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Automating Workforce Management and Employee Engagement

Duration: 16 Hrs

Training Description:
This training program is designed for HR teams to understand how Generative AI (GenAI) and Large Language Models (LLMs) like GPT, Claude, Gemini, and others can streamline workforce management, enhance employee engagement, and optimize HR workflows. Participants will learn to generate personalized onboarding experiences, create automated employee interactions, and analyze workplace insights using AI-powered tools. The training equips HR professionals to implement ethical and efficient AI practices across platforms such as AWS, GCP, or Azure, ensuring adaptability and compliance with organizational standards.

Training Duration:
16 Hours (Delivered over 2 days, 8 hours/day)

Target Audience:
- HR professionals at all levels, including HR managers, employee engagement leads, and workforce planning teams.
- Teams responsible for improving employee experience, HR analytics, retention strategies, and internal communication efficiency.
- Organizations aiming to embed AI technologies into HR workflows to enhance productivity and operational effectiveness.

List of Tools, Frameworks, and Technologies Covered:
- **LLM Tools**: Flexible compatibility with APIs provided by GPT, Claude, Gemini, or other provider-agnostic LLMs.
- **Employee Engagement Platforms**: BambooHR, Workday, Microsoft Teams, or Slack with AI-integrated chat and workflows.
- **HR Analytics Tools**: Excel, Tableau, Power BI, and cloud-based analytics tools enhanced by LLM insights.

- **Automation Platforms**: Zapier, cloud-native tools (AWS Lambda, GCP Cloud Functions, Azure Logic Apps) for automating HR workflows.

What Participants Can Expect After Completing This Training:

1. Learn to create personalized onboarding workflows, HR documentation, and employee engagement materials using LLM-powered tools.
2. Automate repetitive HR tasks, such as summarizing employee surveys, analyzing exit interviews, and generating workplace insights.
3. Generate AI-driven dashboards, reports, and summaries to improve workforce planning and decision-making.
4. Explore best practices for ethical GenAI adoption in HR workflows while ensuring compliance with privacy laws and regulations.

Syllabus Breakdown: Generative AI for HR Professionals

Module 1: Introduction to Generative AI in HR Workflows (2 Hours)

Objective:
Understand how Generative AI technologies and LLMs can optimize HR processes for employee management and engagement.

Topics Covered:
Introduction to LLMs (e.g., GPT, Claude, Gemini) and their relevance in HR applications.
Integration of Generative AI in HR use cases: Personalized onboarding, employee communication, and documentation workflows.
Overview of AI-driven platforms for seamless HR integration on AWS, GCP, and Azure.

Demo:
Use an LLM API to generate a personalized onboarding plan for a new hire tailored to their department and skill set.
Hands-On Practice:

- Participants craft prompts to customize an onboarding email sequence for different roles, using variables such as role seniority and team responsibilities.

Module 2: Automating Resume Screening and Shortlisting (4 Hours)

Objective:
Learn how to automate candidate screening and improve ranking processes using LLM technologies.

Topics Covered:

1. Parsing, ranking, and analyzing resumes dynamically using LLM APIs integrated with ATS tools.
2. Generating detailed candidate summaries based on resume content and job requirements.
3. Creating automated workflows for shortlisting candidates based on skills, experience, and location.

Demo:

- Automate parsing of candidate resumes with an LLM API, scoring candidates, and generating shortlists for a software engineering position.

Hands-On Practice:

- Participants upload sample resumes to an AI-integrated workflow to automatically generate scores and rank candidates based on matching job descriptions.

Module 3: AI-Driven Candidate Engagement and Outreach (4 Hours)

Objective:
Enable faster and more personalized communication with job candidates.

Topics Covered:

1. Using LLM-powered tools to draft personalized outreach emails, follow-ups, and thank-you messages.
2. Automating responses for common candidate questions using AI chatbots integrated with communication tools.
3. Leveraging LLMs for predictive engagement analysis: Identifying high-potential candidates likely to convert.

Demo:

- Create an AI-powered email sequence tailored for candidates at different stages of the recruitment process.

