



## Course Content

### Course Description:

AI for HR equips HR professionals, HR leaders, and team members with the knowledge, discernment, and practical skills required to apply AI responsibly across the employee lifecycle. The program emphasizes productivity, decision quality, innovation, and risk awareness while maintaining human accountability in all people-related decisions.

This is not a technical AI course. It is an HR-centered program focused on real-world application, responsible usage, and confident decision-making.

### Prerequisites:

None.

### Target Audience:

- HR professionals and HR business partners
- HR leaders and people managers
- L&D, ER, and workforce planning partners
- HR governance and compliance stakeholders

### Topics:

#### Lesson 1: AI as a Work Partner (Not a Magic Tool)

- Plain-language explanation of AI and generative AI
- Prompt construction and improvement
- Output quality vs. prompt quality
- Common misconceptions and overconfidence risks

#### Lesson 2: Finding Talent Without Creating Risk

- Job description creation and refinement
- Resume screening support and limitations
- Candidate communication considerations
- Bias amplification and fairness risks

#### Lesson 3: Designing Employee Experiences with AI Support

- Pre-boarding and onboarding communications
- Role-specific onboarding planning
- AI-assisted content development
- Human interaction points and trust considerations

#### Lesson 4: Better Decisions, Not Faster Mistakes

- Feedback drafting vs. decision-making
- Sentiment analysis limitations
- Interpretation risks and overconfidence
- Human accountability in decision processes



# AI for HR

Course ID #: 7000-1173-ZZ-Z

Hours: 14

## Lesson 5: Where AI Should NOT Be Used

- Employee relations boundaries
- Documentation support vs. judgment
- Data privacy and confidentiality
- Risk escalation and decision ownership

## Lesson 6: Using AI to Save Time (Without Cutting Corners)

- Administrative task support
- Content drafting and summarization
- Workflow acceleration opportunities
- Quality control and review practices

## Lesson 7: Thinking Ahead: AI for Workforce Insight

- Turnover and workforce prediction concepts
- Forecast assumptions and limitations
- Scenario planning with AI support
- Ethical and privacy considerations

## Lesson 8: Responsible AI in HR (Governance & Leadership)

- Governance frameworks and accountability
- Transparency and communication
- Policy and guideline development
- HR's role in organizational AI stewardship

## Lesson 9 (Optional): Designing an AI-Supported HR Process

- Practical, immediately applicable skills
- Improved efficiency and consistency in HR work
- Stronger decision-making supported by AI
- Clear understanding of risks and responsible usage
- Increased confidence in applying AI across HR functions
- A shared organizational approach to AI use in people-related decisions

Register for this class by visiting us at:  
[www.tcworkshop.com](http://www.tcworkshop.com) or calling us at 800-639-3535



# AI for HR

Course ID #: 7000-1173-ZZ-Z

Hours: 14

## NASBA Information

**Level:** Intermediate

**Attendance Requirement:** To be awarded the full credit hours, you must sign in and attend the entire course.

**Fields:** Computer Software & Applications

**CPEs:** 15.60

### **Policies: Course Registration, Cancellation, Refund and Complaint Resolution**

For more information regarding administrative policies such as complaint and refund, please contact our offices at 800-639-3535 or visit us at: [www.tcworkshop.com](http://www.tcworkshop.com)

### **Official National Registry Statement:**

The Computer Workshop is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credits. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: [www.nasbaregistry.org](http://www.nasbaregistry.org)

NOTE: Since our information is in multiple places on our web site or in PDF format that is sent to clients, we have provided our normal course content with the NASBA Information added along with links to our policy page on the web. We will add our name to the Official National Registry Statement after we are approved.