

HUMAN RESOURCES | COURSE BROCHURE

AI in Human Resources: Recruitment, Learning and Workforce Analytics

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

Artificial intelligence is changing how organisations attract, develop and retain people. This course gives HR professionals a practical understanding of AI applications across the employee life cycle, including recruitment and screening, onboarding, learning personalisation, workforce analytics, employee support and HR service delivery. Participants also examine the legal, ethical and fairness considerations that must be managed when AI affects people decisions. The course concludes with an AI adoption roadmap for the participant's HR function.

HR leaders are under pressure to use AI responsibly to improve efficiency and employee experience. This course helps you identify high-value AI use cases, evaluate tools and vendors, manage bias and privacy risks and lead AI adoption in HR with confidence.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

The course combines demonstrations of AI tools, hands-on generative AI exercises, HR analytics case studies, ethics and risk discussions and workshops to build an AI roadmap for HR.

Course objectives

By the end of this course, participants will be able to:
• Explain how AI, machine learning and generative AI are used in HR
• Identify high-value AI use cases across the employee life cycle
• Use generative AI tools safely for everyday HR tasks
• Apply workforce analytics to retention, performance and planning
• Manage bias, privacy, transparency and legal risks of AI in HR
• Develop an AI adoption roadmap for the HR function



Course content

Target audience

This course is suitable for:
- HR directors and HR managers
- Talent acquisition and learning and development professionals
- HR business partners and HR operations specialists
- HR analytics and HR information systems professionals
- Managers leading HR transformation

Target competencies

Participants will develop competencies in:
- AI in talent acquisition
- HR analytics
- Generative AI for HR
- Responsible AI in people decisions
- HR technology evaluation
- HR digital transformation

Course outline

Day 1: AI and the Future of HR

09:00–09:54	Key AI concepts explained for HR professionals
09:54–10:48	How AI is reshaping HR service delivery
10:48–11:00	Mapping AI opportunities across the employee life cycle
11:00–11:30	**Coffee break**
11:30–12:12	Mapping AI opportunities across the employee life cycle (continued)
12:12–13:06	Benefits, limitations and realistic expectations
13:06–14:00	Exercise: Identifying AI opportunities in your HR processes

Day 2: AI in Recruitment and Onboarding

09:00–09:54	AI-supported sourcing, screening and assessment
09:54–10:48	Chatbots and candidate experience
10:48–11:00	Writing job descriptions and interview guides with generative AI



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11:00–11:30	**Coffee break**
11:30–12:12	Writing job descriptions and interview guides with generative AI (continued)
12:12–13:06	Bias risks in automated hiring and how to mitigate them
13:06–14:00	Practical exercise: Designing a responsible AI-assisted hiring process

Day 3: AI in Learning and Development

09:00–09:54	Personalised learning paths and skills recommendations
09:54–10:48	Generative AI for content creation and coaching
10:48–11:00	Skills inference and skills taxonomies
11:00–11:30	**Coffee break**
11:30–12:12	Skills inference and skills taxonomies (continued)
12:12–13:06	Measuring learning impact with analytics
13:06–14:00	Workshop: Creating an AI-supported learning programme

Day 4: Workforce Analytics and Prediction

09:00–09:54	People data sources and data quality
09:54–10:48	Predicting attrition and identifying engagement drivers
10:48–11:00	Workforce planning and scenario modelling
11:00–11:30	**Coffee break**
11:30–12:12	Workforce planning and scenario modelling (continued)
12:12–13:06	Presenting people insights to leadership
13:06–14:00	Case study: Using analytics to reduce employee turnover

Day 5: Responsible Adoption of AI in HR

09:00–09:54	Legal requirements, data protection and transparency
09:54–10:48	Fairness, explainability and human oversight
10:48–11:00	Evaluating HR technology vendors



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11:00–11:30	**Coffee break**
11:30–12:12	Evaluating HR technology vendors (continued)
12:12–13:06	Change management and employee trust
13:06–14:00	Capstone: AI adoption roadmap for your HR function

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.

Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (EUR)
Dubai Confirmed dates	9 Nov 2026	13 Nov 2026	**€3,150.-**
Online Confirmed dates	9 Nov 2026	13 Nov 2026	**€1,250.-**
Frankfurt Confirmed dates	23 Nov 2026	27 Nov 2026	**€2,650.-**
Online Confirmed dates	23 Nov 2026	27 Nov 2026	**€1,250.-**
Kuala Lumpur Confirmed dates	7 Dec 2026	11 Dec 2026	**€1,450.-**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**€1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Paris Confirmed dates	14 Dec 2026	18 Dec 2026	**€2,860.–**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**€1,250.–**
Istanbul Confirmed dates	11 Jan 2027	15 Jan 2027	**€2,650.–**
Online Confirmed dates	11 Jan 2027	15 Jan 2027	**€1,250.–**
Amsterdam Confirmed dates	25 Jan 2027	29 Jan 2027	**€2,540.–**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**€1,250.–**
Cape Town Confirmed dates	1 Feb 2027	5 Feb 2027	**€1,890.–**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**€1,250.–**
Singapore Confirmed dates	8 Feb 2027	12 Feb 2027	**€2,820.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	8 Feb 2027	12 Feb 2027	**€1,250.–**
London Confirmed dates	22 Feb 2027	26 Feb 2027	**€2,450.–**
Online Confirmed dates	22 Feb 2027	26 Feb 2027	**€1,250.–**
Dubai Confirmed dates	8 Mar 2027	12 Mar 2027	**€3,150.–**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**€1,250.–**
Frankfurt Confirmed dates	22 Mar 2027	26 Mar 2027	**€2,650.–**
Online Confirmed dates	22 Mar 2027	26 Mar 2027	**€1,250.–**
Barcelona Confirmed dates	29 Mar 2027	2 Apr 2027	**€2,840.–**
Online Confirmed dates	29 Mar 2027	2 Apr 2027	**€1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Kuala Lumpur Confirmed dates	12 Apr 2027	16 Apr 2027	**€1,450.–**
Online Confirmed dates	12 Apr 2027	16 Apr 2027	**€1,250.–**
Paris Confirmed dates	26 Apr 2027	30 Apr 2027	**€2,860.–**
Online Confirmed dates	26 Apr 2027	30 Apr 2027	**€1,250.–**
Istanbul Confirmed dates	10 May 2027	14 May 2027	**€2,650.–**
Online Confirmed dates	10 May 2027	14 May 2027	**€1,250.–**
Amsterdam Confirmed dates	24 May 2027	28 May 2027	**€2,540.–**
Online Confirmed dates	24 May 2027	28 May 2027	**€1,250.–**
Cape Town Confirmed dates	31 May 2027	4 Jun 2027	**€1,890.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	31 May 2027	4 Jun 2027	**€1,250.–**
Singapore Confirmed dates	14 Jun 2027	18 Jun 2027	**€2,820.–**
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**€1,250.–**
London Confirmed dates	21 Jun 2027	25 Jun 2027	**€2,450.–**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**€1,250.–**
Dubai Confirmed dates	12 Jul 2027	16 Jul 2027	**€3,150.–**
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**€1,250.–**
Frankfurt Confirmed dates	26 Jul 2027	30 Jul 2027	**€2,650.–**
Online Confirmed dates	26 Jul 2027	30 Jul 2027	**€1,250.–**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Rome Confirmed dates	2 Aug 2027	6 Aug 2027	**€2,450.-**
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**€1,250.-**
Kuala Lumpur Confirmed dates	9 Aug 2027	13 Aug 2027	**€1,450.-**
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**€1,250.-**
Paris Confirmed dates	23 Aug 2027	27 Aug 2027	**€2,860.-**
Online Confirmed dates	23 Aug 2027	27 Aug 2027	**€1,250.-**
Istanbul Confirmed dates	13 Sept 2027	17 Sept 2027	**€2,650.-**
Online Confirmed dates	13 Sept 2027	17 Sept 2027	**€1,250.-**
Amsterdam Confirmed dates	20 Sept 2027	24 Sept 2027	**€2,540.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**€1,250.-**
Rome Confirmed dates	27 Sept 2027	1 Oct 2027	**€2,450.-**
Online Confirmed dates	27 Sept 2027	1 Oct 2027	**€1,250.-**
Singapore Confirmed dates	11 Oct 2027	15 Oct 2027	**€2,820.-**
Online Confirmed dates	11 Oct 2027	15 Oct 2027	**€1,250.-**
London Confirmed dates	25 Oct 2027	29 Oct 2027	**€2,450.-**
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**€1,250.-**
Dubai Confirmed dates	8 Nov 2027	12 Nov 2027	**€3,150.-**
Online Confirmed dates	8 Nov 2027	12 Nov 2027	**€1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Frankfurt Confirmed dates	22 Nov 2027	26 Nov 2027	**€2,650.–**
Online Confirmed dates	22 Nov 2027	26 Nov 2027	**€1,250.–**
Vienna Confirmed dates	29 Nov 2027	3 Dec 2027	**€2,940.–**
Online Confirmed dates	29 Nov 2027	3 Dec 2027	**€1,250.–**
Kuala Lumpur Confirmed dates	6 Dec 2027	10 Dec 2027	**€1,450.–**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**€1,250.–**
Paris Confirmed dates	13 Dec 2027	17 Dec 2027	**€2,860.–**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**€1,250.–**



Course content

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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