Hands-On Practice:

- Participants generate personalized candidate engagement emails and use AI-powered chat-based tools to handle pre-screening Q&A sessions.

Module 4: Generating Role-Specific Interview Questions and Feedback (4 Hours)

Objective:
Optimize interview processes by creating tailored, role-specific interview workflows using Generative AI.
Topics Covered:

1. Using AI to generate behavioral and technical interview questions customized to specific roles.
2. Automating post-interview feedback summaries using AI text analysis.
3. Building reusable interview templates for consistent evaluations across multiple roles or teams.

Demo:

- Create technical and behavioral interview questions for a product manager role and simulate candidate evaluation.

Hands-On Practice:

- Participants use AI tools to create unique interview scripts and scorecards for various job titles (e.g., designers, engineers).

Automating Workforce Management and Employee Engagement

Duration: 16 Hrs

Training Description:
This comprehensive training program is designed for HR and recruiting teams to learn how Generative AI and Large Language Models (LLMs) (such as Claude, GPT, or Gemini) can enhance key HR processes and recruitment workflows. Participants will explore practical applications of LLMs in tasks such as talent acquisition, candidate screening, interview preparation, personalized onboarding, workforce management, and more. Focusing on provider-agnostic implementation techniques, the training equips participants to incorporate AI-powered tools across cloud platforms like AWS, Azure, or GCP, ensuring scalability and adaptability. This hands-on training ensures that HR teams are equipped to leverage generative AI responsibly, while maintaining industry best practices and ethical standards.

Target Audience:

- HR professionals across all levels, including recruiters, hiring managers, and talent acquisition specialists, interested in adopting Generative AI for operational efficiency.
- Teams responsible for candidate screening, onboarding, workforce analytics, and employee engagement processes.
- Organizations seeking to integrate LLM capabilities into HR workflows for personalized recommendations, streamlined operations, and talent insights.

List of Tools, Frameworks, and Technologies Covered:

- LLM Tools: Flexible integration with APIs from leading providers such as GPT (OpenAI), Claude (Anthropic), Gemini (Google DeepMind), or other commercial LLMs.
- Recruitment Platforms: Leveraging intelligent AI solutions for HR platforms such as Workday, Greenhouse, or Lever.
- HR Analytics Reporting Tools: Power BI, Excel, Tableau paired with AI insights for performance analysis.
- Communication Tools: Integrating LLMs into Slack, Microsoft Teams, and email-based recruitment workflows.
- Cloud Platforms: Example deployments on AWS, Azure AI, or Google Cloud for scalable HR AI workflows.
- Prompt Engineering for HR Tasks: Writing effective prompts tailored for recruitment use cases.

What Participants Can Expect After Completing This Training:

1. Learn how to integrate LLMs into recruitment workflows to automate job descriptions, screen resumes, and recommend candidates.
2. Explore AI-driven solutions for generating interview questions, customizing onboarding materials, and streamlining employee feedback analysis.
3. Develop actionable AI-based systems for HR reporting and workforce analytics across cloud platforms.
4. Acquire hands-on skills to craft AI queries and scale HR use cases using LLM-based tools across provider-agnostic implementations.
5. Understand ethical guidelines and best practices for applying Generative AI to recruitment and HR workflows responsibly.

Syllabus: Generative AI for HR and Recruiting Teams

Module 1: Introduction to Generative AI for HR Teams (2 Hours) Objective:

Understand foundational concepts of Generative AI and how HR professionals can leverage LLMs for key recruiting and talent management use cases.

Topics Covered:

1. Overview of LLMs and their applications in HR: Creating job descriptions, analyzing resumes, generating outreach templates, and personalizing onboarding workflows.
2. Common use cases for integrating Generative AI into talent acquisition and workforce management.
3. Setting up LLM workflows in HR across AWS, GCP, and Azure platforms for scalability and accessibility.

Demo:

- Query an LLM API to generate a tailor-made job description for a specific role based on organizational requirements.

Hands-On Practice:

- Participants craft prompts for generating job descriptions based on varying parameters such as role, location, and required qualifications.

