AI Training Academy
SKILLS. CONFIDENCE. CAREERS.

CAREER & CAPABILITY BRIEFING

The AI-Ready HR & People Professional

How AI is changing people work, the capabilities HR professionals will need next, and how to stay valuable as the role evolves.

For experienced HR, People & Culture and workforce professionals

Relevant whether you work across recruitment, employee relations, learning and development, people operations, workforce planning, culture, capability, or broader people leadership.



HR & PEOPLE EXPERIENCE + AI CAPABILITY + TRANSFORMATION CAPABILITY

Your people experience is still your advantage.
The question is what you build on top of it.

01 | WHAT IS CHANGING

AI is changing more than HR administration.

The first gains are easy to see. The bigger shift is what happens next.

RECRUITMENT Draft role profiles, candidate communication and interview material faster, while keeping selection decisions human.	**ONBOARDING** Create clearer onboarding plans, FAQs, manager checklists and employee communications.
POLICIES & INFORMATION Work through policies, procedures, workforce information and large volumes of people-related content more efficiently.	**COMMUNICATION** Adapt messages for employees, managers, executives and different workforce groups.
WORKFLOW Find repetitive work, bottlenecks and handovers across recruitment, onboarding, learning and people operations.	**AUTOMATION** Reduce manual steps where systems, forms, reminders and routine HR processes can connect.
CHANGE & ADOPTION Help people understand, trust and adopt new tools and better ways of working.	**VALUE** Measure whether changes improved experience, reduced effort, lifted capability or delivered better workforce outcomes.

The important shift

Using AI to create a faster first draft is useful. Being able to identify a worthwhile people or workforce problem, improve the way work gets done, manage privacy and fairness risks, keep human judgement where it matters, and prove the result is a broader HR capability.



That is where AI starts becoming part of HR capability, not just another productivity tool.

02 | YOUR EXPERIENCE STILL MATTERS

Different people challenges. Similar responsibilities.

AI does not erase the value of understanding people, context, trust and organisational reality.

Your work may sit in recruitment, People & Culture, learning, workforce planning, employee experience, HR operations or leadership. The environment changes, but HR professionals still connect people, information, decisions, risk, capability and change.

TALENT & EMPLOYEE EXPERIENCE
Recruitment, onboarding, performance, employee relations, engagement and retention.

CAPABILITY & WORKFORCE DEVELOPMENT
Learning, leadership development, workforce capability, role design and succession.

GOVERNANCE & PEOPLE RISK
Privacy, policy, fairness, compliance, responsible AI and human oversight.

THE ADVANTAGE
You already understand people context. AI becomes more useful when it is combined with sound judgement, trust and real HR experience.



You are not starting again.

You are adding another layer to the HR and people experience you have already earned.

A stronger career combination
HR & PEOPLE EXPERIENCE + AI & AUTOMATION + TRANSFORMATION CAPABILITY

03 | THE CAPABILITY HORIZON

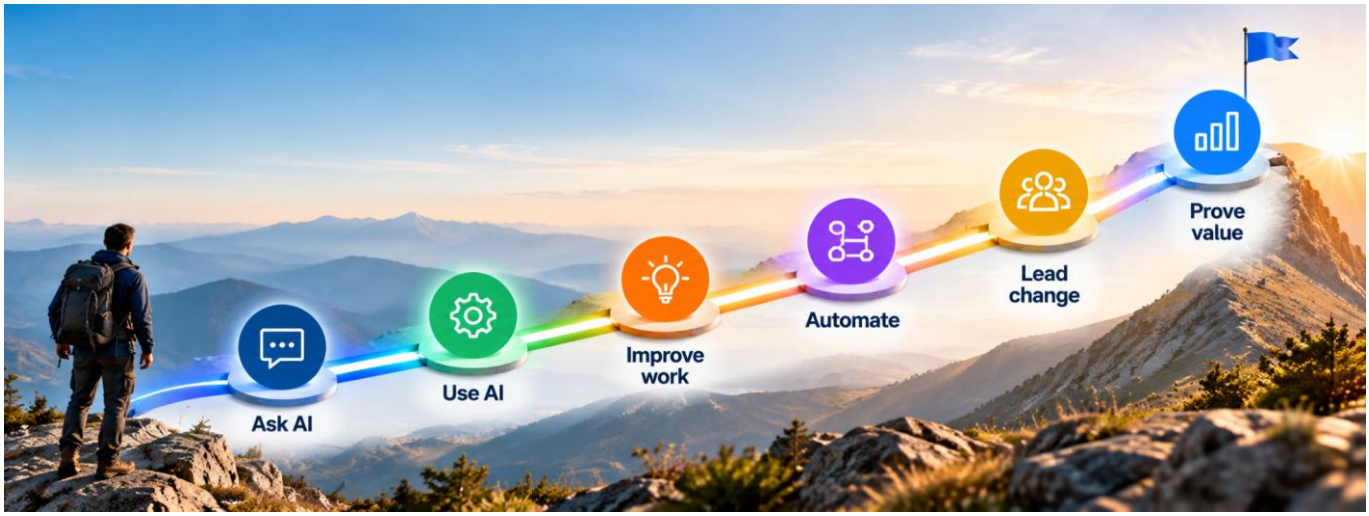
Being good with AI today does not mean your capability is keeping pace.

