rapport écrit - 15 à 20 pages, à remettre au maximum 1 mois après la fin de la formation. Soutenance orale - 30 minutes en visioconférence : • 15 min de présentation • 10 min d'échanges • 5 min de délibération

## Course schedule

### 1 Get to grips with the fundamentals of AI in HR

- Understand the key concepts of AI (generative AI, machine learning, HR process automation).
- Identify the opportunities, limits and risks involved in integrating AI into HR practices.
- Define the scope of AI use in HR: issues, constraints, ethical and legal risks.
- Set realistic and measurable objectives for an AI integration project in HR.

#### Hands-on work

Cartographie des opportunités et risques d'un cas réel RH. Définition du périmètre d'un projet IA RH propre au participant, avec objectifs et impacts attendus.

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

- Identify repetitive and automatable HR processes.
- Analyze current HR processes and available data (payroll, DSN, PPIM, etc.).
- Compare AI or HR automation solutions according to objective criteria (cost, accessibility, security, ROI, etc.).
- Select the most appropriate AI solution to meet your objectives.

#### Hands-on work

Analysis of two automatable HR processes in its structure. Comparison of two possible AI solutions and justification of the final choice.

### 3 Build and optimize prompts and configurations for HR processes

- Structure effective prompts according to prompt engineering best practices.
- Create AI configurations (chatbot, HR assistant, simple automation) tailored to HR needs.
- Test, refine and validate created prompts and configurations.
- Integrate digital accessibility requirements (contrasts, fonts, audio-description, etc.).

#### Hands-on work

Rédaction de deux prompts (ou un prompt et une configuration) adaptés à un cas RH réel. Test et amélioration des résultats générés par l'IA. Validation d'un prototype simple : workflow IA ou chatbot RH.

## 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](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.

#### 4 AI for recruitment, PPIM and skills development

- Optimizing employer branding and recruitment ads with AI.
- Automate key HR processes, such as CV sorting, pre-qualification and job description.
- Analyze skills needs with AI: GPEC, job anticipation, skills mapping.
- Personalize training plans and employee paths thanks to AI.

##### Hands-on work

Transformation of a job description into an AI-enhanced recruitment ad.  
Creation of a simplified skills map based on a business case.

#### 5 AI to optimize HR administrative processes and communication

- Identify automatable administrative tasks (HR FAQs, recurring requests, documents).
- Set up an HR chatbot or internal conversational assistant.
- Create an internal communication plan to disseminate new HR practices incorporating AI.
- Integrate the challenges of digital sobriety, security and data protection into HR communications.

##### Hands-on work

Design of an HR mini-chatbot: tree structure, prompts, typical responses.  
Construction of an internal communication plan for the integration of a new HR AI tool.

#### 6 Evaluate the results of AI in HR and prepare for certification

- Define relevant HR indicators to measure AI results (time, efficiency, satisfaction, commitment).
- Set up a data collection and employee feedback system.
- Compare results before and after automation.
- Prepare a written report (15-20 pages) in line with RS7423 requirements.
- Prepare for the 30-minute oral presentation to the jury.

##### Hands-on work

Construction of a table of HR indicators (minimum 3). Before/after comparative analysis. Certification report outline. Simulation of a mini-soutenance with feedback.