



AI for HR: From Awareness to Responsible Adoption

Course Outline



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Course Overview

Digital Skills & AI in the Workplace

A practical, hands-on workshop that gives HR professionals the knowledge, confidence and tools to use AI well, and to help their organisations do the same. We start by cutting through the fear and hype to show where AI genuinely helps in everyday HR work. Then we tackle the responsibilities that come with it: bias, fairness, privacy, legal obligations and accountability. From there, delegates explore HR's role in leading AI adoption and practise prompting and AI tools hands-on. They leave with a practical 90-day plan for their own organisation.

Who Should Attend

- HR Managers and HR Business Partners
- HR Directors and HR Executives
- People & Culture professionals
- Learning & Development Managers and practitioners
- Organisational Development practitioners
- Talent and Performance Managers
- Employee Experience professionals
- Recruitment and Talent Acquisition professionals
- HR Consultants
- Line Managers and People Managers
- Change Management practitioners
- Business leaders involved in AI adoption
- HR professionals who want to become AI champions within their organisations

This workshop is particularly valuable for organisations that are beginning to explore AI, already using it informally, or moving towards a more structured approach.

Duration: 2 Days

Learning Outcomes

By the end of this course, delegates will be able to:

- Explain what AI can and cannot do in an HR context, and respond constructively to common fears and concerns.
- Identify practical, high-value AI use cases across everyday HR activities and employee services.
- Apply responsible AI principles, including fairness, bias awareness, privacy, legal compliance and clear accountability, when using AI in people-related work.
- Use AI tools and effective prompting techniques to produce more useful and reliable outputs for HR tasks.
- Support leaders, managers and employees through AI adoption and the changes it brings to roles and ways of working.
- Build a practical 90-day action plan for sustaining responsible AI adoption in their organisation.

Content

Module	What You'll Learn
Demystifying AI for HR	Here we cut through the fear and the hype to build a shared, practical understanding of what AI is, and what it isn't. We move quickly from "What is AI?" to "Where could AI actually help us?". We also create a safe space to talk openly about the concerns AI raises for people and roles. Topics include: • What AI can and cannot do, and why the difference matters for HR decisions. • Real HR use cases: drafting, summarising, employee support, learning and knowledge management. • Addressing fear and resistance: telling healthy caution apart from uncertainty.
Using AI Responsibly in HR	Because HR deals with decisions that affect people, how AI is used matters as much as whether it's used. We work through what acceptable use looks like and where bias can creep in. We also look at why human judgement must always stay in the loop. Topics include: • Acceptable AI use: a support tool, not a decision-maker. • Bias, fairness and discrimination in recruitment, performance and development. • Human oversight: checking AI outputs for accuracy and "hallucinations".

Module	What You'll Learn
Protecting People, Data and the Organisation	HR holds some of the most sensitive information in any organisation. Here we look at what happens to data entered into AI tools and at the legal and policy frameworks that apply. We then work out what to do when an AI output gets it wrong. Topics include: • Data privacy and confidentiality when using AI tools. • Legal considerations, including POPIA and the EU AI Act, and building an internal AI policy. • Escalation and accountability: AI does not remove organisational responsibility.
HR as AI Change Champion	Introducing an AI tool doesn't automatically mean people will use it. We help delegates position HR as the enabler of adoption. That means translating AI plans into practical people considerations and equipping managers to lead their teams through change. Topics include: • HR's role in AI rollout: supporting leadership teams. • Equipping managers to communicate about AI, answer questions and surface concerns. • Change enablement and building everyday adoption.
Hands-On AI for Everyday HR Work	This is where delegates roll up their sleeves. We demonstrate AI in the tools people already use and practise prompting techniques that make outputs more useful. We also explore how custom AI assistants and agents can support specific HR processes. Topics include: • Live demonstrations of Microsoft 365 Copilot for drafting, summarising and analysing information. • Everyday prompt engineering: giving context, instructions, desired outputs and constraints. • Custom AI assistants and agents for onboarding, policy queries and HR knowledge.

Module	What You'll Learn
From Insight to Action: Your 90-Day Plan	With options on the table, we give delegates a structured way to turn insight into implementation. Each delegate leaves with a practical 90-day plan built around their own organisation's priorities. Topics include: • Identifying priorities and quick-win AI opportunities. • Assigning actions, owners and timelines. • Measuring progress and sustaining adoption.

Why Choose This Course

Individual Benefit: Delegates gain the confidence and practical skills to use AI safely and effectively in their everyday HR work.

Team Benefit: HR teams develop a shared language and consistent standards for responsible AI use, so everyone works from the same playbook.

Organisational Benefit: The organisation gains an HR function ready to lead AI adoption responsibly, protecting people and data while unlocking real productivity gains.

Optional Purchases

When ROI and Implementation Matter

At Staff Training, we understand that each individual and/or organisation has unique needs and goals. We have developed a range of valuable, but optional purchases to maximise your training outcomes:

SETA Accredited Training Options

Most of our workshops are aligned with SETA Accredited unit standards, or you can opt for the fully accredited version of your workshop choice. This includes a certificate of competence when successfully completed. All other certificates are certificates of attendance.

The Afterburner

Afterburners are additions to selected workshops. These continued learning courses include a re-cap of material covered during the workshop and continue to expand on both knowledge and skills development for the workplace.

Skills Check

Skills Checks are extremely useful in the measurement of ROI of soft skills training. This tool is structured to help the learner improve on the implementation of new skills through a goal-driven process of accountability and reflection.

LevelUp Coaching

A 2-hour, one-on-one coaching option for those who would like to address and build on the knowledge they gained during training. Converting theory into practice under the tutelage of an experienced coach.

PowerPath Coaching

A powerful investment into your future leaders. One-on-one leadership coaching with the globally acclaimed Enneagram as the self-mastery tool.

Staff Training is an accredited IEQ9 Provider. Our Enneagram offerings include a SETA Accredited version of a leadership development workshop as well as an emotional intelligence and Enneagram combination. You can also explore our specialist hybrid offerings of workshops and coaching below.

[Enneagram Group Coaching Journey](#)

[Enneagram: Insight to Action](#)