COURSE SYLLABUS

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 (Live Online) and onsite training are 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

- 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.