AI for Federal HR Course

Harness the power of Artificial Intelligence to enhance accuracy, efficiency, and decision-making across the federal HR lifecycle. This hands-on course shows practitioners how to apply AI tools to staffing, classification, research, and talent development while meeting regulatory requirements and strengthening HR outcomes.

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/ai-for-federal-hr

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Course Outline

Module 1: Introduction to AI in Federal HR

- Overview of AI and its relevance to both HR practitioners and supervisors/managers in the federal sector.
- Key AI technologies: Machine Learning, Natural Language Processing, Predictive Analytics.
- The potential of AI to enhance HR efficiency, streamline processes, and improve outcomes.
- Apply concepts in Activity 1 by exploring AI tools for researching federal HR law, regulations, and operating guidance related to specific cases to save time and improve efficiency.

Module 2: AI in Talent Acquisition

- How AI can assist in ensuring that the Uniform Guidelines and other requirements are met.
- Helping supervisors develop behavioral interview questions.
- Enhancing the decision-making process in staffing by utilizing AI-driven data insights.
- Addressing bias in AI tools and demonstrating how the HR Specialist uses technical knowledge to ensure accurate outcomes.
- Reinforce learning in Activity 2 by using AI to write vacancy announcements, develop behavior-based interview questions, and complete elements of the job analysis process.

Module 3: AI in Classification

- Using AI to write position descriptions (PDs) that accurately reflect the work performed and contain the specific information needed to classify the job.
- Using AI to find applicable requirements in primary classification references and OPM appeal decisions.
- Supporting practitioners in applying AI to search for occupational information and correct guidance on deciding interpretations of governing criteria.
- Practice skills in Activity 3 by using AI tools to compare PDs and guidelines, determine required PD content, and quickly locate relevant primary references, classification appeals, and Digest decisions.

Module 4: Using AI for Talent Development

- Identifying AI tools that can support continuous learning and employee development programs.
- Using AI to personalize employee training and development based on performance data.

- Applying predictive analytics to identify high-potential employees and design targeted career development plans.

- Using AI to track and manage employee progress and development milestones.

- Apply concepts in Activity 4 by using AI tools to create personalized learning paths, identify key areas for employee development, and track progress for HR practitioners and managers.

Module 5: Ethical and Practical Considerations in AI for HR

- Identifying ethical challenges in AI application, including data privacy, fairness, and transparency.

- Ensuring that AI tools in HR are used responsibly and ethically for decision-making.

- Balancing AI automation with human oversight in federal HR practices.

- Apply concepts in Activity 5 by working in small groups to analyze ethical dilemmas in real-world AI applications.