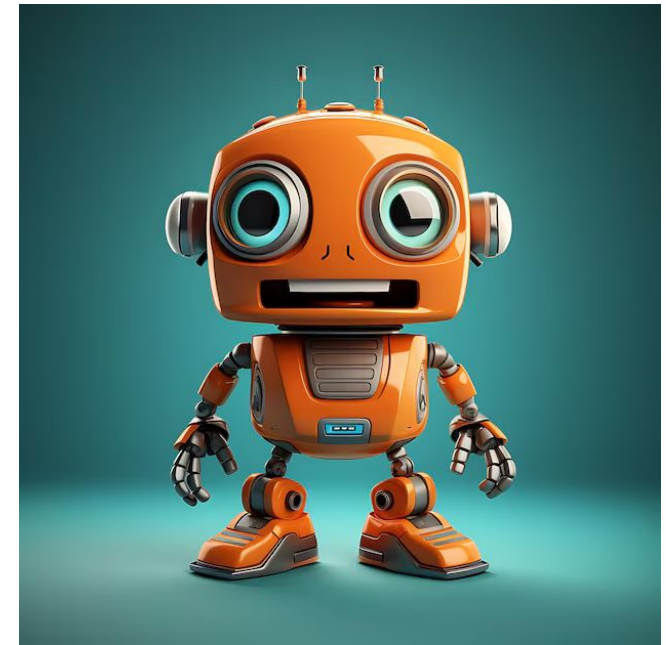


AI as Your HR Sidekick: Work Smarter, Stress Less

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Why a Sidekick?

- Everyone needs a partner to handle the repetitive, heavy lifting.
- They free up the hero for the tough calls.
- Sidekicks make the hero shine brighter.
- Key message: You don't lose your power — you amplify it.



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What can AI sidekicks do?

- ★ Draft policies, contracts, or communications.
- ★ Summarize meetings and transcripts.
- ★ Generate training resources or feedback templates.
- ★ Spot trends in HR data.



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AI TOOLS FOR HR LEADERS



ChatGPT

All Purpose AI tool
with proprietary
image generator



Perplexity AI

Search results
+copilot



Claude AI

Humanistic AI with
contextual tools



Copilot

Built for Developers
and Security



Canva

Multifunctional
visual creation tool



INQQA

Use AI to 10x
Insights in ~10x time



HR Harriet

Frontline for
Employee HR
Questions



NotebookLM

AI powered
learning and
research assistant



Opre

Agentic contextual
people
management



Futurepedia

Library of AI tools



Gamma

Creating
Presentations
with AI



AllVoices

AI powered
investigations and
case management



Loom

Video learning
through screen
recording



Read.ai

Video transcription
with coaching and
actions items



Talktastic

AI-driven keyboard
extension



Waggle

AI Leadership
coaching for
remote teams

Challenge #1

★ Find a partner

- ★ Write a warm, professional welcome email for newly hired substitute teachers. The tone should be friendly, appreciative, and encouraging.
- ★ Include:
 - A brief thank you for joining the district/team.
 - A positive message about the important role substitutes play in supporting students and staff.
 - Key first steps (e.g., logging into the substitute management system, reviewing orientation materials, or connecting with the HR office for questions).
 - Reassurance that support is available if they have questions.



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Challenge #1

- ★ Task: Write a warm, professional welcome email for newly hired substitute teachers. The tone should be friendly, appreciative, and encouraging.
- ★ Include:
 - A brief thank you for joining the district/team.
 - A positive message about the important role substitutes play in supporting students and staff.
 - Key first steps (e.g., logging into the substitute management system, reviewing orientation materials, or connecting with the HR office for questions).
 - Reassurance that support is available if they have questions.
 - A closing line that makes them feel valued and excited to begin. Keep the email concise, easy to read, and written in a tone that balances professionalism with warmth.



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Where are HR Pros Use AI Right Now?

Recruitment (resume screening, job ad drafts).

Employee engagement (pulse surveys, quick analysis).

Professional development (training content, coaching prompts).



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Spot the Sidekick



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Guardrails (Every Sidekick Needs Rules)

Data privacy.

Accuracy checks.

Knowing when human judgment is irreplaceable.



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RED FLAGS



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RED FLAGS

Sample 1 – Policy Email

“Per Illinois law, every district employee must complete annual harassment training by December 2020. Please log in to the district portal and confirm completion.”



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RED FLAGS

Sample 2

“Please submit your I-9 verification forms to the IEA office within 3 days of hire.”



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RED FLAGS

Sample 3 – Substitute Welcome Email

“We’re so glad you’ve joined our district! Substitutes play an important role in state-mandated standardized instruction delivery.”



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Sidekick Challenge

PROMPT: Chat, I hope you're doing well. I appreciate your expertise in creating personal writing personas from just a few samples. As a HR Leader, I'm looking to utilize generative AI for my communication to ensure consistent tone of voice, writing style, grammar, and punctuation, and most of all ensure that it sounds like me.

Could you create a short (for limited word counts) and a longer version of a persona for my genAI profile? Please ensure the personas are free of bias, and don't hallucinate my personality. To help you best capture my voice, please ask me 3 - 4 questions that will help you create the most accurate persona for me.

Thank you for your help! I'm excited to see what you come up with.



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Sidekick Challenge



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Call to Action

Embrace AI as a collaborator, not a replacement.

Experiment, but stay thoughtful.

Build confidence in using it so you lead the charge, not play catch-up.



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Questions and Answers

Thank you for your time!

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