AI FOR HR PROFESSIONALS

BUILD, AUTOMATE AND SCALE YOUR HR WORKFLOWS WITH AI

📅 **29 April, 2 , 6, 9, 13 May 2026**
2:00pm - 6:00pm
CPD Hours: 20

🗣 **Cantonese (with English materials)**

Enrol Now

AI is transforming how HR professionals communicate, analyse data, and make decisions.

This hands-on programme helps HR professionals integrate AI into daily workflows, automate tasks, and build practical AI solutions that enhance productivity and impact.

What You Will Learn

- Master **AI prompting techniques** for HR communication and decision-making
- Build **custom AI assistants** aligned with company tone and policies
- Automate **HR workflows** using AI agents and no-code tools
- Transform **HR data into insights** and professional presentations
- Develop a **Digital HR Agent** as a capstone project

Programme Highlights

- 20 Hours Hands-on Training
- Practical Builds and Real HR Use Cases
- Take-home Exercises and Post-session Resources
- AI-generated learning support materials

Who Should Attend

- HR Professionals
- HR Business Partners
- People Analytics and L&D Practitioners
- HR leaders exploring AI-enabled workflows

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PREFACE

Lesson 1: AI Foundations & Strategic HR Prompting (29 Apr: 1400-1800)

Key Takeaways:

Navigate evolving language models like GPT-5.2 and Gemini to stay current with tech trends. Master the proprietary GEAR framework to transform raw ideas into polished executive proposals. Apply advanced prompting techniques to instruct AI to critique and improve complex HR policy samples.

Lesson 2: Custom AI Assistants & HR Data Analytics (2 May: 1400-1800)

Key Takeaways:

Apply the RTRF framework to provide guardrails and configure an AI agent's behavior. Build a custom "Benefits Policy Expert" GPT to autonomously handle repetitive employee queries. Leverage Notion AI for instant knowledge management and use Gamma to turn raw HR data into designer-grade slide decks in under 15 minutes.

Lesson 3: AI Employer Branding & Vibe Coding (6 May: 1400-1800)

Key Takeaways:

Generate high-quality visual assets that match your brand identity using Google's Nano Banana. Build working prototypes by describing your needs using natural language instead of writing complex code. Use the V.I.B.E. framework and tools like Replit or Loveable to deploy custom web-based tools.

Lesson 4: AI Workflow Automation & Agent Logic (9 May: 1400-1800)

Key Takeaways:

Differentiate between basic AI-assisted workflows and true agentic workflows that exhibit self-judgment. Program the AI agent's "brain" to strictly follow business rules and make logical choices. Use the n8n interface to build a functional financial claim agent for tasks related to finance and compensation.

Lesson 5: AI Document Vision & The Digital HR Agent (Capstone) (13 May: 1400-1800)

Key Takeaways:

Leverage AI multimodality to analyze forms and automatically convert visual information into organized spreadsheet data for HR records.

	Orginal Price	Early Bird Offer* [Only if enrolment & payment are received by 31 March 2026]
Member	HK$10,800	HK$9,800
New Member (Inclusive of new membership joining fee)	HK$12,000	HK$11,045

Mr Joey Chan
Lead Instructor

Preface
G5/F, The Sharp11 Sharp St E, Causeway Bay

Ms Carrie Yip (852) 2837 3890| learning@hkihrm.org