



Building AI Agents for HR

A two-part session where teams design, build, and launch real AI agents that take admin off their plates and free HR up for higher-value work.

LEVEL 3



25 participants



Virtual or F2F



2x 3.5-hour sessions



Why do you need this?

HR teams are stretched across recruitment, onboarding, policy, employee queries, and reporting – much of it repeatable work that AI agents can handle. But most HR professionals don't yet have the skills to build or deploy them.

This hands-on workshop teaches your HR team how to design, build, and deploy real AI agents for everyday HR tasks. Your team leaves with a working agent prototype and a clear plan for what to do next.

Business outcomes

- Offload repetitive HR admin to AI agents.
- Remove bottlenecks in recruitment, onboarding, and employee query workflows.
- Boost team productivity and response times.
- Turn internal HR knowledge into automated, accessible action.

By the end of this program you will

1. Understand the capabilities and limitations of AI agents in an HR context.
2. Identify and prioritize high-value AI agent use cases for HR work.
3. Design and build a working AI agent prototype using your authorized tools.
4. Leave with a clear plan for building and scaling AI agents in your HR team.

Delivered in your tech stack:



100% of participants built and deployed an AI agent during this workshop, using company authorized tools.

How it Works

- Structured workflow that takes you from idea to deployment of an AI agent for your HR team.
- Two expert facilitators to guide you through with tips, tricks, and examples.
- Hands-on activities using your company authorized tools (Copilot, Claude, Lovable etc).
- Application task between sessions to embed practice into your work.
- Includes a takeaway prompt pack and simple frameworks to repeat the process.
- Adapted to your AI maturity and industry.

Application Task:

Between Part 1 and Part 2, test your prototype agent with your peers and team. Gather early stage feedback to help you improve.

"Brilliant sessions, wonderfully facilitated especially because Katie knows the business so well"

Ali Shepherd, Pan MacMillan

Learner Journey



Part 1: Design & Build (4 hours)

1. Intro to AI Agents

Learn what AI agents are, where they deliver value, and how they differ from AI assistants. Introduce the HR brief we will work on.

2. Define Your Agent

Map your HR workflows to identify high-impact ideas. Then create a clear agent use case and map out its scope, role, and boundaries.

3. Give Your Agent a Brain

Ground your agent in relevant HR knowledge: policies, handbooks, org data, and process documentation using retrieval (RAG) patterns.

4. Give Your Agent Tools

Connect your agent to HR tools and systems. Define triggers, actions, and simple workflows so the agent can take meaningful action.

Part 2: optimize & Deploy (4 hours)

5. Rebuild Your Agent

Take feedback from testing with your team and peers, and run through the agent build process again, refining and improving.

6. Test and Optimize Your Agent

Test your agent against realistic scenarios then finalise its prompts, rules, and guardrails to improve reliability and performance.

7. Live Demos and Feedback

Demo your working agents to the group. Reflect and share lessons learned. Get extra power user tips from the expert facilitators.

8. Roadmap

Identify your next priority agent opportunities and define a clear, practical plan for piloting and scaling agents in your HR team.