

AI on a Shoestring

Building an AI-Forward HR Function Without
Breaking the Bank

2026 GRANITE STATE HR CONFERENCE

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**"By 2030, AI will handle
50% of HR tasks, redefining
the function entirely."**

— Gartner Research



PERSPECTIVE SHIFT

The AI Myth vs. Reality

AI isn't here to replace your HR team. Instead, it's a powerful partner designed to elevate their impact and redefine their roles.



Optimization, Not Replacement



Focus on People-Centric Work



Eliminate Tedious Tasks

BEHIND THE SCENES

Crafting This Session

My dilemma = too many compelling directions and not enough time.

Deep AI Philosophy

High-Level Use Cases

Catchy Quotes

Academic Insights



SESSION FOCUS

Where I Landed: A Practical AI Path

Actionable Tools

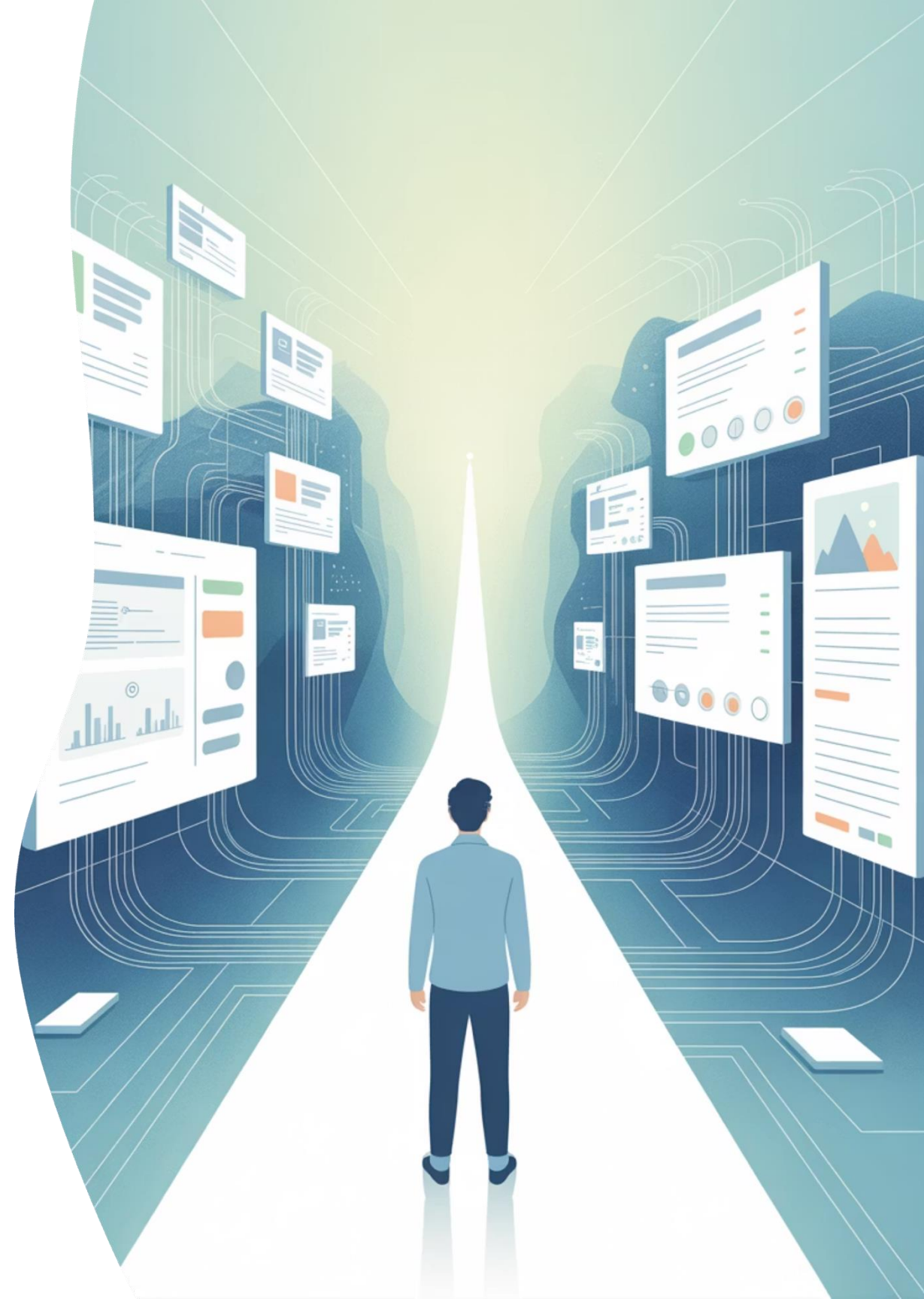
Real-world, free, and low-cost AI solutions you can implement today to boost efficiency.

