



@ASK Training
Attitude | Skills | Knowledge

(24 HRS)

AI IN HR:

TRANSFORMING TALENT ACQUISITION & WORKFORCE MANAGEMENT

up to
90%
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Institute for
Human Resource
Professionals
(IHRP)



Course Synopsis

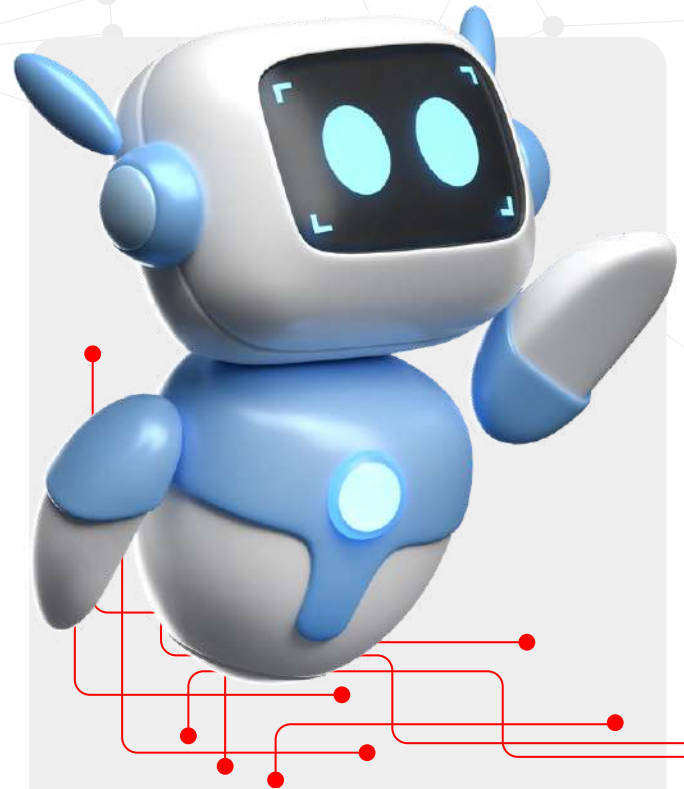
This course empowers HR professionals, managers, and SME owners with practical skills to transform workforce planning and people management using a blend of Generative and Agentic AI technologies. Specifically designed for the evolving Singapore landscape, the course introduces powerful tools such as **ChatGPT**, **Microsoft Copilot**, and **DeepSeek**, alongside autonomous agents to move beyond basic automation toward strategic HR leadership.

Participants will learn to optimize high-impact hiring strategies - including **Zero-Ghosting recruitment** and **Rapid-Fire sourcing** - while utilizing agentic AI to execute autonomous candidate outreach and workflow mapping. The curriculum dives deep into data-led strategies, teaching participants to forecast manpower needs, conduct precision upskilling aligned with the **Singapore Green Plan 2030**, and perform sentiment analysis to stop attrition before it happens.

Crucially, the course addresses immediate local mandates, including **Workplace Fairness Act (WFA)** readiness and evolving family-friendly workplace requirements. Participants will gain mastery in meta-prompting and AI governance, ensuring **PDPA-compliant data handling** and ethical adoption that protects the human-centric value of HR.

Through a blend of real-world case studies, live agentic AI demonstrations, and an Innovation Lab, participants will develop the ability to architect future-ready HR blueprints. By the end of the course, participants will be equipped to design smarter, data-informed strategies that balance human empathy with AI efficiency, fostering a resilient, fair, and high-performance workforce. This hands-on, outcome-oriented experience ensures participants leave with practical, "day-one" solutions for modern HR challenges.

Course Code: TGS-2026064496



Prerequisites

- Experience with human resources: Minimal one year of work experience with knowledge of human resources.

Language:

- Attained at least WPLN level 6 OR
- Obtained Grade C6 for GCE O level English OR
- Other equivalent qualifications

Academic:

- Obtained at least a pass or C6 at GCE O Level in at least 3 subjects OR
- Candidates with other qualifications will be considered on a case-by-case basis OR
- Mature candidates (≥ 30 years old) with 8 years of relevant working experience

Total Training Hours:

- 24-hour training course including a 2-hour assessment
- Practical Assessment
- Written Assessment



This course is accredited by the Institute for Human Resource Professionals (IHRP). Participants who complete this course are eligible for the IHRP Skills Badge in AI Fluency in HR (Basic). For more information, please visit [Skills Badges for Professionals - Institute for Human Resource Professionals](#)

Learning Units



Learning Unit 1

Foundations of Smarter Hiring and Candidate Experience with AI



Learning Unit 2

Understanding Workforce Trends and Ethical AI Practices



Learning Unit 3

Techniques for Identifying Skills Gaps and Optimising Learning Paths



Learning Unit 4

Data-Driven Performance Reviews and Forecasting Accuracy



Learning Unit 5

Applying Statistical Analysis to Workforce Engagement and Capacity



Learning Unit 6

Strategic HR Planning through Elasticity and Workforce Flexibility

Course Objectives

By the end of this course, learners should be able to:

- ✓ Utilise AI to review and refine hiring-related workforce execution plans by aligning recruitment stages, role requirements, volumes, and timelines with project and/or functional objectives.
- ✓ Review workforce execution plans by considering workforce trend signals affecting future manpower demand, including market conditions, business direction, attrition, automation, and ethical AI requirements, in relation to project and/or functional objectives
- ✓ Adapt mathematical models using AI-supported analysis to conduct statistical analyses of manpower demand to identify projected skills gaps by role.
- ✓ Develop manpower forecasts for required job roles and positions using performance evidence such as KPIs, competencies, and potential as parameters to assess role readiness and succession coverage.
- ✓ Adapt mathematical models for statistical analysis of engagement, capacity, and capability indicators of the existing workforce to identify patterns, outliers, and trends.
- ✓ Review workforce execution plans and contractor productivity metrics (RCs and CCs) to assess substitution options such as skills mix changes, automation, redeployment, and outsourcing, using elasticity principles to support project and functional objectives while enhancing workforce flexibility and resilience



Programme Fee

S\$1,362.50

(inclusive of
9% GST)

PROGRAMME FEE AFTER ELIGIBLE SSG SUBSIDIES:

From **S\$158.75**

(inclusive of 9% GST) after 90% SSG Subsidies

 Self-Sponsored	Course Fee before Subsidy and GST	Eligible Funding	Nett Fees Payable incl. 9% GST
Singapore Citizens ≥ 40 years old	S\$1,250.00	90% SkillsFuture Funding	S\$158.75
Singapore Citizens, PRs or LTVP+ Holders ≥ 21 years old		70% SkillsFuture Funding	S\$408.75

SkillsFuture Credits can be used on top of existing subsidies

 Company-Sponsored	Course Fee before Subsidy and GST	Eligible Funding	Nett Fees Payable incl. 9% GST
Small-to-Medium Enterprise (SME) Singaporean Citizens, PRs or LTVP+ Holders ≥ 21 years old	S\$1,250.00	90% SkillsFuture Funding	S\$158.75
Non-SME Singaporean Citizens, PRs or LTVP+ Holders ≥ 21 years old		70% SkillsFuture Funding	S\$408.75
Non-SME Singaporean Citizens ≥ 40 years old		90% SkillsFuture Funding	S\$158.75

Singapore Citizens 21 years old and above who meet special criteria* may be eligible for Additional Course Fee Funding Support (AFS) of 95% Subsidy. AFS is only eligible for SkillsFuture Career Transition Programme applicants.

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