



COLLEGE AFRICA GROUP

AI | TRAINING | CONSULTING | SKILLS DEVELOPMENT

Better Processes. Stronger Skills. Smarter AI.

AI for HR — Practical AI for HR Professionals

HR handles the most sensitive information in the business. AI must be used carefully.

Tools: ChatGPT, Microsoft Copilot and workplace AI tools | **Level:** No technical background required

The business problem

HR teams are under pressure to produce job descriptions, adverts, letters, policies and communication faster. AI can help, but HR also holds personal, disciplinary and performance information protected by POPIA.

Careless prompting or unchecked drafts create legal, employee-relations and reputational risk.

You need this course if...

- HR staff are already using AI for job adverts, letters or policies
- Employee information may be going into AI tools
- HR documentation is inconsistent across the team
- Managers need help preparing reviews and difficult conversations

How this course solves it

A practical programme that teaches HR professionals, people managers and talent teams to use ChatGPT, Microsoft Copilot and workplace AI to improve recruitment, communication, documentation, performance management and HR productivity, while maintaining POPIA compliance, confidentiality and human accountability.

Who should attend?

- HR managers and HR business partners
- Talent acquisition and recruitment teams
- Learning and development professionals
- Employee relations practitioners
- HR, payroll and benefits administrators
- Line managers and supervisors

Course content

Module 1: What AI Really Is in HR

- AI in human resources and the workplace
- AI supports decisions; humans remain responsible
- AI limitations and ownership of outcomes

Module 2: POPIA, Confidentiality and Safe AI Use

- POPIA considerations and employee information risks
- Safe prompting and data protection principles
- Governance and compliance

Module 3: ChatGPT for HR Professionals

- Job descriptions, adverts and interview questions
- Candidate and employee communication
- HR document drafting and a practical prompting framework

Module 4: Microsoft Copilot for HR Productivity

- Copilot in Word, Outlook and PowerPoint
- Meeting summaries and HR communications
- Policy development support and Copilot limitations

Module 5: Recruitment, Talent Acquisition and Workforce Planning

- Recruitment workflows
- Workforce planning support
- Improving recruitment productivity

Module 6: HR Documentation, Policies and Compliance

- Policies, procedures and employee letters
- Disciplinary and performance documentation
- Employee handbooks and standardised, POPIA-aware documentation

Module 7: Employee Performance, Engagement and Communication

- Performance reviews, coaching and feedback preparation
- Engagement initiatives and internal communication
- Manager support tools

Module 8: Responsible AI Use and HR Governance

- AI workplace policies and HR approval workflows
- Risk management
- Building an AI-ready HR department and implementation roadmap

Included resources

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

After the course

Delegates will be able to:

- Use ChatGPT and 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

- Validate AI-generated content before use

Training format

Approach: Practical HR scenarios using ChatGPT and Microsoft Copilot

Related courses

AI in the Workplace

Governance-led, practical AI use across ChatGPT, Microsoft Copilot and Claude. [View course](#)

ChatGPT for Business

One-day hands-on programme using the CAG Source-to-Output Method. [View course](#)

Microsoft 365 Copilot Training

Practical, responsible use of Copilot across Microsoft 365. [View course](#)

AI Workflow Discovery

Consulting to find where AI can genuinely improve your processes, and where it should not be used. [View course](#)

Next step

To book this course for your team, or to discuss a version tailored to your organisation, contact Arnold Muscat on 083 778 4903 or sales@collegeafricagroup.com.

Course page: collegeafricagroup.com/ai-for-hr-training-south-africa/ | [What our clients say about us](#)

Regards

D A MUSCAT



Arnold Muscat

SALES@COLLEGEAFRICAGROUP.COM

Direct 083 778 4903