Workplace capability can move through several levels.

1	**ASK AI**	Use prompts to draft, summarise, brainstorm or analyse people-related work.
2	**USE AI**	Apply AI productively to real HR, people and workforce tasks.
3	**IMPROVE WORK**	Redesign a process, employee journey, handover, workflow or way of working.
4	**AUTOMATE**	Reduce repetitive steps and connect forms, information, tasks or systems.
5	**LEAD CHANGE**	Help managers and employees adopt improvements safely, fairly and practically.
6	**PROVE VALUE**	Measure what changed and show the workforce, employee or business outcome.

WHERE ARE YOU ON THAT JOURNEY?

You may already be using AI regularly. The more useful question is whether you can improve people work with it, protect sensitive information, recognise bias and accuracy risks, keep human judgement where it belongs, help people adopt change and demonstrate the value created.



Do not judge your readiness by how often you use an AI tool. The bigger question is whether you can improve work, protect people, lead adoption and prove the value you create.

04 | A QUICK CAREER LENS

Four questions to ask yourself now.

These are not test questions. They are prompts to help you see where your next development may sit.

GROW IT Am I building capability that keeps my HR or People career moving forward as AI changes expectations?	**USE IT** Can I use AI and automation to improve real people work, not just generate content faster?
PROTECT IT Can I recognise privacy, confidentiality, fairness, accuracy, security and human-judgement risks before they become people problems?	**PROVE IT** Could I show an employer or executive evidence of what I improved, how I did it and what value it created?



If one of those questions made you hesitate, that is the point of this briefing.

The gap may not be in your HR experience. It may be in the next layer of AI, automation, transformation and proof.

You do not need to know everything. The practical question is what you already do well, what is changing around you and what capability you need to deliberately build next.

TWO WAYS TO TAKE ACTION

1. WANT A PERSONALISED VIEW? Complete the AI & Career Readiness Check.

2. ALREADY SEE THE GAP? Explore the EduSmart AI Workplace Transformation Program and see how you can build, apply and prove the capability.

05 | THE PROOF QUESTION

Could you prove your AI capability tomorrow?

Knowing that you can use AI is different from being able to demonstrate what you have done with it.

If an employer or executive asked you these questions tomorrow, what could you show them?

What have you improved using AI? A real HR or people example, not just a tool you have tried.	**What have you automated or simplified?** A recruitment step, onboarding workflow, manager process, communication, reporting task or repetitive activity.
What result did it create? Time saved, better employee experience, improved quality, faster response, stronger capability or another measurable outcome.	**How did you manage the risks?** What you checked, protected, verified, documented or kept under human control.
How did you help people adopt it? Communication, support, training, consultation, change management or manager enablement.	**What evidence could you show?** Workflows, before-and-after examples, policies, learning resources, dashboards, presentations, badges or a portfolio.



Knowing you can do it is not the same as being able to prove it.

As AI use becomes more common, the differentiator moves towards application, judgement, improvement and evidence. Practical proof helps make your capability visible.

06 | WHAT TO BUILD NEXT

The next step is not more AI information. It is stronger workplace capability.

Build on the HR and People experience you already have with AI, automation and transformation capability you can apply and prove.

BUILD IT
Develop practical AI, automation and digital transformation capability that extends your HR and People experience.

APPLY IT
Use those capabilities on realistic people, workforce and business challenges, not just theory or isolated prompts.

PROVE IT
Build workflows, process improvements, reports, presentations and evidence that show what you can actually do.

LEAD IT
Build the confidence to identify opportunities, support responsible adoption and help lead AI-enabled improvement and workforce change.