Immediate Impact

Focused, plug-and-play use cases tailored for your organization's immediate needs.

IMPORTANT NOTE:

To ensure this program is immediately useful, I'll be sharing recommendations for AI tools I personally use and find effective. My recommendations are based purely on practical experience.



AI Is Not About Budget — It's About Adoption



Most HR teams assume AI requires a major tech investment.

It doesn't.

The barrier isn't money — it's the first step.

❏ "Most of what I'm going to show you today — you can start for free."

❌ The Myth

AI is expensive, complex, and only for enterprise teams with big budgets.

✅ The Reality

Writing an HR email takes **30 seconds** instead of 10 minutes — using tools that are **completely free**.

The Three Basic Tools for Your AI Toolkit

Your THINK Tool:

General Purpose LLM

ChatGPT

Your go-to tool for drafting, brainstorming, rewriting, summarizing, and answering questions.

Your CREATE Tool:

AI-Powered Content Creation Tool

Gamma / Beautiful.ai

Use it to turn ideas, notes, and outlines into polished presentations and documents faster.

Your PRESENT Tool:

AI-Powered Graphic Design Platform

Canva AI

Best for creating graphics, social posts, visuals, and brand-ready design assets with minimal effort.

Nice to Haves

- Purpose-built chat function: Chatbase
- AI-enabled Project Management: Monday.com, NotionAI

Important Considerations: Guarding Your Data with AI

- When using "free" AI tools, remember: **you're the product.** These tools often use your prompts and data to train their models.

To protect sensitive information and maintain privacy, **never upload:**

- Employee names or personal identifiers
- Social Security Numbers (SSNs) or other government IDs
- Private employee health information (PHI)
- Proprietary company data or trade secrets



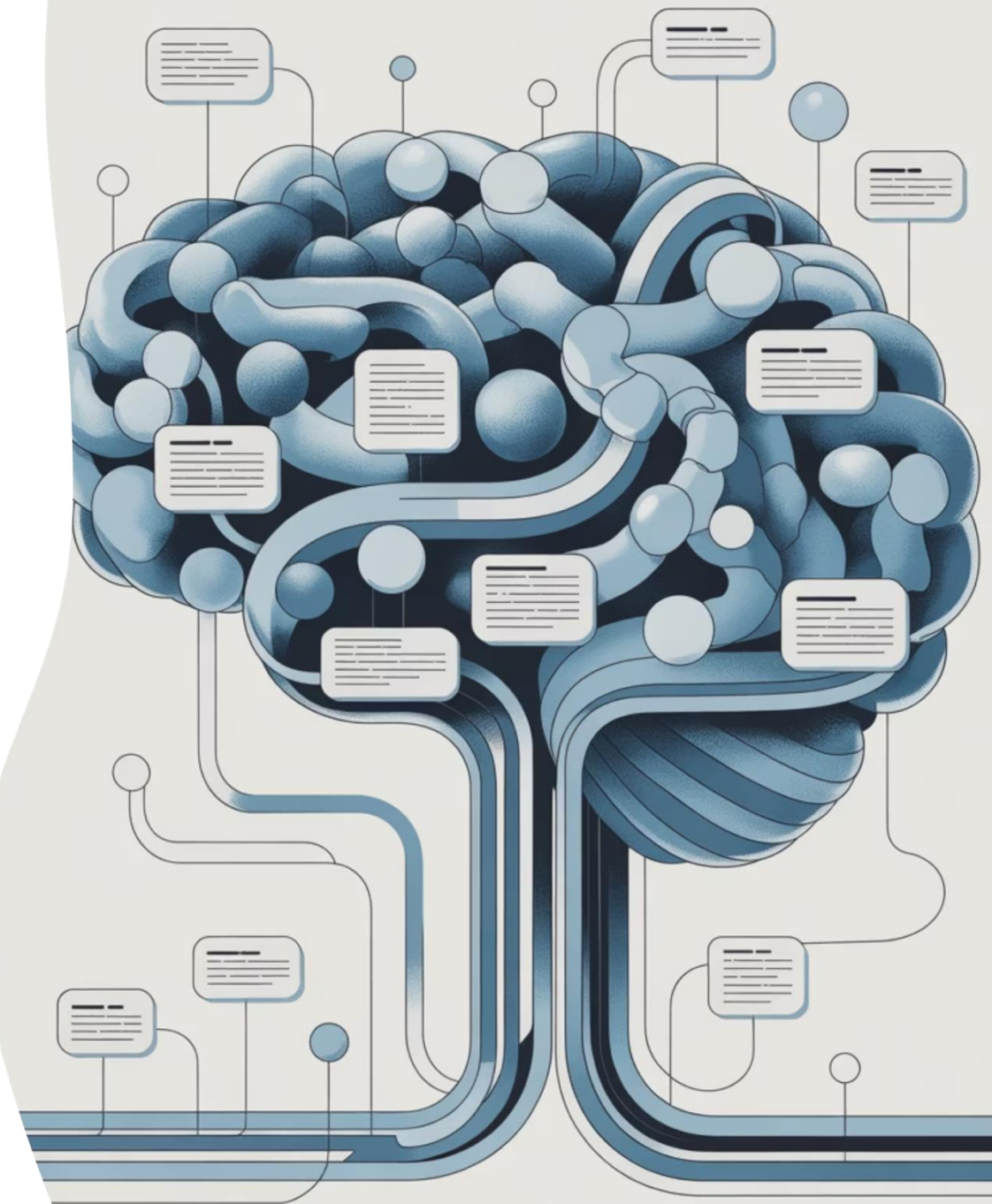
Meet Your First AI Tool: Large Language Models (LLMs)

