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Malaysian Institute of
Human Resource Management

MyCOID HRC
Program No

1742(SELANGOR)

HRDC CLAIMABLE SCHEME SBL-KHAS



UNLEASHING THE USE OF CHATGPT

for HR Executives, HR Managers and Managers

Date : 6 & 7 February 2025 (2 Days)
Time : 9.00 am - 5.00 pm
Mode : Face-to-Face
Venue : Klang Valley, Selangor
Price (RM) : RM 960.00 (Member) | RM 1,200.00 (Non-Member)
**Prices exclusive of 8% SST*



INTRODUCTION

In today's fast-evolving workplace, leveraging AI technologies like ChatGPT has become essential for HR professionals to stay competitive. ChatGPT is a powerful tool that can revolutionize HR functions, from automating routine tasks to enhancing employee engagement and decision-making. By integrating AI into HR processes, organizations can streamline operations, reduce costs, and improve overall efficiency. This course is designed to provide HR practitioners with hands-on experience and insights into using ChatGPT for recruitment, onboarding, policy creation, and more. Participants will also explore ethical considerations, data privacy, and future trends, equipping them to lead their organizations in an AI-driven HR landscape.



OBJECTIVE

- To Introduce AI-driven tools and their specific applications in HR.
- Provide hands-on experience in integrating ChatGPT into HR functions.
- Explore the future of AI in the HR landscape and prepare participants to lead the transformation.



COURSE OUTCOME

- Gain in-depth knowledge of ChatGPT and its applications in HRM.
- Develop strategies to integrate AI into daily HR functions while addressing risks and challenges.
- Improve operational efficiency through automation of repetitive tasks.
- Enhance the employee experience using AI-driven engagement strategies.
- Be equipped to lead HR innovations and transformations in their organizations.



Organised by :

MALAYSIAN INSTITUTE OF HUMAN RESOURCE MANAGEMENT
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K2 UPPER GROUND FLOOR, BANGUNAN
KHAS LORONG 8/1E (OFF JALAN
BARAT) 46050 PETALING JAYA,
SELANGOR

+603-7955 6536
hrm1@mihrm.com
www.mihrm.com

UNLEASHING THE USE OF CHATGPT

COURSE CONTENT

Day 1

9.00am - 5.00pm

Introduction and Practical Applications

1) Introduction to AI in HRM

- Overview of AI and its evolution in HR.
- The role of AI in modern HR practices.
- Benefits and challenges of AI adoption in HRM.
- Case studies of AI success stories in HR operations.

2) Understanding ChatGPT

- How ChatGPT works: Mechanisms, strengths, and limitations.
- Key features for HR applications: Natural language processing, customization, and integration.
- Comparing ChatGPT with other AI tools in the HR domain.

3) ChatGPT in Recruitment and Onboarding

- Automating recruitment: Job posting, resume screening, and scheduling interviews.
- Enhancing candidate communication with AI chatbots.
- Streamlining onboarding: Sharing documents, scheduling orientations, and tracking progress.

4) Enhancing Employee Engagement Using ChatGPT

- Creating AI-driven communication channels for employees.
- Addressing FAQs and providing 24/7 support.
- Using AI to personalize employee feedback and training.

End of Programme

Day 2

9.00am - 5.00pm

Integration, Ethics, and the Future of AI in HRM

1) Streamlining HR Operations with ChatGPT

- Automating routine tasks: Timesheets, payroll queries, and compliance tracking.
- Using AI for policy creation and updates.
- Integrating ChatGPT with HR systems for seamless operations.

2) Ethical and Legal Considerations

- Addressing data privacy and security concerns in HR AI usage.
- Navigating biases and ensuring fair decision-making.
- Compliance with local and international regulations (e.g., GDPR, PDPA).

3) Building an AI-Ready HR Team

- Skills and mindset shifts needed for HR professionals.
- Training HR teams to adopt AI tools effectively.
- Managing change and fostering a culture of innovation.

4) The Future of AI in HRM

- Predictive analytics: Forecasting workforce trends with AI.
- Exploring next-gen AI tools and technologies for HR.
- Developing a strategic roadmap for long-term AI integration in HRM

End of Programme