



AI APPLICATION FOR HR

January 14, 2026 (Wednesday) 8.45 am – 5.00 pm FMM Institute, Perak

The integration of Artificial Intelligence (AI) into Human Resource Management is revolutionizing how organizations attract, develop, and retain talent. As businesses embrace digital transformation, HR professionals must understand how AI enhances operational efficiency, data-driven decision-making, and employee experience. This training aims to bridge the gap between traditional HR practices and modern AI-driven solutions by equipping participants with practical insights and real-world applications. Through interactive discussions, case studies, and group activities, participants will explore how AI can automate repetitive HR tasks, analyze workforce trends, improve talent acquisition accuracy, and foster strategic workforce planning. Ultimately, this program prepares HR professionals to confidently leverage AI as a strategic enabler while maintaining the human touch that defines effective people management.

Participants to bring own laptop/tablet.

COURSE CONTENTS

9:00 AM – 9:30 AM → Welcome & Ice-Breaker

- Trainer and participant introductions
- Clarify course objectives and agenda
- Ice-breaking activity: “AI in Our Daily Work”
- Pre-training assessment

9:30 AM – 10:45 AM → Module 1: Introduction to AI and Its Relevance in HR

- Definition and evolution of Artificial Intelligence
- How AI is shaping the modern HR function
- Types of AI technologies relevant to HR (ML, NLP, automation, chatbots)
- Global and local trends in HR digitalization
- Case examples: AI adoption by leading organizations

10:45 AM – 11:00 AM → Morning Tea Break

11:00 AM – 1:00 PM → Module 2: AI Applications Across HR Functions

- Recruitment and talent acquisition automation (resume screening, chatbots, predictive fit)

- Employee onboarding and engagement tools
- AI in performance appraisal and continuous feedback
- Workforce analytics and predictive turnover modeling
- Learning and development personalization through AI
- Activity: Group discussion – “Mapping AI Tools to HR Challenges”

1:00 PM – 2:00 PM → Lunch Break

2:00 PM – 3:00 PM → Module 3: Implementing AI in HR Systems

- Key steps in planning AI adoption in HR
- Integrating AI with existing HRIS systems
- Selecting suitable AI vendors and platforms
- Building HR data readiness and data quality control
- Overcoming barriers and resistance to AI implementation
- Mini Case Study: Analyzing a company’s AI transformation in HR

3:00 PM – 3:15 PM → Afternoon Tea Break

3:15 PM – 4:00 PM → Module 4: Ethics, Data Privacy, and Human Touch in AI

- Balancing automation and empathy in HR decisions
- Ethical issues: bias, fairness, and transparency
- Managing employee data responsibly
- HR’s role in ensuring ethical AI deployment
- Role Play: “AI vs Human Judgment – A Decision-Making Scenario”

4:00 PM – 4:45 PM → Module 5: The Future of AI in HR

- Emerging innovations: generative AI, predictive HR, and digital assistants
- Building future-ready HR professionals
- Strategic roadmap: blending AI capabilities with HR competencies
- Activity: Group exercise – “Design Your AI-Ready HR Strategy”

4:45 PM – 5:00 PM → Wrap-Up & Reflection

- Summary of key takeaways
- Open Q&A and reflection
- Post-training evaluation

TRAINER

Mr. Teh Beng Soo has 38 years of experience across diverse industries. He has professional certifications that underscore his commitment to excellence in various domains. He is certified as HRD Corp trainer, showing his proficiency in developing and delivering high-impact training programs endorsed by HRD Corp.

Mr. Teh Beng Soo has acquired profound knowledge through participation in diverse training programs, encompassing areas such as Training Needs Analysis and Evaluating Training Effectiveness, underlining his expertise in optimizing learning interventions to meet organizational objectives. His deep engagement with quality management systems is evident through specialised courses such as IATF 16949:2016 Automation QMS Awareness, Automotive Quality Management Systems Requirements Training Course, and ISO 9001 Management Awareness Training, reflecting his proficiency in driving excellence and adherence to international standards.