📄 My primary recommendation and go-to AI assistant for this session is **ChatGPT**.

How LLMs Work:

LLMs are advanced AI designed to understand, generate, and summarize human-like text.

They learn complex linguistic structures by analyzing vast datasets using deep learning, enabling contextual and human-like responses.



YOUR AI TOOLKIT

LLMs: Your Strategic Thought Partner

Large Language Models (LLMs) such as ChatGPT, Claude, and Gemini are more than just tools—they are your intellectual companions, designed to amplify your problem-solving capabilities within HR.

"This is the tool you go to when you're staring at a blank page."

Core Uses in HR:

Brainstorm &
Draft

Summarize &
Simplify

Analyze &
Coach





PRACTICAL APPLICATIONS

What Can an LLM Help HR Do?

LLMs are versatile tools that can automate and enhance a wide array of HR functions, freeing up valuable time for strategic initiatives.

- Write job descriptions (inclusive, engaging, tailored)
- Draft candidate communications (outreach, rejections, follow-ups)
- Summarize résumés and highlight key qualifications
- Create onboarding materials (welcome emails, 30-60-90 plans)
- Answer policy questions (handbook, PTO, compliance)
- Generate training content (quizzes, summaries, microlearning)
- Analyze employee survey feedback (themes, sentiment)
- Draft internal communications (announcements, newsletters)
- Support performance reviews (feedback, development plans)
- Create career pathing guidance (skills, next steps)
- Simplify policies into employee-friendly language
- Translate HR documents into other languages
- Generate HR reports or summaries from data
- Draft interview questions and scorecards
- Create HR templates (policies, forms, checklists)

Using AI Like a Director Uses an Actor

"An LLM performs best when you don't just ask for an answer—you direct it." Just like an actor, AI needs context, clear intent, tone, constraints, and motivation for strong results.

1

Set the Scene (Context)

Define the AI's operational world.
Without this, the AI guesses.

"You are an HR Business Partner preparing for open enrollment."

2

Cast the Role (Who the AI is)

Assign the AI a character. This improves tone and quality.

"You are an experienced HR leader."

3

Define the Objective (Success)

State what the AI needs to achieve.
Vague prompts yield vague results.

"Write a message that reassures employees."

4

Give Direction (Style & Constraints)

Specify tone, style, and limitations. This differentiates good from excellent.

