AI+ Microsoft 365 Copilot HR Specialty™(M365CHRS)

ID M365CHRS **Price** CHF 995.—(excl. VAT) **Duration** 1 days

Who should attend

- HR Professionals: Looking to enhance HR processes using AI and Microsoft 365 Copilot
- HR Managers and Leaders: Seeking to improve decision-making and workforce strategy with AI-driven insights
- Talent Acquisition Specialists: Aiming to streamline recruitment and candidate management
- HR Operations Teams: Focused on automating workflows and improving efficiency across HR functions
- People Analytics Professionals: Looking to leverage AI for performance analysis and workforce insights
- HR Tech and Systems Professionals: Interested in integrating Copilot with HR systems and tools
- L&D Professionals: Aiming to improve employee engagement and learning using AI-powered tools
- Business Leaders Overseeing HR: Exploring how AI can enhance HR strategy and organizational productivity

Prerequisites

- Basic Understanding of HR Processes: Familiarity with HR functions and workflows.
- Microsoft 365 Proficiency: Comfortable using Microsoft 365 apps like Outlook and Teams.
- Introductory Knowledge of AI Concepts: Basic understanding of AI and automation principles.
- Experience with HR Software: Prior experience using HR management systems.
- Analytical Mindset: Ability to interpret and analyze HR data effectively.

Course Objectives

- Build a Strong Foundation in AI for HR: Understand how AI and Microsoft 365 Copilot transform HR functions.
- Use Copilot for Everyday HR Tasks: Apply Copilot to streamline communication, documentation, and workflows.
- Leverage AI for Strategic HR Decisions: Use Copilot for recruitment, performance insights, and workforce planning.
- Design AI-Powered HR Agents: Create intelligent HR assistants using Copilot Studio.
- Optimize Prompts and Integrate Systems: Improve Copilot outputs and connect with HRIS platforms.
- Implement End-to-End HR Automation: Use Copilot to transform complete HR workflows.

Course Content

Module 1: Foundations of AI & Microsoft 365 Copilot in HR

Understanding the foundations of AI and its application in HR is crucial as it sets the stage for revolutionizing HR processes. As AI continues to reshape industries, HR professionals must grasp how AI, especially Microsoft 365 Copilot, can enhance efficiency, streamline workflows, and foster more inclusive practices in recruitment, onboarding, and performance management.

In this module, you will explore the evolution of AI in HR, discover Microsoft 365 Copilot's capabilities, and understand how Microsoft Graph ensures secure data use. You will also explore ethical AI considerations, including how Copilot can mitigate hiring bias, and learn from a case study showcasing Copilot’s real-world impact in HR.

Module 2: Core Copilot Skills for Everyday HR

Mastering the core Copilot skills is vital for HR professionals to automate routine tasks, allowing them to focus on strategic decision-making and improve overall efficiency in daily operations. Understanding these tools enhances your ability to use AI for content drafting, communication, and onboarding tasks, ensuring smoother HR processes.

In this module, you will learn to create job descriptions, draft offer letters, handle sensitive HR communications, and build consistent onboarding kits. The hands-on exercises will teach you how to utilize Copilot for generating professional HR documents and emails, while a case study will showcase its impact in a fictional HR company.

Module 3: Advanced Copilot Applications in Strategic HR

Advanced Copilot applications in HR help you automate complex tasks like recruitment, performance reviews, and workforce planning, freeing up HR teams to make more strategic decisions.

Grasping these advanced features is crucial for HR professionals aiming to leverage data and predictive analytics for better decisionmaking and process optimization.

In this module, you will learn to automate recruitment tasks, summarize performance reviews, schedule meetings with Teams, and design effective surveys. Additionally, you will explore how Copilot helps with workforce planning using predictive analytics and integrates with Power BI to enhance decision-making.

Module 4: Designing HR Agents with Copilot Studio

Designing HR agents using Copilot Studio empowers HR teams to automate employee interactions and streamline everyday tasks, enhancing both efficiency and user experience. This module is essential for understanding how to create AI-driven solutions tailored to your HR department's specific needs, reducing response time, and improving service delivery. In this module, you will learn to design and deploy HR agents using Copilot Studio, including creating a helpdesk agent for HR queries and a recruitment FAQ agent. A hands-on exercise will give you the practical experience needed to build and implement these agents in a real-world HR context.

Module 5: Optimizing Prompts & Integrating Copilot with HR Systems

Optimizing prompts and integrating Copilot with HR systems like Workday is key to ensuring accuracy, fairness, and compliance in HR processes. This module is vital for HR professionals to understand how to refine AI outputs and seamlessly incorporate them into their existing HR workflows for more efficient operations. In this module, you will explore advanced prompt crafting techniques to ensure the accuracy and compliance of Copilot's outputs. Additionally, this module covers integrating Copilot with HRIS platforms for automating workflows and demonstrates a case study on improving HR efficiency through automated leave requests.

