

CERTIFICATE IN AI-POWERED HR OPERATIONS & AUTOMATION

BUILD, AUTOMATE AND SCALE YOUR HR WORKFLOWS WITH AI



28, 31 October & 3, 7, 10, 14 November 2026

(Tuesday, Wednesday & Saturday)

Tuesday / Wednesday: 2:00pm - 6:00pm

Saturday: 9:30am - 1:30pm

CPD Hours: 24



Cantonese
(with English materials)

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.

Comments from past participants



"Overall is very good, very well structured, easy to follow and understand!"



"This was a valuable opportunity to gain a better understanding of the current AI tools in the industry."



"The knowledge gained is helpful to our work."

Enrol
Now



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

- 24 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



Original Price

HK\$14,400

HK\$15,645

Early Bird Offer*

[Only if enrolment & payment are received by 28 September 2026]

HK\$13,800

HK\$15,045



Mr Joey Chan

Lead Instructor



Preface

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

Member

New Member

(Inclusive of new membership joining fee)

Module 1: The AI-Augmented Professional

Mastering communication with AI and custom assistants to 10x your HR output.

Session 1: AI Fundamentals & Prompting

LLM Landscape	Navigate evolving Large Language Models (LLMs) like GPT-5.5 and Gemini 3.5 to stay updated to latest tech trends
Prompt Engineering	Master structured prompting techniques to ensure high-quality AI output, and understand limitations of AI
Workflow Integration	Apply foundational frameworks to seamlessly embed AI into daily workplace communication

Session 2: Strategic HR Prompting

G.E.A.R. Perfection Loop Framework	Use Preface's proprietary multi-step refinement methodology to transform raw ideas into polished executive proposals
Learning from Industry Leaders	Adopt the prompting best practice of top tech CEOs (like Jensen Huang) to increase decision-making speed and clarity
Hands-on Practice	Apply advanced prompting techniques to orchestrate AI "experts" to critique and improve a complex HR policy sample

Session 3: Building Custom AI Assistants

System Prompt	Introduce the idea of "System Prompts" as higher-level prompts to ensure AI strictly follows the company tone and policy
RTRF Framework	Learn from Preface's proprietary RTRF framework to clearly define and provide guardrails in configuring AI agent's behaviour
Build Custom Chatbot (Assistant)	Create a custom "Benefits Policy Expert" to handle repetitive daily queries from employees

Module 2: The AI-Augmented Professional

Automating manual tasks and visual branding with zero coding required.

Session 4: Writing, Data Analytics & Visual Presentations with AI

Effective Writing with AI	Introduce canvas-related features across ChatGPT, Copilot and Gemini to facilitate effective writing with LLM
Data Analytics with AI	Learn how to effectively perform data analysis with LLM and the capability of LLM in handling data
Visualization of Data and Presentation	Leverage LLM to create interactive visualization of data and the can and can't in making presentation slides

Session 5: AI for Creative Visuals

Mechanics of Visual Generations	Understand the underlying mechanism of visual generation using latent diffusion and how models are trained and different
7 Key Elements of Visuals Prompting	Use the Preface's proprietary 7-elements Framework for precise control over AI-generated visual outputs
Hands-on Exercise	Generate high-quality visual assets that match your brand identity via advanced visual generation tools like Google's Nano Banana

Session 6: Vibe Coding for HR

Vibe Coding Introduction	Build working prototypes by describing needs using natural language rather than writing complex code
V.I.B.E. Framework	Apply the V.I.B.E. Framework (Visualise, Itemise, Build, Evolve) to clearly articulate the functional requirements for app building
Build Apps without Code	Generate high-quality visual assets that match your brand identity via advanced visual generation tools like Google's Nano Banana

Module 3: Automation & AI Agents

Moving from manual interaction to "Always-On" autonomous workflows.

Session 7: Automation Logic and AI Agent Structure

Fundamental of AI Agents	Understand the fundamental structure of an AI Agent and how it is different from ordinary LLM we use daily
Introduction to n8n	Understand n8n platform, and the concepts of nodes, connections, data flow and workflow architecture
Build Own Chatbot from Scratch	Set up n8n account and learn how an AI Agent works by initiating a basic chatbot

Session 8: The AI Agent Business Logic Configuration

Logics of AI agents	Learn how to program the AI agent's brain to follow business rules and make logical choices
System Prompting in AI Agents	Direct your agent to follow your structured instruction with the RTRF system prompt
Build a functional personal assistant	Create a functional personal assistant for personal daily routines and other functions that you want to add

Session 9: AI Agent for HR Use Case

Direct AI Agent to follow SOP	Craft system prompt to direct AI Agent to work according to Standard Operating Procedure (SOP)
JSON Data	Understand how JSON data flows behind n8n workflow and how to construct JSON with AI Agent and subsequent handling
Action Node vs Tool Node	Introduce the fundamental concept and differences between action node vs tool node in n8n

Session 10: Document Vision & Extraction

Binary Data	Navigate different files including PDF, Docx, images, etc. as binary data in n8n
File Types and Handling	Deep dive into different file types (i.e. mimetype) and the handling across common HR document formats
Computational Logic	Understand the computational logic including switch and if for different scenarios in workflow

Session 11: Standardization of Unstructured Data

Concept of Sub-workflow	Introduce the concept of reusable sub-workflow which can be created for repetitive yet essential workflow
Operating Google Drive with n8n	Learn how to setup Google Drive for n8n with hands-on experience in handling files in Google Drive
Efficient Use of AI-related Nodes	Understand the fundamental logic of when and what to send to AI-related nodes to achieve a cost-effective solution

Session 12: CV Screening Workflow with AI Agent (Capstone Project)

Automate with Email	Leverage email as a common incoming channel of requests to become a naturally effective triggering point of a workflow
Workflow Split and Merge	Get to know how a workflow can be splitted out for parallel actions to dynamically achieve more in the workflow
Build CV Screening Agent	Bring home a realistic CV Screening Agent as a realistically helpful AI Agent use case