



SKILL MASTERS ACADEMY

LLP0006698-LGN

WORKING PAPER FOR

GENERATIVE AI IN HR AND L&D (LEARNING AND DEVELOPMENT)

1.0 AIMS

This paper is prepared for the purpose of obtaining approval from the Organization, of the Course titled " Generative AI in HR and L&D (Learning and Development) " which will be conducted as follows:

Date	:	TBA
Time	:	9.00 am – 5.30 PM
Venue	:	TBA
Budget	:	TBA



Generative AI in HR and L&D

1. INTRODUCTION

This Generative AI for HR & L&D training program! This two-day course is designed to help HR and Learning & Development professionals understand and apply Generative AI to enhance efficiency, innovation, and decision-making.

Participants will explore AI-powered tools, learn prompt engineering techniques, and discover how AI can revolutionize workforce planning, content creation, and employee experience.

Through hands-on exercises and real-world case studies, you will gain practical insights into leveraging AI responsibly and strategically. Join us to unlock the potential of Generative AI and drive transformation in your HR and L&D functions. Let's shape the future together!

LEARNING OBJECTIVES

1. Demonstrate practical competence in generative AI
2. Show proficiency in the production of artificial intelligence-generated media
3. Tackle the complexities of AI-powered technology with skill.
4. Encourage the development and innovation of generative AI.
5. Verify how generative AI expertise is used in practice.
6. Apply generative AI to the creation of ground-breaking solutions
7. Make significant advancements in the field of artificial intelligence

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Workshop Methodology

Interactive lectures, Exercises, Demonstration and Group Activities Sessions.

Target Audience

This course is ideally suited for HR and Learning & Development (L&D) professionals who want to use Generative AI to improve their work.

Course Material/Certificates

Skill Masters Academy Plt will provide Certificate of Attendance to participants who complete the course successfully.

Course Fee and Duration

This is 2 days – (14 contact hours-time: 9.00 a.m. - 5.30 p.m.) training programme. The cost for this course is RM18,000.00. This cost includes trainer's fee, transportation, accommodation and training material, for the two days. *Client to provide Desktops or Laptops.

Medium of Instruction

English & Bahasa Malaysia

Date

To be advised by the organisation

Venue

- 1 x Training room and facilities for training to be provided by the organisation.
- 1 x Morning Tea Break x 2 days for trainer and participants to be provided by Organization.
- 1 x Lunch x 2 days for trainer and participants to be provided by Organisation.
- 1 x Evening Tea break x 2 days for trainer and participants to be provided by Organisation.

**Accommodation and transportation for the trainer to be provided by Skill Masters Academy*

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LEARNING MODULES & ITINERARY GENERATIVE AI IN HR AND L&D (LEARNING AND DEVELOPMENT)

Day 1

9:00 AM – 9:15 AM → Welcome & Introduction to the Training

Module 1: Foundations of Generative AI in HR & LD

9:15 AM – 10:45 AM

- Brief history and evolution of AI
- Types of AI and key distinctions (Narrow AI, General AI, Generative AI)
- What is Generative AI?
- How Generative AI fosters creativity and innovation in business

10:45 AM – 11:00 AM → Tea Break

11:00 AM – 12:30 PM

- The Role of HR & L&D Leaders in leveraging AI
- Practical applications of Generative AI in business
- How AI is transforming HR & L&D functions
- Case studies of AI-powered transformation in HR & L&D
- Ethical considerations and responsible AI usage

12:30 PM – 1:30 PM → Lunch Break

Module 2: Understanding Generative AI Models & Technologies

1:30 PM – 3:00 PM

- Key generative models: GANs, Transformers, Diffusion Models
- Large Language Models (LLMs) like GPT, Claude, LLaMA, and PaLM
- AI-generated text, images, audio, and video
- Generating business content with AI

3:00 PM – 3:15 PM → Tea Break

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Module 3: AI-Powered Prompt Engineering for HR & LD

3:15 PM – 5:30 PM

- Understanding prompt engineering
 - Effective prompting techniques for HR & L&D roles
 - Advanced prompting strategies for ChatGPT and other AI tools
 - Case study: Leveraging AI for syllabus and content creation
 - AI-generated content for employer branding
 - AI in recruitment marketing & employer positioning
 - Personalization of employee experience using AI-driven insights
 - AI-powered storytelling for corporate branding
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Day 2

9:00 AM – 9:15 AM → Recap & Topic Introduction

Module 4: AI-Powered Business Strategy and Decision Making

9:15 AM – 10:45 AM

- Integrating Generative AI into HR & L&D strategies
- AI-powered workforce planning and analytics
- AI-driven learning and development strategies
- Overcoming challenges in AI adoption

10:45 AM – 11:00 AM → Tea Break

Module 5: Generative AI for Process Automation in HR & LD

11:00 AM – 12:30 PM

- Automating HR operations (recruitment, onboarding, policy creation)
- AI-driven employee feedback and sentiment analysis
- AI-powered chatbots for HR support
- AI for performance management & career development

12:30 PM – 1:30 PM → Lunch Break

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Module 6: Hands-On Generative AI Tools & Use Cases

1:30 PM – 3:00 PM

- AI-enhanced PowerPoint presentations, images, and chart analysis for business
- AI-based personalized recommendation systems using PDFs/Word documents

3:00 PM – 3:15 PM → Tea Break

3:15 PM – 5:30 PM

- Content generation (text, audio, video, images) with prompt engineering
- Hands-on exercises & practical implementation
- Q&A and Final Discussion

5:30 PM → Closing Remarks & Certificate Presentation

END

Learning Outcomes: By the end of this training, participants will be able to,

- Understand the basics of Generative AI and its impact on HR & L&D.
- Identify different AI models and their applications in business.
- Use prompt engineering techniques to generate AI-powered content.
- Apply AI tools for workforce planning, talent management, and employee engagement.
- Leverage AI for automating HR processes and enhancing learning experiences.
- Analyse real-world case studies of AI-driven HR & L&D transformations.
- Implement AI solutions responsibly with ethical considerations in mind.

On behalf of Skill Masters Academy Plt, I kindly hope that this paper fulfills the objectives according to your organisation's request. Your consideration and approval by your department are greatly appreciated.

Thank you very much.

Yours sincerely,

Sivaraman Allapen
Managing Consultant
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