Module 6: Responsible AI with Copilot — Policy, Safety & Trust

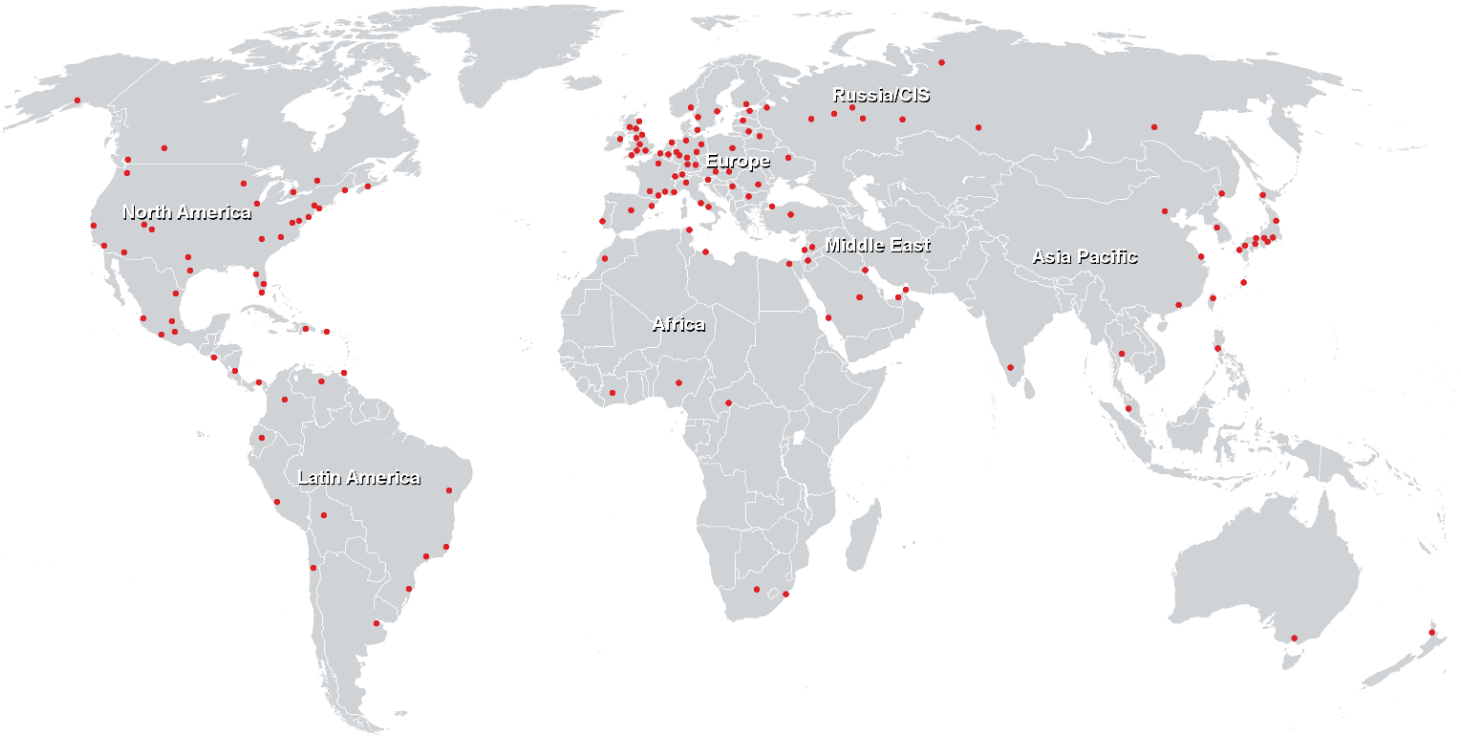
Understanding responsible AI use is paramount for ensuring ethical HR practices and protecting sensitive employee data. This module teaches HR professionals how to implement AI tools in ways that are fair, transparent, and comply with legal and ethical standards, fostering trust in AI-driven decisions. You will learn about responsible AI principles in HR, focusing on data protection, bias mitigation, and ensuring human oversight in AI-generated outputs. Practical guidelines and realworld scenarios will help you integrate these ethical practices into daily HR operations.

Module 7: Capstone — End-to-End HR with Copilot

The capstone project is crucial as it brings together all the skills learned throughout the course, allowing you to apply Microsoft 365 Copilot to real-world HR challenges. It demonstrates how AI can enhance HR processes while maintaining the necessary human oversight and compliance. In this final module, you will work on a capstone project where you will apply all Copilot skills to automate a full HR process, from recruitment to onboarding. You will receive guidance on creating workflows and integrating Copilot tools into your HR tasks, ensuring that responsible AI principles are followed throughout the process.

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Training Centres worldwide





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