

AI UPLIFT

A Half Day Workshop
for Talent Professionals

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Module 1: The Uneven State of AI in Talent Today

Module 2: Large Language Models (LLMs)

Module 3: The Anatomy of a Prompt

Module 4: Agents & Automation

Module 5: AI & Your Role

Module 6: Embedding AI back at work

Module 7: Final Questions & Resources



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Module 1: The Uneven State of AI in Talent Today

This module explores the uneven state of AI in Talent today, where access to tools is growing faster than real capability.

It challenges the assumption that adoption equals progress by unpacking the critical difference between having AI tools and building the fluency to use them well, safely, and strategically.

We'll examine why uneven usage across teams creates inconsistent outcomes, from candidate experience and hiring manager trust to productivity, risk, and decision quality.

It will help Talent Professionals shift the conversation from AI rollout to Capability, Consistency, and Measurable Impact.

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Module 2: Large Language Models (LLMs)

We explain clearly:

- What LLMs are
- How different LLMs produce different outputs
- When to use which tool
- What is an AI-hallucination, how to spot it and how to avoid it

Then we move into recruiter-specific use cases showing how one LLM compares to another for Talent related tasks including:

- Structuring intake briefs
- Drafting and refining job ads
- Screening summaries
- Interview question generation
- Stakeholder messaging

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Module 3: The Anatomy of a Prompt

This section is hands-on and immediately usable.

This module breaks down the anatomy of a strong prompt and why structure matters if you want AI to produce useful, reliable, and context-aware outputs. Without a clear prompt framework, most teams get generic answers, inconsistent quality, and far more rework than they expected. We'll share a weak prompt versus a strong prompt and walk you through step by step how to build a well-structured prompt.

Participants will see live demos and work through guided laptop exercises to:

- Craft a prompt using six core elements that will transform your basic request into a high-quality output
- Improve your prompt using variables and then template it to use over and over again
- Teach AI to test your prompts
- Create an Interview Script together using your new Prompt Skills
- Save and Stack your Prompts to share you with your team

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Module 4: Agents & Automation

Once you understand prompting, we introduce you to Agents. At a high level, we cover:

- What an AI agent actually is:
- The difference between conversational and automation agents
- The four core components of building a simple agent

We'll demonstrate a recruitment-focused agent in action, showing you:

- CV Screening and Ranking Agent
- Candidate Follow Up Agent

You may not be able to apply this in your organisation due to governance or access, however, understanding how agents work is fast becoming essential, because even if you are not building them yourself, you will increasingly be expected to evaluate them, work alongside them, and make better decisions about where automation should support, not replace, human judgement in hiring.

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Module 5: AI & Your Role

This is about identity and positioning.
We discuss:

- How recruiter roles are changing
- What becomes automated
- What becomes more strategic
- How AI elevates judgement, influence and advisory capability

There's a short reflection exercise here to help participants identify:

- One task to stop doing manually
- One task to upgrade
- One capability to strengthen

This ensures the learning is personal and practical.

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Module 6: Embedding AI back at work

The final 30 minutes focus on re-entry and buy-in.

- How to demonstrate your learnings and AI wins to your Leader
- How to imbed today's learnings into your workflow
- A simple before-and-after example of time and quality improvement so they can clearly see how to articulate value internally.

We close with a clear action commitment from each participant so they leave with something tangible to apply immediately.

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Module 7:

Final Questions & Resources:

- **Resource 1:** Today's Slides
- **Resource 2:** Follow Up
Online Session Dates
- **Resource 3:** Prompts that
we worked on and discussed
- **Resource 4:** Slack
Channel to keep in touch
with other Workshop alumni