Module 2: Transforming Recruitment and Candidate Screening with LLMs (4 Hours)

Objective:
Learn to streamline recruitment workflows such as resume screening, candidate ranking, and personalized outreach using LLMs.

Topics Covered:

1. Automating resume parsing and screening using LLM-powered workflows.
2. Generating personalized communication templates for candidate engagement (e.g., follow-ups, thank-you emails).
3. Using LLMs to identify mismatched or incomplete resumes and suggest improvements for candidate profiles.

Demo:

- Parse a collection of candidate resumes using an LLM API and rank candidates dynamically based on predefined job requirements.

Hands-On Practice:

- Participants upload sample resumes, query LLM APIs to extract relevant skills, rank candidates, and generate outreach emails for matched profiles.

Module 3: AI-Driven Interview Preparation and Customization (3 Hours)

Objective:
Use LLMs to automate interview workflows, including generating interview questions, tailored scripts, and evaluating answers dynamically.

Topics Covered:

1. Generating role-specific interview questions based on job descriptions or skill requirements.
2. Predicting candidate responses for behavioral or technical questions using AI-powered recommendations.
3. Building reusable interview templates for consistent evaluations across hiring teams.

Demo:

- Use an LLM API to generate technical and behavioral interview questions for a software engineer role. Include AI-suggested answers for mock interviews.

Hands-On Practice:

- Participants create prompts to generate structured interview scripts for roles such as marketing managers or data analysts. Refine the questions based on real-world team feedback.

Module 4: Enhancing Onboarding Processes Using LLM APIs (3 Hours)

Objective:
Personalize onboarding workflows and employee engagement materials dynamically using Generative AI.
Topics Covered:

1. Using LLMs to draft onboarding guides and employee manuals tailored to specific roles.
2. Automating welcome emails, training schedules, and personalized learning paths for recruits.
3. Leveraging AI to analyze onboarding feedback and identify areas for improvement across teams.

Demo:

- Query an LLM API to generate an onboarding guide for a data scientist role, including training modules, company values, and policies.

Hands-On Practice:

- Participants use provided prompts to create personalized onboarding schedules for employees in different departments.

Module 5: AI Analytics for Workforce Reporting and Employee Engagement (2 Hours)

Objective:
Generate actionable insights for HR reporting workflows using AI-powered analytics and trend summaries.

Topics Covered:

1. Using LLMs for trend analysis and workforce reporting (e.g., attrition rates, performance reviews).
2. Generating summaries of employee feedback for improvement opportunities.
3. Integrating LLM-based analyses with visualization tools such as Power BI and Tableau.

Demo:

- Use an LLM API to summarize aggregated employee survey data and extract actionable trends for HR reports.

Hands-On Practice:

- Participants build prompts to analyze survey data, extract insights, and create a quick summary for management reporting via visualization tools like Tableau.

Module 6: Ethical Considerations and Best Practices for HR AI Workflows (2 Hours)

Objective:
Learn how to responsibly apply Generative AI techniques to HR workflows while respecting ethical and legal constraints.

Topics Covered:

1. Managing bias in candidate ranking and generated advice from LLMs.
2. Ensuring compliance with laws and privacy frameworks (e.g., GDPR, CCPA) when using LLM inputs in recruitment workflows.
3. Guidelines for prompt design to minimize bias and avoid unintended or discriminatory outcomes.

Demo:

- Analyze candidates ranked by LLM APIs and review any biases in gender, age, or skill attribution. Adjust prompts to eliminate biased outcomes.

Hands-On Practice:

- Participants evaluate pre-generated recruitment suggestions for bias and refine prompts to ensure fairness across a diverse candidate pool.

Revolutionizing Talent Acquisition with LLMs

Duration: 16 Hrs

Training Description:

This training program is designed for recruitment teams to enhance talent acquisition processes using Generative AI (GenAI) and Large Language Models (LLMs) such as GPT, Claude, Gemini, and others. It covers automated job description creation, intelligent resume screening, candidate ranking, and predictive candidate analytics. Participants will explore how AI can assist recruiters in streamlining workflows, personalizing candidate engagement messaging, and generating role-specific interview questions. The training emphasizes hands-on exercises and ethical practices to ensure recruitment processes align with organizational objectives and hiring best practices.

