



ChatGPT for human recourses and recruitment

Our training for HR and recruitment professionals with regard to ChatGPT is specifically designed to streamline and accelerate daily tasks within HR. You will learn its applications and what will soon be possible. With the arrival of ChatGPT, everyone can experience the power of AI. However, are you getting the most out of all AI tools? In this interactive and practical training, our experienced trainers will teach you how to use ChatGPT for drafting job descriptions, answering job applicants, and creating content for social media. We will immediately get started with one of your current vacancies or cases. This training is specifically aimed at HR professionals and recruiters.

Course duration

This course will have a duration of six effective course-hours.

Target audience

This training is specifically aimed at HR professionals and recruiters who want to further develop their skills in the field of AI tools.

Starting level

There is no specific mandatory foreknowledge needed. Only general knowledge of the use of a computer is necessary.

Content

- Introduction to ChatGPT and AI
- Exploring the capabilities of ChatGPT
- Discussion of privacy and GDPR-related aspects at OpenAI
- Underlying operation of ChatGPT
- Differences between versions 3.5 and 4.0 of ChatGPT
- Formulating effective prompts and instructions for ChatGPT
- Ten prompts for HR and recruitment purposes
- Generating job descriptions with ChatGPT
- Creating good texts to recruit people
- Training ChatGPT to recognize your writing style
- Using ChatGPT for evaluating applicants
- Deploying ChatGPT for onboarding processes
- Preparing for conversations with ChatGPT



- Integrating ChatGPT with other HR systems and workflows
- Answering applicant emails with ChatGPT
- The ethical and societal implications of ChatGPT
- Other AI tools that you can use within your HR and recruitment processes
- What you can achieve with Google Bard and Bing Chat
- The risks and opportunities with regard to AI
- Practical tips for everyday use of ChatGPT

The training can be adapted to the specific wishes and needs of the participants. Our experienced training advisors are happy to work with you to develop a tailor-made training program.