

Mastering Claude AI for HR Transformation

One AI. Every HR Function.



2 Days (14 Training Hours)



Physical/ Online

RM2,800



100% HRDC Claimable



Programme Rationale

The HR profession is changing rapidly. Organisations increasingly expect HR teams to hire faster, reduce administrative workload, improve employee experience, generate meaningful workforce insights, and support strategic decision-making. Claude in HR is designed to close the gap between AI awareness and AI fluency. Rather than a generic AI literacy talk, this programme gives HR practitioners a structured method, the GCIIIP Framework (Goal, Context, Instructions, Input, Parameters), for prompting Claude accurately and safely across every core HR function, and sends participants home with practical applications they can use immediately after training.

Target Audience

- ✔ HR Generalists, HR Business Partners, and HR Executives
- ✔ Talent Acquisition and Recruitment specialists
- ✔ Learning & Development and Training professionals
- ✔ HR Managers, Heads of Department, and HR Shared Services leads
- ✔ Compensation & Benefits and HR Analytics practitioners

Learning Objective

- By the end of the programme, participants will be able to:
- ✔ Use Claude confidently and responsibly across core HR functions
- ✔ Apply the GCIIIP Framework to build accurate, repeatable HR prompts
- ✔ Build AI-assisted recruitment, engagement, and performance workflows
- ✔ Automate repetitive HR documentation and reporting tasks
- ✔ Generate HR policies, SOPs, and dashboards narratives using Claude
- ✔ Analyze workforce data and communicate insights more effectively
- ✔ Apply data privacy and governance safeguards when using AI with HR data

Course Outline

Day 1: Foundations, Recruitment & Employee Experience

Time	Module	Key Topics
9.00- 10.30	Module 1 AI Foundations & the GCIIP Framework	• Introduction to Claude and responsible AI use in HR. • The GCIIP Framework: Goal, Context, Instructions, Input, Parameters • Hands-on: writing your first HR prompt
10:45–12:30	Module 2 Recruitment & Talent Acquisition	• AI-powered job description drafting • Resume screening and shortlisting support • Interview question generation • Recruitment workflow automation
13:30–15:00	Module 3 Employee Engagement & Experience	• Designing employee surveys with Claude • Sentiment analysis of open-text feedback • Drafting internal communications Employee • experience insight reports
15:15–17:00	Workshop Recruitment & Engagement Case Clinic	• Participants apply GCIIP to a real recruitment or engagement scenario from their own organisation.



Course Outline

Day 2: Performance, Learning, Analytics & Operations

Time	Module	Key Topics
09:00–10:30	Module 4 Performance Management	• KPI development support • Performance review write-up assistance • Competency assessment support • Goal-tracking automation
10:45–12:30	Module 5 Learning & Development	• Training needs analysis with Claude • Learning content generation • Personalised learning pathway design • Learning effectiveness tracking
13:30–15:00	Module 6 HR Data Analytics & Operations	• Workforce reporting and HR dashboard narratives (incl. Claude in Excel) • Predictive workforce trend commentary • HR SOP creation and policy drafting • Documentation and workflow automation
15:15–17:00	Capstone HR Automation Action Plan	• Participants build a 90-day personal AI adoption plan for their HR function • Group presentation and facilitator feedback • Certificate of Completion

Training Methodology

- ✔ Facilitator-led instruction combined with live, hands-on Claude demonstrations.
- ✔ Practical workshop activities using real HR scenarios: recruitment campaigns, candidate screening, training plans, employee engagement initiatives, performance management templates, HR reporting dashboards
- ✔ Small-group case clinics with facilitator coaching
- ✔ Individual capstone action plan with peer and facilitator feedback

Participant Takeaways

Every participant receives:

- ✔ Certificate of Completion (HRD Corp recognized)
- ✔ Comprehensive training materials and reference guide
- ✔ 20 Ready-to-Deploy HR Prompt & Automation Templates, covering: Recruitment Tracker, Interview Evaluation Forms, Candidate Database, Employee Onboarding Tracker, Training Matrix, HR Dashboard Templates, Employee Engagement Tracker, Leave Monitoring Tools, Policy Templates, and SOP & Process Templates
- ✔ Refreshments and lunch (physical class)
- ✔ Networking opportunities with fellow HR professionals

