

Transform HR using Artificial Intelligence



DATE/TIME

22 May 2026, Friday
9.30 am to 5 pm
(6.5 hours)

FACILITATOR

Lydia So
AI for HR Transformation
Lead
Eliteus Pte Ltd

VENUE

Metropolitan YMCA
60 Stevens Road
Singapore 257854
(Nearest is Stevens MRT
Station - DTL & TEL)
(Free parking until full)

CLASS SIZE

6-20 participants

FEE per Participant

S\$580 includes a
workbook, e-Certificate,
lunch and tea-breaks.

REGISTRATION & PAYMENT

Please click or scan the
QR Code to register.
Registration closes
on 13 May 2026.



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PREREQUISITE

Basic computer literacy including keyboard and mouse usage, file and folder navigation, and basic application handling such as launching and closing programmes. The workshop is conducted in English and participants should possess a basic understanding to read, write, speak and listen in English.

MORE INFORMATION

Email to
enquiry@eliteus.com.sg

Note: Minimum group size is required for a confirmed class. Eliteus reserves the right to postpone/cancel the scheduled session before its commencement if minimum class size is not met. The workshop venue may also be subject to change.

WORKSHOP OBJECTIVE

Artificial Intelligence redefines day-to-day tasks and impacts work nature. If we use AI appropriately and intelligently, we can transform work processes to drive innovation, enhance experiences, create opportunities, exceed expected and perceived needs, and achieve business results.

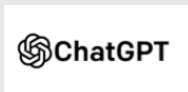
This specially-designed workshop for HR seeks to demystify the terms, concepts and tools in AI, and empowers HR professionals to think, leverage and integrate AI confidently in HR processes and their role. From HR perspective and with interactive hands-on and guided experimentation, participants will learn and build their AI competency.

At the end of this workshop, participants will gain simple understanding and basic competency in the following:

- Learn about AI and commonly used AI terminologies
- Know the difference between Generative AI, Agentic AI and AI Agents
- Apply Gen AI and scripts to automate HR workflows
- Be familiar with potential pitfalls in using AI
- Review AI applications to HR core functions, i.e. L&D, TA, Onboarding
- Hands on to build an automation HR workflow using Apps Script

WORKSHOP OUTLINE

- Introduction to AI and terminologies
- AI Concepts and Tools like AI Learning, Deep Learning, Machine Learning
- Generative AI and Agentic AI
- Use of AI across HR core functions
- Issues relating to AI use
- Practical tips to apply AI across HR core functions
- Hands-on practice on AI (LLMs, App Script for Google Forms and Google Sheet, NotebookLM)



HARDWARE & SOFTWARE

Participants are required to bring their own laptops, fully-charged and able to connect to Wi-Fi. Tablet is not recommended as it may cause discomfort and inconvenience.

FOR WHO

HR Professionals - Sr/Executives, Asst/Sr/Managers, Directors, VP and Head

FACILITATOR

Lydia So is an AI for HR Transformation Lead with over 20 years of experience in learning & development, sales enablement, and capability building across Asia Pacific countries. She specializes in helping HR professionals and business leaders translate emerging AI technologies into practical, high-impact applications that improve productivity, decision-making, and employee experience.

With a strong background in designing and delivering training programs for global organizations, Lydia has worked closely with cross-functional teams to drive digital adoption, streamline workflows, and build future-ready capabilities. Her expertise spans AI-powered tools, workflow automation, and data-driven learning strategies, enabling HR teams to move beyond theory and confidently apply AI in real-world scenarios.

Lydia is known for her engaging and hands-on facilitation style, combining real use cases, live demonstrations, and interactive exercises to ensure participants leave with immediately applicable skills. She has successfully trained diverse audiences across Asia, tailoring content to different levels of digital maturity and business needs.

Passionate about the future of work, Lydia focuses on empowering HR professionals to become strategic enablers of AI transformation within their organizations.