

2-Day Gen AI For HR Excellence

From People Operations to Intelligent Automation

13/14 hours Full day Workshop

Talent Acquisition, L&D, HR Operations, Business HR, C&B, HR Analytics, HR/IR, and Engagement Teams

Mode: Preferably in-person (with guided practice labs)

Program Philosophy

HR is no longer only about people processes — it's about data-driven, experience-centric, and AI-enabled people operations.

This immersive 2-day ThinkMates workshop helps HR professionals move from manual, repetitive work → AI-augmented workflows — using Generative AI, automation tools, and low-code integrations.

From **automating onboarding journeys and L&D paths** to **building HR helpdesks and engagement dashboards**, participants learn to **design, deploy, and govern AI workflows responsibly**.

Learning Outcomes

By the end of this 2-day program, participants will be able to:

- Design AI workflows for HR processes like onboarding, induction, and engagement.
- Automate repetitive HR communication, documentation, and data analysis tasks.
- Build prompt libraries and workflow templates for Recruitment, L&D, and C&B.
- Use GenAI responsibly — with privacy, data governance, and HR compliance in mind.
- Create organization-ready AI use-cases for real HR challenges.

Day 1 — Awareness to Hands-On Foundation (6.5 Hours)

Module 1: The GenAI Revolution in HR (60 mins)

Why: Understand how AI is transforming talent, learning, and engagement.

- Evolution of AI in HR: From chatbots → Intelligent HR workflows
- Global & Indian HR case studies: Unilever, Mahindra, Infosys
- The “Why now” for HR — efficiency, consistency, personalization
- **Outcome:** Understand the business case for AI in HR
- **Activity:** Identify 2-3 HR tasks from your own department that can be automated with GenAI, Team Discussion

Module 2: Prompt Engineering for HR Use-Cases (90 mins)

Why: Prompts are the new job aids — they define output quality.

- Prompt structures for HR: Role, Context, Intent, Data
- Learning TCEPFT Framework in Prompt Engineering
- Hands-on HR scenarios:
 - JD writing (for Sales Officer, HRBP, GET)
 - Policy communication in simple language
 - Manager appraisal comment generation
- Mini Exercise: “Generate a JD → Screen 5 CVs → Write HR Email”

Outcome: Build a reusable prompt library for HR functions.

Module 3: Power Tools of the AI HR Workforce (150 mins)

Why: Mastering tools translates AI concepts into real efficiency.

- **Content AI:** ChatGPT, Gemini, Claude (for drafting policies, HR emails, feedback reports)
- **Data AI:** Julius.ai, Excel Copilot (for survey insights, engagement analysis)
- **Creative AI:** Canva AI, Gamma (for training decks, induction visuals), Introduction to Runway ML
- **Automation AI:** Notion AI, Make.com, N8N (for onboarding & communication workflows)

Live Case: Freshers (GETs/MT's) Onboarding Automation (L&D Example)

- Scenario: Freshers (GETs/MT's) join → 3-month training via LMS
- Workflow Demo:
 - a. **Trigger:** Employee added to HRMS (Excel/Google Form)
 - b. **Action 1:** Auto-send welcome mail with LMS access links
 - c. **Action 2:** Send e.g. on Day 3 and Day-7 “Self-paced learning” reminder and reminder to complete assignments associated with Self Paced courses.
 - d. **Action 3:** Log progress + auto-generate weekly training digest

Tools: Make.com + Notion + Gmail + Google Sheets + ChatGPT

Outcome: Understand how to build **end-to-end onboarding automations**.

Module 4: Capstone Mini Challenge (90 mins) with Live Mentoring

Teams pick 1 HR function (TA, L&D, C&B, HR Ops) and create a **live workflow idea**.

Examples:

- “AI-powered candidate screening assistant”
- “Employee grievance tracker summarizer”
- “L&D content recommender bot” Each team presents a 2-minute workflow pitch. **Outcome:** Reinforce hands-on learning.

Day 2 – Application to Integration (6.5 Hours)

Module 5: AI for HR Decision-Making & Insights (90 mins)

Why: HR is becoming data-driven; AI can analyze, narrate, and explain patterns.

- Forecasting attrition, absenteeism trends with Excel Copilot
- Julius.ai for survey and feedback analysis, and Deep dive insights (Detailed case study)
- ChatGPT for building HR dashboards narratives, and then create a compelling presentation using Gamma AI along with Julius AI Dashboard (“Summarize top 3 engagement risks this quarter”)

Live Demo: Upload engagement data → AI generates key insights + recommendations.

Outcome: Turn HR data into insights using AI tools.

Module 6: Agentic Workflows for HR Automation (120 mins)

Why: Agents and no-code flows are the future of HR efficiency.

- What are AI Agents? How HR can deploy them (examples)
- Tools: Make.com, N8N, Waveflow Studio, Zapier, ChatGPT Actions
- **Build an agent for:**
 - Post Hiring Automated offer-letter generation
 - Induction feedback reminder
 - Employee milestone notification
 - “Ask HR” chatbot for internal FAQs

Hands-on Lab Basic End to End Workflow:

Create an **AI onboarding agent**:

- Input: New joiner data (Excel/Sheet)

Output: Personalized email + LMS access link + set of reminder emails flow

- **Outcome:** Deploy a basic workflow end-to-end through Agentic AI

Module 7: Responsible & Ethical AI for HR (60 mins)

Why: HR data = most sensitive data in the organization.

- Bias detection in hiring prompts
- Data privacy, PII masking, HR compliance in automation
- Human-in-loop systems for decision validation
- Designing AI Governance for HR functions
- **Activity:** Draft a 'Responsible AI Use Checklist' for HR.

Module 8: Project Showcase & Reflection (60 mins)

- Each team presents their **AI HR Automation Prototype**, chosen from **their respective team problem statement**:
- Problem → Tools → Workflow → Business Impact
- Live mentoring by Trainer, Peer + Trainer evaluation on impact, feasibility, compliance.
- Reflection: 'How will AI redefine my HR role in the next 12 months?'

Outcome:

- HR teams leave with ready-to-pilot automation workflows.
- HR CoE (Centre of Excellence) receives ThinkMates' recommended roadmap for internal scaling.

Deliverables:

- Certification: **Aarvi Learning Solutions GenAI Practitioner (HR Edition)**
- **50+ HR prompt templates** (JD, screening, engagement, L&D, C&B)
- **5 HR Automation Blueprints** (Onboarding, Feedback, FAQ, L&D, HR Ops)

Example Use Cases (Ready-to-Deploy by End of Workshop)

HR Function	GenAI Use-Case	Tools Used
Talent Acquisition	JD generator + CV summarizer + shortlist agent	ChatGPT, Perplexity Pro
L&D	Auto-email LMS modules + weekly training report	Make.com/n8n/ Waveflow studio, Gmail, Sheets, ChatGPT
Employee Engagement	AI sentiment summary + auto-dashboard	MonkeyLearn, Power BI Copilot, Perplexity
HR Operations	"Ask HR" policy chatbot (internal FAQs only)	Dify, Notion AI
C&B	Automated salary revision memo & benefit FAQs	ChatGPT, Claude
HR Analytics	Attrition forecast & insights narrative	Julius.ai, Excel Copilot

Program Outcome for Mahindra Finance

- AI-literate HR teams capable of designing and managing HR automations
- Immediate cost and time savings (20–40% reduction in manual HR work)
- Foundation for building an AI-powered HR CoE internally