

Generative AI for HR Leaders





Course duration: 1 day

Generative AI for HR Leaders

Transform HR strategy, communication and workforce insight with practical AI tools

Generative AI for HR Leaders is a hands-on course that shows HR leaders how to embed Generative AI (GenAI) into real work – from workforce strategies and executive briefings to policy summaries, change communications, and sensitive employee messaging.

This is not an AI theory course – you will work directly with AI tools using structured prompt frameworks to accelerate quality, clarity and consistency, while operating within organisational guardrails.



Objectives

This course will enable participants to:

- Produce high-impact documents or tools for executives / senior leadership
- Apply structured prompt frameworks to common HR scenarios
- Refine tone and clarity for sensitive HR communications
- Generate workforce insights from fragmented or incomplete information
- Translate complex policy and compliance requirements into practical guidance
- Lead AI use responsibly within HR governance and organisational guardrails

Key topics

- GenAI in HR: opportunities, risks, governance
- Responsible use: privacy, confidentiality, bias
- Prompt frameworks: RTF, CREATE, chain-of-thought, critique and revise
- Strategic HR outputs: strategy summaries, executive briefings
- Communication craft: clarity, tone, impact
- Workforce insights: synthesis, sense-checking, decision support
- Policy to practice: simplification, compliance translation, manager guidance
- Change leadership: AI-enabled planning, communication, adoption
- Quality & reuse: iterative refinement, prompt logs, versioning

Practical HR scenarios covered

Throughout the day, participants will apply AI tools to real HR leadership challenges, including:

- Drafting a workforce strategy summary for the Executive
- Rewriting a sensitive performance communication with appropriate tone
- Generating a capability-gap summary from fragmented data
- Creating a “What this means for managers” policy brief
- Building a Change Leader Toolkit in under 30 minutes

Each activity focuses on producing tangible outputs HR leaders can take back to their workplace.



Course delivery

This course is delivered live by one of our certified facilitators using a highly practical, structured format.

Participants will:

- Experiment with prompts and refine outputs iteratively
- Share insights and approaches
- Build a personal AI prompt log

Courses can be delivered:

- Face-to-face
- Virtually
- Customised for in-house HR teams

Learn more about our virtual training [here](#).

Who is this course for?

- HR Directors
- HR Business Partners
- People and Culture Leaders
- Talent & Workforce Planning Leads
- Change and Organisational Development Leaders

Participants should:

- Be practising HR professionals or people leaders
- Understand core HR processes (e.g. workforce planning, policy, change, performance).

BYOD REQUIREMENTS: This is an immersive, hands-on course. Participants must bring their preferred device equipped with a GenAI model that supports unlimited prompt entries (e.g., enterprise Copilot, ChatGPT, Gemini).

PDUs Participants who have been awarded the Project Management Professional (PMP)[®] credential by the Project Management Institute (PMI)[®] are eligible to earn **7 PDUs** for their participation in this course (5 Ways of Working, 2 Business Acumen).

Participants holding any of the Project Management accreditations (CPPP/ CPPM/ CPPD) are eligible to earn **14 CPDs** for this short course.

Why learn with PM-Partners?

For **over 25 years**, PM-Partners has helped organisations uplift capability across Australia, New Zealand and South-East Asia. Our facilitators are experienced practitioners who combine real-world expertise with best-practice delivery methods. **We don't just teach AI. We show you how to apply it responsibly, strategically and practically.**

Because we turn your career goals into reality.

Poor project skills are consistently quoted as a key reason for project failure. To be successful in project delivery, it's critical to invest in yourself and the capabilities of your team. This means setting clear goals and making a commitment to continuous improvement.

Certification and training is a vital part of this journey. But you need to know which foot to put forward, and when, to ensure you're heading in the right direction. That's where our expert guidance and support comes in.

Tell us where you want to go

At PM-Partners we start every conversation with the question, 'Where are you trying to go?' We then apply our expertise to show you exactly 'how' to get there.

We believe that having the relevant skills and methodologies is critical to delivery success, and ultimately career success. Depending on your aims, our team of professional development consultants will work closely with you to create a development pathway, or team training program, that aligns with your goals.

Helping to develop professional capabilities for 25 years

Our accredited programs provide certification and development across a range of globally recognised project management and delivery streams.

Each year, our expert facilitators train and certify more than 12,000 people throughout Australia, New Zealand and South-East Asia to best practice standards. All highly qualified practitioners in their field, they draw from real-life scenarios and their own experience to add real value for individuals, teams and organisations.

Our promise to you

PM-Partners is committed to providing industry leading education that is relevant, up-to-date and designed to meet your specific needs.

We offer qualifications in multiple disciplines, including key products in PeopleCert's best practice portfolio, such as ITIL®, PRINCE2® Project Management, PRINCE2® Agile Project Management, PRINCE2® Programme Management, Prince2® Portfolio Management, and P3O®; APMG's AgilePM®, AgileBA®, AgilePgM™, Lean Six Sigma, Managing Benefits and Change Management; as well as the Scaled Agile Framework® (SAFe®); and Business Analysis programs from The Australian Chapter of the International Institute of Business Analysis™ (IIBA®), to name a few.

To find out more about how we can help you or your organisation uplift their capability, contact the experts on 1300 70 13 14.



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Customer story

Listen to Dominic Cain speak about how he went from being a young Chef to a Programme Director.



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PM-Partners have been leaders
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