

2 HOUR WORKSHOP

MICROSOFT COPILOT FOR HR PRACTITIONERS

PRACTICAL USE CASES AND PROMPT ENGINEERING

TARGET AUDIENCE:

This workshop is tailored for HR practitioners who are interested in leveraging Microsoft Copilot to enhance their HR processes, improve employee engagement, and streamline administrative tasks.

PREREQUISITES:

Access to Microsoft Copilot.

WORKSHOP OVERVIEW:

Explore the power of Microsoft Copilot in transforming HR practices. This workshop provides practical insights into prompt engineering specific to HR scenarios, enabling you to craft effective prompts that drive productive interactions with AI. Learn how to harness Microsoft Copilot to streamline HR tasks like resume screening, candidate interview comparisons, improve communication and employee experiences, and make data-driven decisions. Join us to unlock the potential of AI in HR and elevate your department's efficiency and effectiveness.

AGENDA OUTLINE:

1) Large Language Models and Copilot (20 minutes)

- Welcome and agenda
- Early case studies from the trenches: How generative AI is driving ROI and cost-savings in HR
- Data privacy and IP: best practices

2) Use case 1: Screening and comparing applicants using Copilot (25 minutes)

- Prompt-engineering: CO-STAR framework
 - Crafting a job spec for a role
 - Using the job spec to evaluate and score a candidate CV
 - Compare and contrast candidate profiles

3) Use case 2: Personalised training and development using Copilot (25 minutes)

- Analysing employee KPIs/PDPs and performance feedback to create personalised learning content

Break (7 minutes)

4) Use case 3: Preparing for candidate interviews (20 minutes)

- Using copilot on emails to help prepare for candidate interviews

5) Ethical Implications and Best Practices (15 minutes)

- AI legislation and impact of application of AI in HR industry
- Best practices for responsible AI usage and minimizing bias in models
- Use of AI by applicants

6) Q and A (10 minutes)

R2,250 excl. VAT per delegate (Remote/ MS-Teams)
R2,499 excl. vat per delegate (In-person)



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