Target Audience:

- Recruiters and talent acquisition specialists looking to augment their strategies with AI-driven insights.
- Hiring managers responsible for screening, engaging, and ranking candidates efficiently.
- Organizations seeking to implement scalable, AI-powered recruitment workflows to save time and resources without compromising quality.

List of Tools, Frameworks, and Technologies Covered:

- LLM Tools: APIs like GPT, Claude, Gemini, or other provider-agnostic tools integrated for talent acquisition workflows.
- Recruitment Platforms: Lever, Greenhouse, Workday, LinkedIn with LLM-based API enhancements.
- Resume Screening and Outreach Tools: Textkernel, AI plugins for ATS systems, and CRM integrations.
- Candidate Engagement Platforms: Email marketing tools (e.g., HubSpot), Slack, or Microsoft Teams enhanced with LLM insights

What Participants Can Expect After Completing This Training:

1. Learn to create dynamic, LLM-powered job descriptions, outreach emails, and candidate ranking workflows.
2. Utilize AI for smarter and faster resume parsing, screening, and shortlisting of candidates.
3. Personalize candidate interactions while automating repetitive recruitment tasks (e.g., follow-ups, interview scheduling).
4. Gain insights into ethical considerations such as avoiding bias in AI-generated candidate workflows and ensuring compliance.

Syllabus Breakdown: Generative AI for Recruiting Teams

Module 1: Generative AI Applications for Recruitment (2 Hours)

Objective:
Understand core capabilities of LLMs and how they apply to automating the recruitment lifecycle.

Topics Covered:

1. Overview of LLMs and their applications in recruitment workflows.
2. Use cases for intelligent candidate workflows: Generating job descriptions, ranking resumes, and automating outreach tasks.
3. Implementing LLM-powered tools across cloud providers like AWS, GCP, Azure.

Demo:

- Generate a customized job description tailored to a marketing role, focused on specific skills and industry standards.

Hands-On Practice:

- Participants create AI-driven job descriptions for various roles and refine them to match organizational branding and language tone.

Module 2: Automating Resume Screening and Shortlisting (4 Hours)

Objective:
Learn how to automate candidate screening and improve ranking processes using LLM technologies.

Topics Covered:

1. Parsing, ranking, and analyzing resumes dynamically using LLM APIs integrated with ATS tools.
2. Generating detailed candidate summaries based on resume content and job requirements.
3. Creating automated workflows for shortlisting candidates based on skills, experience, and location.

Demo:

- Automate parsing of candidate resumes with an LLM API, scoring candidates, and generating shortlists for a software engineering position.

Hands-On Practice:

- Participants upload sample resumes to an AI-integrated workflow to automatically generate scores and rank candidates based on matching job descriptions.

Module 3: AI-Driven Candidate Engagement and Outreach (4 Hours)

Objective:
Enable faster and more personalized communication with job candidates.

Topics Covered:

1. Using LLM-powered tools to draft personalized outreach emails, follow-ups, and thank-you messages.
2. Automating responses for common candidate questions using AI chatbots integrated with communication tools.
3. Leveraging LLMs for predictive engagement analysis: Identifying high-potential candidates likely to convert.

Demo:

- Create an AI-powered email sequence tailored for candidates at different stages of the recruitment process.

Hands-On Practice:

- Participants generate personalized candidate engagement emails and use AI-powered chat-based tools to handle pre-screening Q&A sessions.

Module 4: Generating Role-Specific Interview Questions and Feedback (4 Hours)

Objective:
Optimize interview processes by creating tailored, role-specific interview workflows using Generative AI.

Topics Covered:

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2. Automating post-interview feedback summaries using AI text analysis.
3. Building reusable interview templates for consistent evaluations across multiple roles or teams.

Demo:

- Create technical and behavioral interview questions for a product manager role and simulate candidate evaluation.

Hands-On Practice:

- Participants use AI tools to create unique interview scripts and scorecards for various job titles (e.g., designers, engineers).