



AI for HR

Day Two

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DAY TWO

Agenda

- Ethics, bias and data protection
- Leveraging AI for performance management, L&D and employee engagement
- Leading AI change
- Communicating AI strategies
- Peer coaching and facilitated action planning

WELCOME BACK

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REMINDER ABOUT PROMPTS

Prompt Title

Give your prompt a name you'll recognise later.

Purpose

What are you trying to achieve with this prompt? (e.g. Write a LinkedIn post, draft a policy, summarise a meeting...)

Act As

Who should ChatGPT pretend to be? (e.g. An experienced HR consultant, a plain-English translator, a policy writer, an experienced people strategist with 10 years experience in change management...)

Context

What does the AI need to know about the situation, audience, or background?

Tone & Style

How should it sound? (e.g. Friendly and clear, formal and concise, playful but professional...)

Clarifying Questions (optional)

Ask me a series of questions in order to make your output the best it can possibly be.

Output Use Case

Where will you use the result? (e.g. Email, LinkedIn, manager doc, website, proposal, SLT, etc ...)

ETHICS, BIAS AND DATA PROTECTION

What responsible AI use looks like in practice

Guardian of fairness and inclusion

Accountability and transparency

AI introduces new risks and new responsibilities



AI CAN BE HELPFUL BUT CAN BE HARMFUL IF MISUSED

- Bias
 - Privacy and GDPR – Data misuse
 - Lack of transparency
 - Human oversight
 - Loss of trust
- What is one way you could build trust – or lose it – in your own HR practices?**

EXERCISE: DRAFTING A AI POLICY FOR HR

In your groups, you have 20 minutes to sketch out your policy or statement of intent.

Cover:

- Governance – oversight approvals and monitoring
- Ethics & Data Protection – principles to ensure fairness, transparency, security and compliance
- Use Cases – practical examples and how risks will be managed
- Anything else

EXERCISE: AI RECRUITMENT

You are implementing AI to use as part of recruitment process for several roles:

- Head of Climate Resilience and Nature
 - Experience in sustainability, climate science and nature solutions
 - 150 applications
- Green Growth Project Manager
 - Analysis of cover letters – project management and environment competencies
- Head of Planning
 - LinkedIn profiles and professional networks
- Information Governance Lead
 - Technical knowledge and professional certifications

EXERCISE: YOUR TASK (10 mins)

Your team is responsible for implementing AI tools for the assigned role.
Carry out a risk assessment to consider:

- Bias and ethics risks
- Data protection issues
- Sector specific challenges

Develop practical recommendations: Biggest concern; important safeguards;
one question for the other groups

Be prepared to defend your approach when other groups challenge you

HOW COULD YOU USE COPILOT?

- Create job descriptions which includes values, diversity and inclusion language
- Create interview question banks and scoring criteria to assess skills and knowledge without bias towards specific things such as educational background, etc
- Draft AI ethics checklist for recruitment processes
- Write candidate invite, rejection and offer email templates that is empathetic and aligns to values
- Summarise current UK legislation and best practice on AI use in recruitment

HOW NOT TO USE COPILOT

- Never paste CVs, cover letters, interview notes with candidate names or identifiable data
- Never ask to analyse candidates suitability with personal data
- Never upload application forms or assessment data
- Never prompt to compare candidates with real candidate personal information

Key safety: Only use AI for creating frameworks, templates, and processes - never for processing actual candidate data or making decisions about real people.

AI for
Performance management
L&D
Engagement

Problem mapping

- Performance management pain points
- L&D challenges
- Engagement issues

AI SWEET SPOT

1. High volume
2. Pattern recognition – data follows the rules
3. Time intensive – currently manual and slow
4. Consistency needed – human variation is problematic

Score each problem 1-4 as above

COPILOT THINKING FRAMEWORK

1. The Opportunity Lens

Ask : Is this task repetitive, data-heavy, or time-consuming? That's where AI can help.

2. The Safety-First Approach

Always start with: What data am I using? Is it personal/sensitive? Can I anonymise or use examples instead?

3. The Assistant Mindset

Copilot helps you CREATE frameworks, templates, and processes - not making decisions about people.

4. The Pilot Mentality

Start small, test carefully, measure impact. What could you try with low risk in the next month?

Leading change: Creating a culture that embraces AI and innovation

Understand how culture shapes AI adoption and how HR can model and lead cultural change – even without formal authority

WHY CULTURE MATTERS FOR AI

“Culture is the collection of shared beliefs, behaviours, assumptions, and symbols that shape how work gets done.”

If someone joined your team tomorrow – how would they now what your culture is, without being told?

CULTURAL CONDITIONS FOR AI ADOPTION



- Safe to experiment
- Space for reflection
- Leadership endorsement
- Inclusion in the journey

ACTIVITY: What is one thing your HR team could start doing that signals we are leading this change with confidence and care?

COMMUNICATING AI STRATEGY

EXECUTIVE
CONFIDENCE

BUSINESS
VALUE

STRATEGY
NOT
TECH

Developing your case for action

STRATEGIC COMMUNICATION

Leadership framing

It's not just what, it's why and who

Model	In practice:
Transformational	Visionary: here's where we are going and why it matters
Servant	Empathetic – We are making this easier, fairer, more human centred
Authentic	Here's what we know, what we're learning, and where we need help
Situational	Adaptive – We're tailoring our message and method to suit our audience

BUILDING A CASE FOR ACTION

Why Now?

- Internal or external drivers (link back to Day 1: PESTLE, culture, pain points).
- Business risk of doing nothing.

What's the Opportunity?

- Example: “We’re not asking for a new system — we’re using Copilot to save time in onboarding and improve engagement.”

How We’re Managing Risk

- Ethics and governance, data privacy, phased roll-out, staff engagement.

YOUR PERSONAL AI CASE FOR ACTION

The Opportunity:

What's the one AI-related idea or use case you now believe YOU should explore?

The Rationale:

Why this? Why now? What problem does it solve or what value could it create?

The Stakeholders:

Who needs to be on board and how would you communicate it to them?

The First Step:

What's a realistic, low-risk experiment you could run to test it?

Your Leadership Lens:

What leadership tone or model will you use to support this case — and why?

FROM INSIGHT TO ACTION: YOUR PLEDGE

TRY THIS MONTH:

A realistic meaningful experiment or application

BLOCKER:

Be honest – it might be confidence tools, time or buy-in

STAKEHOLDER:

Someone you will engage or influence to support your decision

SUCCESS:

Something you will commit to celebrating – even if it is small – to show a shift is happening

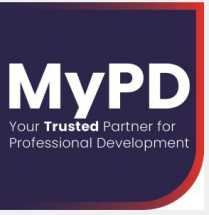
ONE THING
You will try this
month

ONE BLOCKER
You need help
removing

ONE
STAKEHOLDER
You will speak to

ONE SUCCESS
You will share
with your team

FINAL THOUGHT



Change doesn't start when everyone's ready. It starts when one person makes one meaningful shift and invites others to join them.

Let this be your moment.