

AI FOR HR

AI TRANSFORMATION & PRACTICAL APPLICATIONS IN HR

ONLINE WORKSHOP

ELEVATE HR FOR THE DIGITAL AGE

Leverage technology as your assistant, master smart workflows, and build a personalized AI Toolkit in just 7 hours

26 OCTOBER 2026

8:30 - 16:30

Online via Zoom meeting



How much time are you wasting on low-value routine tasks?



Hours disappear into drafting emails, writing announcements, creating job descriptions, or building interview question sets?



Hundreds of survey responses, lengthy documents, and meeting notes pile up, with no fast way to summarize them?



AI tools like ChatGPT and Claude give generic answers you can't use right away – and using them still raises concerns about HR data security?



OBJECTIVES



Target High-Impact Tasks: Categorize tasks into AI Do (automated), AI Assist (AI-guided), and Human Decide (human judgment).



Delegate Effectively: Master the 6-step prompting framework for ready-to-deploy output.



Standardize HR Workflow & Build a personal toolkit: Turn one-off prompts into robust, repeatable, scalable processes. Walk away with 3–5 priority workflows ready to apply right after the workshop.



Ensure Verification & Data Security: Audit AI outputs for accuracy and bias, and protect confidential data.



WHAT YOU WILL GET FROM WORKSHOP?



PERSONALIZED AI TOOLKIT

- ✓ **Full Prompt Structure Library:** Build standard AI prompts effectively.
- ✓ **Ready-to-use Tasks & Output Templates:** Suitable for all HR workloads.
- ✓ **Reusable** for long-term applications.



03-05 READY-TO-DEPLOY HR WORKFLOWS

- ✓ **Hands-on practice in class:** Apply directly to real-world scenarios.
- ✓ **Flexible customization:** Tailored to fit any business size/type.
- ✓ **Save 50%** of task processing time.



TRAINER: Ms. P. T. HIEN

- Holds a Master's Degree in Human Resource Management and is currently a PhD Candidate at the University of Cambridge, UK.
- Former HR Director at prestigious multinational corporations and conglomerates, including Unilever Vietnam, PepsiCo Vietnam, Masan Group, TH Group, etc.
- A CIPD Level 7 Certified Professional & Chartered Fellow with over 21 years of deep expertise in Strategic HR Management, HR Systems, Organizational Design & Development (OD), Corporate Culture Transformation, Executive Coaching, etc.



FEE & OFFER

- Language: Vietnamese
- Normal Fee: **2,900,000 VND/person** (excluding VAT)
- Special offer:
 - 5% discount for registrations with 2-4 participants
 - 10% discount for registrations with 5 or more participants



REGISTER

Scan the QR code below or [CLICK HERE](#) to register

After receiving your information, our staff will contact you for the next steps.



PROGRAM CONTENT

Part 1: Selecting the Right HR Tasks for AI

- Evaluate time-consuming HR operational tasks.
- Task selection matrix: identifying optimal AI use-cases.
- 3-tier collaboration model: AI Do | AI Assist | Human Decide.

Part 2: Structured Prompting Framework

- 6-step delegation formula: Context → Data → Task → Output → Quality Criteria → Review & Refine.
- Case study analysis: ineffective vs. high-performing prompt structures.

Part 3: Hands-on Practice: 10 Core HR Tasks (5 AI Tool Categories)

- Communications Assistant: drafting emails, internal announcements, and copy editing.
- Recruitment Assistant: generating JDs and structured interview scorecards.
- Knowledge Assistant: summarizing documents, drafting minutes, and building FAQs.
- L&D & Analytics Assistant: Designing training outlines, quizzes, and survey analysis.
- Operations Assistant: creating operational checklists, reports, and standardized HR templates.

Part 4: Building Robust & Scalable Workflows

- 4-step standardization pipeline: Draft → Review → Standardize → Reuse.
- Practical application: analyzing and processing employee engagement surveys.

Part 5: Data Security & Output Verification

- Input control: securing confidential HR data prior to AI submission.
- Output control: verifying facts, sources, logic, bias, context and confidentiality.
- Human-in-Control: maintaining human authority for final approval and governance.

Part 6: Packaging Your Personal AI Toolkit

Build and package a tailored, productivity-boosting AI Toolkit for 3–5 priority HR workflows.

WHO SHOULD ATTEND?



Managers



Leader



HR Specialist



L&D Specialist



HRBP

AIMNEXT

Professional Training & Consulting



Head office in HCMC:

Address: T floor, Nam Giao Building 1,
261-263 Phan Xich Long, Cau Kieu Ward
Tel : +84 (0)28 3995 8290 / Email: training-vn@aimnext.com
In charge: Ms. Loan Anh (Vietnamese, English)
Mr. Nagayoshi Tasuku (Japanese)

Representative office in Hanoi:

Address: 12A Floor, Sao Mai Building,
No.19 Le Van Luong St., Thanh Xuan Ward
Tel : +84 (0)24 6685 0388 / Email: training-vn@aimnext.com
In charge: Ms. Phuong Ha (Vietnamese, English)
Mr. Hiroto Yasunaga (Japanese)