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

CustomerRelations@graduateschool.edu • (888) 744-4723

Course Outline

Module 1: Introduction to AI

- Define what Artificial Intelligence (AI) is.
- Identify common examples and everyday uses of AI.
- Explain, at a basic level, how AI works.
- Describe core subfields, including neural networks, machine learning, and deep learning.
- Apply this knowledge in the introductory exercise "Search vs. AI."

Module 2: AI Technologies & Usage

- Introduce language models and GPT-style systems.
- Provide an overview of current AI technologies and their capabilities.
- Examine government use cases for AI applications.
- Practice using AI assistants to support daily work tasks.
- Improve AI outputs by crafting better prompts and testing different approaches.
- Participate in the hands-on activity "AI Assistance with Your Work."

Module 3: Ethical, Legal, and Regulatory Considerations for AI

- Recognize data privacy and confidentiality requirements when using AI.
- Summarize legal considerations related to AI-generated content and copyright.
- Ensure compliance with applicable AI laws and regulations, including GDPR and federal guidance.
- Identify ethical challenges such as bias, transparency, and accountability in AI systems.
- Distinguish between safe and unsafe uses of AI through the group exercise "Safe vs. Unsafe AI Use."

Module 4: AI in Classification

- Learn effective prompting techniques when requesting a draft position description.
- Identify and address inconsistencies in AI-generated results.
- Enhance requests through thoughtful refinement.

- Evaluate and compare factor levels within a position description.

Module 5: AI in Talent Acquisition

- Explain how using artificial intelligence (AI) in hiring focuses on improving efficiency, ensuring fairness, and maintaining compliance with regulations.
- Identify the four key areas of the hiring process covered in this module:
  - Vacancy Announcements
  - Job Analysis/Crediting Plans
  - Rating and Ranking applicants
  - Preparing Interview Questions

Module 6: Using AI for Talent Development

- Recognize that many agencies use AI-driven platforms that support employee training and development.
- Describe how personalized learning portals recommend courses or resources to employees based on their job role and skill gaps.
- Explain how AI in a Learning Management System can suggest training to an employee by analyzing competencies, past training, and performance data.
- Identify SBA's use of an AI-simulated coach to help employees practice conversations as a creative example of AI in development.