

# AI for HR

AI WORKSHOP SWITZERLAND

Reduce shared inbox overload, automate repetitive HR tasks, and build a self-serve employee knowledge base with Microsoft Copilot.

Reduce shared inbox overload and standardize HR responses using Microsoft 365 Copilot.

Copilot-first (Microsoft 365)

HR-safe & practical

In-person or hybrid

Templates + prompt library included

1-Day In-Person Workshop

Corporate training · Switzerland

GDPR & Swiss FADP aware

[aiworkshop.ch](https://aiworkshop.ch)



# Built for **Swiss teams**

Hands-on corporate AI training delivered on-site across Switzerland — with governance, templates, and adoption built in.

## WHO THIS PROGRAM IS FOR

- HR teams handling high email volume and employee support requests
- HR Operations managing policies, onboarding, contracts, benefits
- Recruiting teams improving job ads, screening, and candidate communication
- HR Business Partners supporting managers with documentation and guidance
- Organisations already using Microsoft 365 and exploring Copilot adoption

## WHAT MAKES THIS HR PROGRAM DIFFERENT?

Most AI workshops are either too theoretical or too technical. This program is hands-on and designed for HR realities, including sensitive data, compliance needs, and tone of voice consistency.

## THE HR PROBLEMS WE SOLVE

### SHARED INBOX OVERLOAD (200+ EMAILS/DAY)

Triage, fast drafting, and reusable reply templates to cut writing time.

### REPETITIVE EMPLOYEE QUESTIONS

Build FAQ structures for self-service and uniform answers across the team.

### POLICY COMPLEXITY + COMMUNICATION QUALITY

Turn policy language into clear, multi-language explanations and quick replies.

### RECRUITING SPEED + CONSISTENCY

Improve job ads and kits to speed up communication while staying human.

## YOU WILL LEAVE WITH REAL DELIVERABLES:

- HR Email Reply Templates (ready for the shared inbox)
- HR Prompt Library (Copilot-first, role-specific)
- Employee Questions Knowledge Base Structure (SharePoint-ready)
- AI Safety & Guardrails Sheet for HR
- 30-Day Adoption Plan for your team

## DELIVERY

On-site at your office or venue · English, German, French, Italian · Zurich, Geneva, Lausanne, Basel, Bern, and nationwide.



# Program Overview (1-Day In-Person Workshop)

Module 1 of 2 — practical exercises, real workflows, and reviewable outputs.

## Program Overview (1-Day In-Person Workshop)

Group size: 10–15 participants (best for interaction) · Format: interactive + real HR use-cases · Tools: Microsoft 365 Copilot (Outlook, Word, Teams, Excel), SharePoint/OneDrive

## Module 1 - HR-Safe AI & Copilot Foundations

- What Copilot can/can't do in HR
- HR-safe prompting rules (red/yellow/green)
- How to review outputs and stay compliant

**Outcome:** *Your team uses AI confidently, safely, and responsibly.*

## Module 2 - Outlook Copilot for Inbox Triage & Faster Replies

- Summarize long email threads into actions
- Extract the real request + missing details checklist
- Draft replies with consistent tone and clarity
- Build standard templates for recurring topics

**Outcome:** *Faster replies, better consistency, less inbox fatigue.*

## Module 3 - Employee Questions System (Knowledge Base Design)

- FAQ structure, categories, tags, and ownership
- How to write answers employees understand
- Link answers to source-of-truth documents

**Outcome:** *Fewer repeat questions and improved HR scalability.*



# Program Overview (1-Day In-Person Workshop)

Module 2 of 2 — practical exercises, real workflows, and reviewable outputs.

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## Module 4 - Word Copilot for Policy Simplification + Multilingual Clarity

- Rewrite policy text into employee-friendly language
- Create short versions for quick replies
- Translate while preserving meaning and tone

**Outcome:** *Less confusion and fewer back-and-forth messages.*

## Module 5 - Teams Copilot for Meetings, Actions & Follow-Up

- Capture decisions and next steps automatically
- Turn meeting notes into action lists and follow-ups

**Outcome:** *Better alignment and fewer lost decisions.*



# Book this **workshop**

Request a tailored quote for your team size, location, and objectives.

## Is this training only for Microsoft Copilot?

Yes. This program is designed specifically for Microsoft 365 Copilot and fits organisations where ChatGPT is restricted for privacy reasons.

## How does this workshop comply with Swiss Data Protection (FADP)?

We align our workflows with Swiss FADP (nLPD) requirements, focusing on anonymization, local data processing in Microsoft 365 Switzerland, and strict 'human-in-the-loop' verification protocols.

## Can you deliver this on-site in Switzerland?

Yes. On-site delivery is available across Switzerland (Zurich, Geneva, Lausanne, Zug, etc.) and is recommended for the best hands-on team interaction.

## Is it safe for sensitive HR data?

We teach HR-safe prompting, compliance guardrails, and human review workflows so your team stays in control without exposing PII to external models.

## What specific HR deliverables will my team have after 1 day?

Your team will leave with a verified HR Prompt Library, standard reply templates for your shared inbox, and a 30-day adoption plan tailored to your specific tools.

PRIMARY

**Request a quote**

<https://aiworkshop.ch/form/quote/>

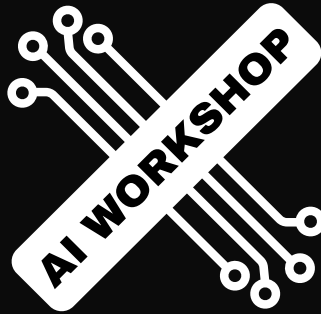
LEARN MORE

**Workshop page**

<https://aiworkshop.ch/workshops/hr-training/>

## CONTACT

hello@aiworkshop.ch · AI Workshop Switzerland



# Train your team. Ship with confidence.

AI WORKSHOP SWITZERLAND

AI for HR

Corporate AI workshops, executive coaching, and governed agentic systems for Swiss enterprises.

[aiworkshop.ch](https://aiworkshop.ch) · [hello@aiworkshop.ch](mailto:hello@aiworkshop.ch)