THE QUESTION TO TAKE AWAY

If AI keeps moving faster than your current habits, what will you need to be able to USE, IMPROVE, PROTECT, LEAD and PROVE over the next few years? And what evidence will show you can do it?



Your next move does not have to mean changing careers.

It does need to be deliberate.

Start by deciding what you need to build next. Use the Readiness Check if you want a personalised view, or go straight to the EduSmart AI Workplace Transformation Program if you already know you need to develop further.

07 | YOUR NEXT STEP

Choose your next step. Do not leave this as something to come back to later.

If you want a personalised view, complete the short AI & Career Readiness Check. If you already recognise the gap, explore the EduSmart AI Workplace Transformation Program now.

CHOOSE YOUR NEXT STEP

NOT SURE WHERE YOU STAND?

Check My AI & Career Readiness

Get a personalised view of your current capability and what you may need to build next.

START MY READINESS CHECK →

OR

ALREADY SEE THE GAP?

Explore the AI Workplace Transformation Program

See how you can build, apply and prove stronger AI, automation and transformation capability.

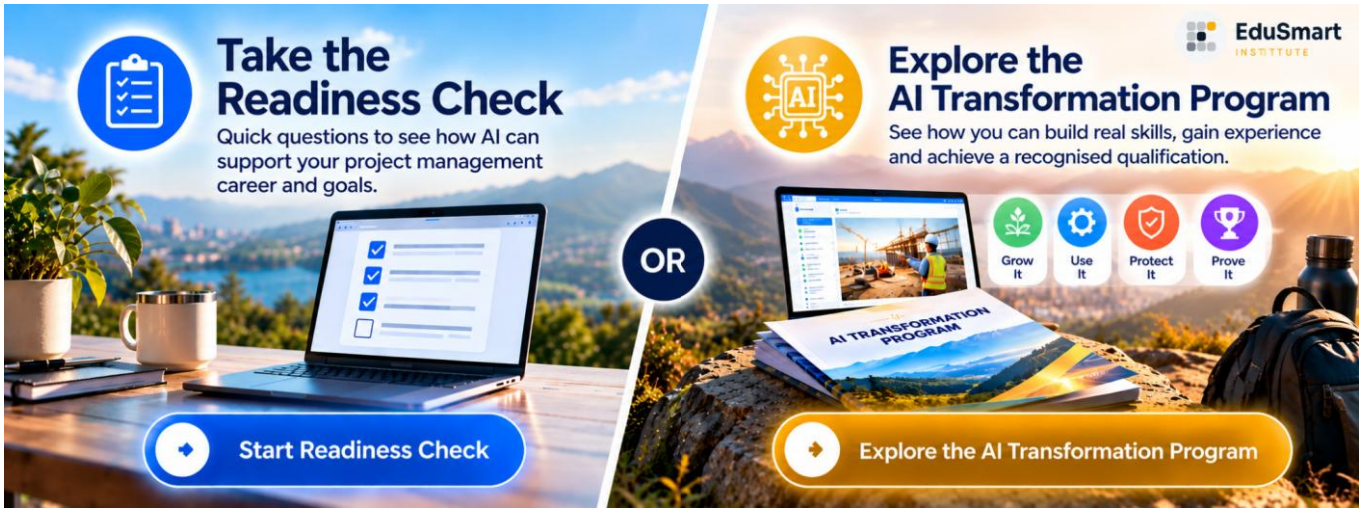
EXPLORE THE PROGRAM →

08 | EXPLORE THE PROGRAM

Ready to build the next layer of capability?

The EduSmart AI Workplace Transformation Program is designed to help experienced professionals move beyond introductory AI use and build practical AI, automation and digital transformation capability they can apply, evidence and keep developing.

BUILD IT Develop practical AI, automation and workplace transformation capability.	**APPLY IT** Use those capabilities on realistic business and people challenges, not just theory or isolated prompts.
PROVE IT Build workflows, workplace improvements, reports, presentations and evidence that show what you can actually do.	**QUALIFY** Work towards the Diploma of Business (Digital Transformation) through EduSmart Institute while building practical capability.



Your HR and People experience is still the foundation.

The program is about building on it, not replacing it.

EduSmart.com.au

AI Training Academy is operated by Business AI Pty Ltd. The AI Workplace Transformation Program and Diploma of Business (Digital Transformation) pathway referred to in this briefing are provided through EduSmart Institute. AI Training Academy is not represented as the registered training organisation for that qualification.