Additionally, his commitment to corporate social responsibility and ethical business practices is highlighted through training in Responsible Business Alliance (Version 6.0) Compliance and Implementation Training and FSC Chain of Custody Management Awareness training. His diverse background speaks to his multifaceted expertise, equipping him with a nuanced understanding of critical organisational facets spanning quality assurance, occupational health and safety, environmental sustainability, and corporate social responsibility. This breadth of knowledge highlights his capacity to navigate complex operational landscapes and drive holistic organisational improvement.

OBJECTIVES

- By the end of this program, participants will be able to:
- Understand the concept, scope, and importance of AI in HR functions.
 - Identify key AI technologies used in HR such as machine learning, natural language processing, and predictive analytics.
 - Explore real-world applications of AI in recruitment, onboarding, performance management, and employee engagement.
 - Assess the benefits and challenges of integrating AI into HR systems.
 - Apply ethical and data privacy considerations in AI-driven HR practices.
 - Develop strategies to implement AI solutions aligned with organizational HR goals.

WHO SHOULD ATTEND

Supervisors/Department Heads, Officers, Executives and Managers who seek to gain a solid understanding of how Artificial Intelligence (AI) can be integrated into various HR functions to enhance efficiency and decision-making, identify suitable AI tools and platforms to support recruitment, learning, performance management, and employee engagement processes, analyze HR data using AI-driven insights for improved workforce planning, productivity, retention strategies, analyze HR data using AI-driven insights for improved workforce planning, productivity, and retention strategies, develop a structured roadmap to integrate AI-based practices while maintaining human-centric HR values and foster innovation and continuous improvement in HR operations through data-driven culture and digital readiness.

TRAINING METHODOLOGY

Lecture, Discussion, Small Group Activity and Exercise

COURSE DETAILS

Date **January 14, 2026 (Wednesday)**
Time **8.45am - 5.00pm**
Venue **FMM Institute Perak**
No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak
Medium of Instruction **English**
CPD **7 hours**
Fees ☐ **Members RM756.00/pax**
☐ **Non-Members RM918.00/pax**
(Fees inclusive of Service Tax at 8%, Course Materials, Refreshment, Lunch and Certificate of Attendance)

ADMINISTRATIVE DETAILS

HRD CORP CLAIMABLE COURSE DETAILS

- Training Provider: **FMM Institute Perak** ■ MyCoID : **475427W_PERAK**
- HRD Corp Programme No: **Provided upon confirmation**

DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

REGISTRATION

- Upon **Faxing/Mailing** the completed **Registration Form** to FMM Institute, you are **deemed** to have read and **accepted** the terms and conditions. The **course** would also be **deemed** as **confirmed** unless informed otherwise.
- Will be based on First-Come-First served basis.

PAYMENT

- **Cheques** made in favour of **“FMM Institute”** should be forwarded to FMM Institute Perak.
- For **HRD Corp Claimable Course**, an **Attendance of 100% is a must**, in any case, **employers will be billed in full**.
- FMM Institute SST Registration No. **W10-1901-32000105**
- FMM Institute TIN No. **C10626805080**

CANCELLATION

Must be in Writing with Reasons ■ 7 days before the course – No payment charged ■ 3 – 6 days before the course - 50% payment charged ■ < 3 days before the course – Full payment charged ■ Participants who did not turn-up will be charged full payment ■ Replacements can be accepted at no additional cost

Closing Date: JANUARY 7, 2026

~ Registration Form ~

AI APPLICATION FOR HR

FMM Institute
No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak

Fax: 05-5488221

Dear Sir / Madam, please register the following participant(s) for the above programme.

1.	Name		Designation	
			HP No	
	NRIC		Email	
2.	Name		Designation	
			HP No	
	NRIC		Email	
3.	Name		Designation	
			HP No	
	NRIC		Email	

(Please attach a separate list if space is insufficient)

We hereby confirmed that (Please tick (✓) in appropriate box):-

- ☐ We **will be claiming from HRD Corp** and full payment would made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances
- ☐ We will **NOT BE CLAIMING from HRD Corp**. Enclosed cheque/bank draft No _____ for RM _____ being payment for _____ participant(s) made in favour of the **“FMM Institute”**.

Submitted by:

Name:		Designation:	
Company:		Tel:	Fax:
Address:			
Email:		FMM Membership No	