

# AI+ Microsoft 365 Copilot HR Specialty

Duration: 08 hours

## Course Overview

The AI+ Microsoft 365 Copilot in HR certification is designed to equip HR professionals with the skills to leverage AI and automation tools within Microsoft 365 to enhance human resources processes. This certification covers practical applications of AI-driven features in Microsoft 365, focusing on optimizing recruitment, employee management, and performance analysis. It helps HR teams streamline workflows, improve decision-making, and drive productivity. Through hands-on training, participants will master AI tools to enhance communication, analyze data, and make data-driven HR decisions, enabling them to efficiently manage talent and foster a productive work environment.

## Prerequisites

- **Basic understanding of HR processes** – Familiarity with HR functions and workflows.
- **Microsoft 365 proficiency** – Comfortable using Microsoft 365 apps like Outlook and Teams.
- **Introductory knowledge of AI concepts** – Basic understanding of AI and automation principles.
- **Experience with HR software** – Prior experience using HR management systems.
- **Analytical mindset** – Ability to interpret and analyze HR data effectively.

## Course Agenda

### Module 1: Foundations of AI & Microsoft 365 Copilot in HR

- The Rise of AI in HR
- Meet Microsoft 365 Copilot for HR
- Copilot & Microsoft Graph: Secure Data Use
- Intro to Ethical AI in HR
- Case Study: BrightPath HR (Fictional)
- Hands-on Exercise

### Module 2: Core Copilot Skills for Everyday HR

- What is Microsoft 365 Copilot?
- Creating Job Descriptions with Copilot
- Drafting Offer Letters & HR Communications
- Onboarding Kits & Welcome Messages
- Handling Sensitive HR Communications
- Human Review Checklist
- Case Study: CareersFirst (Fictional)
- Hands-on Exercise

### Module 3: Advanced Copilot Applications in Strategic HR

- Automating the Recruitment Pipeline
- Summarizing Performance Reviews
- HR Meeting Automation with Teams
- Survey Design & Engagement Insights
- Workforce Planning with AI
- Integrating Copilot Analytics with Power BI
- Case Study: TalentBridge (Fictional)
- Hands-on Exercise

#### **Module 4: Designing HR Agents with Copilot Studio**

- What is Copilot Studio?
- Agent Use Cases in HR
- Building an HR Helpdesk Agent
- Creating a Recruitment FAQ Agent
- Case Study: GrowMore Inc. (Fictional)
- Hands-on Exercise

#### **Module 5: Optimizing Prompts & Integrating Copilot with HR Systems**

- Advanced Prompt Crafting for HR
- HRIS Integration with Copilot
- Case Study: WorkWell (Fictional)
- Hands-on Exercise

#### **Module 6: Responsible AI with Copilot — Policy, Safety & Trust**

- Principles in Practice
- Data Protection & Compliance
- Bias, Hallucination & Human Oversight
- Operationalizing Responsible AI

#### **Module 7: Capstone — End-to-End HR with Copilot**

- Project Overview and Objectives
- Step-by-Step Guide
- Key Takeaways and Outcomes