



AI for HR Training South Africa Table Of Contents

By

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AI for HR Training South Africa

Executive Summary

Programme Positioning

This practical corporate programme teaches HR professionals, People Managers and Talent teams how to use ChatGPT, Microsoft Copilot and workplace AI tools to improve recruitment, employee communication, documentation, performance management and HR productivity while maintaining POPIA compliance, confidentiality and human accountability.

The programme is not a technical AI course and does not require programming, coding or IT knowledge.

Instead, it focuses on helping HR professionals work more productively while maintaining responsibility for decisions, employee information and organisational outcomes.

Who This Is For

- HR Managers and HR Business Partners
 - Talent Acquisition and Recruitment Teams
 - Learning and Development Professionals
 - Employee Relations Practitioners
 - HR Administrators
 - Payroll and Benefits Administrators
 - Line Managers and Supervisors
 - Organisations introducing AI into HR processes
- No programming or technical background is required.

Learning Outcomes

By the end of this programme, participants will be able to:

- Use ChatGPT and Microsoft Copilot to support HR activities
- Create more effective HR prompts
- Draft HR documentation faster and more consistently
- Improve recruitment and communication workflows
- Apply POPIA-aware practices when using AI
- Identify AI errors and limitations
- Validate AI-generated content before use
- Implement responsible AI practices within HR departments

Course Modules

Module 1: What AI Really Is in HR

- AI in Human Resources
- AI in the workplace
- AI supports decisions, humans remain responsible
- AI generates language, not the truth
- Understanding AI limitations
- Human accountability and ownership of outcomes

Module 2: POPIA, Confidentiality and Safe AI Use

- POPIA considerations
 - Employee information risks
 - Confidential information
 - Safe prompting
 - Data protection principles
 - Responsible use of HR information
 - Governance and compliance
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Module 3: ChatGPT for HR Professionals

- Job descriptions
 - Job advertisements
 - Interview questions
 - Candidate communication
 - Employee communication
 - HR document drafting
 - Practical prompting framework
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Module 4: Microsoft Copilot for HR Productivity

- Copilot in Word
 - Copilot in Outlook
 - Copilot in PowerPoint
 - Meeting summaries
 - HR communications
 - Policy development support
 - Copilot limitations
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Module 5: Recruitment, Talent Acquisition and Workforce Planning

- Job descriptions
 - Job advertisements
 - Interview questions
 - Candidate communication
 - Recruitment workflows
 - Workforce planning support
 - Improving recruitment productivity
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Module 6: HR Documentation, Policies and Compliance

- HR policies and procedures
 - Employee letters
 - Disciplinary documentation
 - Performance documentation
 - Employee handbooks
 - POPIA-aware HR documentation
 - Standardising HR documentation
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Module 7: Employee Performance, Engagement and Communication

- Performance reviews
 - Coaching discussions
 - Feedback preparation
 - Employee engagement initiatives
 - Internal communication
 - Manager support tools
 - Building effective workplace communication
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Module 8: Responsible AI Use and HR Governance

- Governance principles
- AI workplace policies
- HR approval workflows
- Risk management
- Practical HR implementation
- Building an AI-ready HR department
- HR implementation roadmap

Appendix and Bonus Resources


The following practical tools and resources are included with the programme:

- AI for HR Prompt Library
 - HR AI Validation Checklist
 - POPIA and AI for HR Checklist
 - AI Recruitment Prompt Guide
 - AI Policy Development Checklist
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Additional Resources Available

Should you require any of the above resources as standalone workplace tools, please contact College Africa Group.

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Selected resources may be available as complimentary downloads or implementation tools from College Africa Group.

Additional Resources from College Africa Group

AI in the Workplace Training

<https://collegeafricagroup.com/ai-in-the-workplace-training/>

ChatGPT for Business Course

<https://collegeafricagroup.com/chatgpt-for-business-course-south-africa/>

Microsoft Copilot Training South Africa

<https://collegeafricagroup.com/microsoft-copilot-training-south-africa/>

AI for HR Training South Africa

<https://collegeafricagroup.com/ai-for-hr-training-south-africa/>

AI Productivity Tools Training South Africa

<https://collegeafricagroup.com/ai-productivity-tools-training-south-africa/>

AI & ChatGPT Consultancy South Africa

<https://collegeafricagroup.com/ai-chatgpt-consultancy-south-africa-2/>

www.collegeafricagroup.com



ARNOLD MUSCAT

Obtained a Bachelor of Commerce degree majoring in Business Management and Economics (UNISA). He also obtained a First Class pass with Institute of Marketing Management (IMM). He has worked in the financial, sales, marketing, manufacturing, production and retail industries attaining positions of General Manager, Finance Director and Managing Director.

Arnold began using spreadsheets in the 1980's when Microsoft Office was being introduced into the workplace and has been a continuous and progressive user of MS office and related programs for the past 20 years.

He has been involved with training since 2003 and is the Managing Director and co-owner of College Africa Group, a national training company in Southern Africa.

You can learn more about Arnold at www.arnoldmuscat.co.za and Facebook and LinkedIn.



JENNY MUSCAT

Obtained a Bachelor of Commerce degree majoring in Business Management and Industrial Psychology. She also obtained a Diploma in Public Relations and in Real Estate.

She has worked in banking and foreign exchange, marketing, public relations, logistics planning, project management, operations in the transport industry and real estate attaining positions of General Manager and Director.

Jenny has been involved with project management for more than 30 years which included Rugby World Cup 1995 and World Cup Soccer 2010 held in South Africa.

She joined the training industry in 2008 and is currently a director and co-owner of College Africa Group, a national training company in Southern Africa.

You can learn more about Jenny at www.jennymuscat.co.za

