COURSE SYLLABUS

AI for HR Professionals (Private Sector) Course Online

Build a personalized Claude workflow that enables you to produce HR documents, programs, and communications that are faster, clearer, and more consistent across the full employee lifecycle.

Group classes (Live Online) and onsite training are available for this course. For more information, email partnerships@vdci.edu or visit: https://vdci.edu/courses/ai-for-hr-professionals-private-sector-course-online



admissions@vdci.edu • (619) 758-9300

Course Outline

Module 1: Getting Started with Claude AI

- Explain how Claude works in plain language and identify the model tiers, plans, and interface
- Understand the context window, how Claude processes information, and when to start new conversations
- Practice your first Claude conversation using an HR-specific prompt
- Identify what Claude does well, what it doesn't, and when human judgment is essential

Module 2: Prompting Fundamentals

- Apply the five-part prompt framework: context, task, format, constraints, and examples
- Write effective prompts across five use cases: writing, summarization, analysis, research, and creative problem-solving
- Recognize and fix common prompting mistakes that produce vague or unusable output
- Practice prompting with HR scenarios: drafting a job posting, summarizing a policy document, and writing a manager feedback script

Module 3: Working with Files & Documents

- Upload and analyze images, PDFs, spreadsheets, and documents directly in Claude
- Use Claude to extract, compare, and summarize information from uploaded files
- Work with HR-specific file types: position descriptions, org charts, performance review forms, and employee handbook sections
- Complete a hands-on document analysis exercise using provided HR sample files

Module 4: Projects & Knowledge Bases

- Explain how Projects use custom instructions and knowledge bases to organize ongoing work
- Write effective Project instructions that encode your role, audience, format preferences, and rules
- Upload reference documents and understand how RAG retrieves relevant content
- Create an HR Project for a talent acquisition or performance management scenario using provided sample files

Module 5: Artifacts, Styles, Memory & Usage Management

- Create reusable deliverables with Artifacts and edit them directly or through conversation

- Build custom Styles that match your professional communication voice
- Configure Memory to retain key context about you and your work across conversations
- Apply usage management techniques to extend your plan value

Module 6: Advanced Prompting & AI Tool Selection

- Use role-based prompting, chain-of-thought reasoning, and multi-step workflows
- Apply Extended Thinking, web search, and the You Ask Me technique for complex tasks
- Compare Claude with ChatGPT, Copilot, and Gemini to choose the right tool for each task
- Practice advanced prompting with HR scenarios: auditing a job description for bias, building a structured interview guide, and developing a performance improvement plan framework

Module 7: Introduction to Claude Cowork

- Explain what Cowork is and how it differs from the claude.ai chat interface
- Read, write, and manage files from your desktop environment
- Configure guardrails, file permissions, and network settings for safe use
- Understand prompt injection risks and how to protect against them

Module 8: Context System, Connectors & Integrations

- Build foundational context files and set Global Instructions that apply to every Cowork session
- Connect Claude to Slack, Google Drive, Gmail, and other workplace tools
- Use Claude natively in Excel and PowerPoint with the Office add-ins
- Configure your context system and connections for HR workflows, including people analytics in Excel and leadership presentations in PowerPoint

Module 9: AI for HR — Core Workflows

- Use Claude to produce bias-reviewed, level-calibrated job descriptions and structured interview guides
- Draft manager coaching scripts, performance improvement plan frameworks, and corrective action documentation
- Build employee communications, handbook sections, and onboarding program content
- Set up HR-specific Skills and Scheduled Tasks for recurring content production
- Complete a hands-on lab producing a multi-document HR content package

Module 10: Capstone — Build Your HR Claude System

- Audit your HR tasks and identify the highest-value opportunities for Claude assistance
- Configure a personalized HR Claude system: Projects, context files, Styles, and connected tools
- Run a complete end-to-end workflow that produces a real HR deliverable package
- Create a Week 1 action plan for applying what you've learned to your HR role