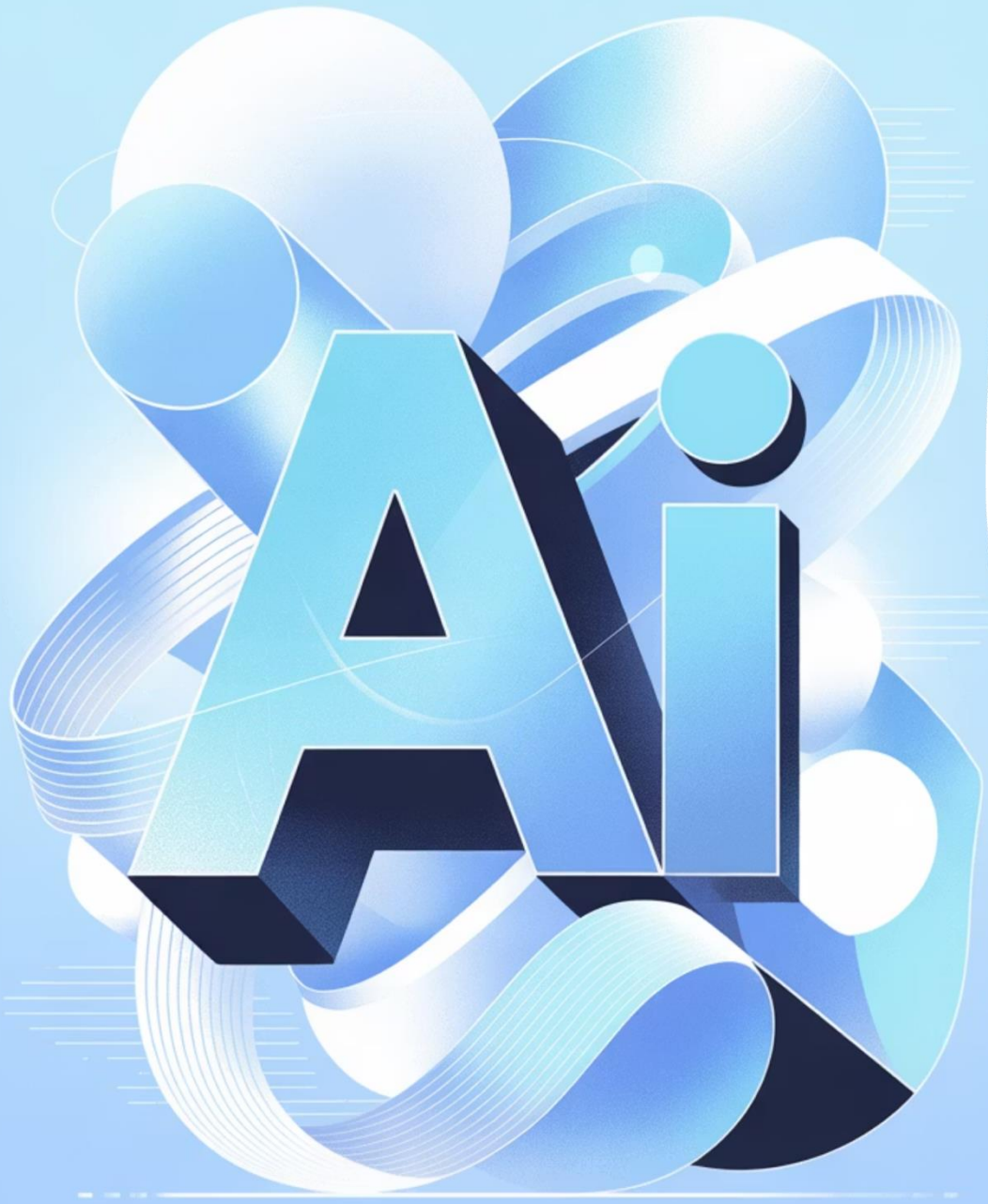
"Keep the tone friendly and use bullet points."

5

Give Feedback (Iterate)

Refine the output through iteration. The magic happens in rehearsal.

"Rewrite this to sound more conversational."



YOUR AI TOOLKIT

Meet Your Second AI Tool: AI Creation Tools

- 📄 My primary recommendation and go-to tool for this session is **Canva** (with Magic Studio AI).

How AI Creation Tools Work:

AI creation tools transform your ideas into visual, polished content. They use generative AI to:

- Turn text into images, graphics, and layouts
- Apply design principles automatically (spacing, color, hierarchy)
- Suggest templates and visual formats based on your input

These tools are trained on large datasets of design patterns, allowing them to produce professional-quality visuals quickly and consistently.

YOUR AI TOOLKIT

AI Creation Tools: Your Content Producer

AI Creation Tools such as Canva AI, Adobe Firefly, and similar platforms are more than just design tools—they are your creative partners, designed to transform your ideas into polished, professional content within HR.

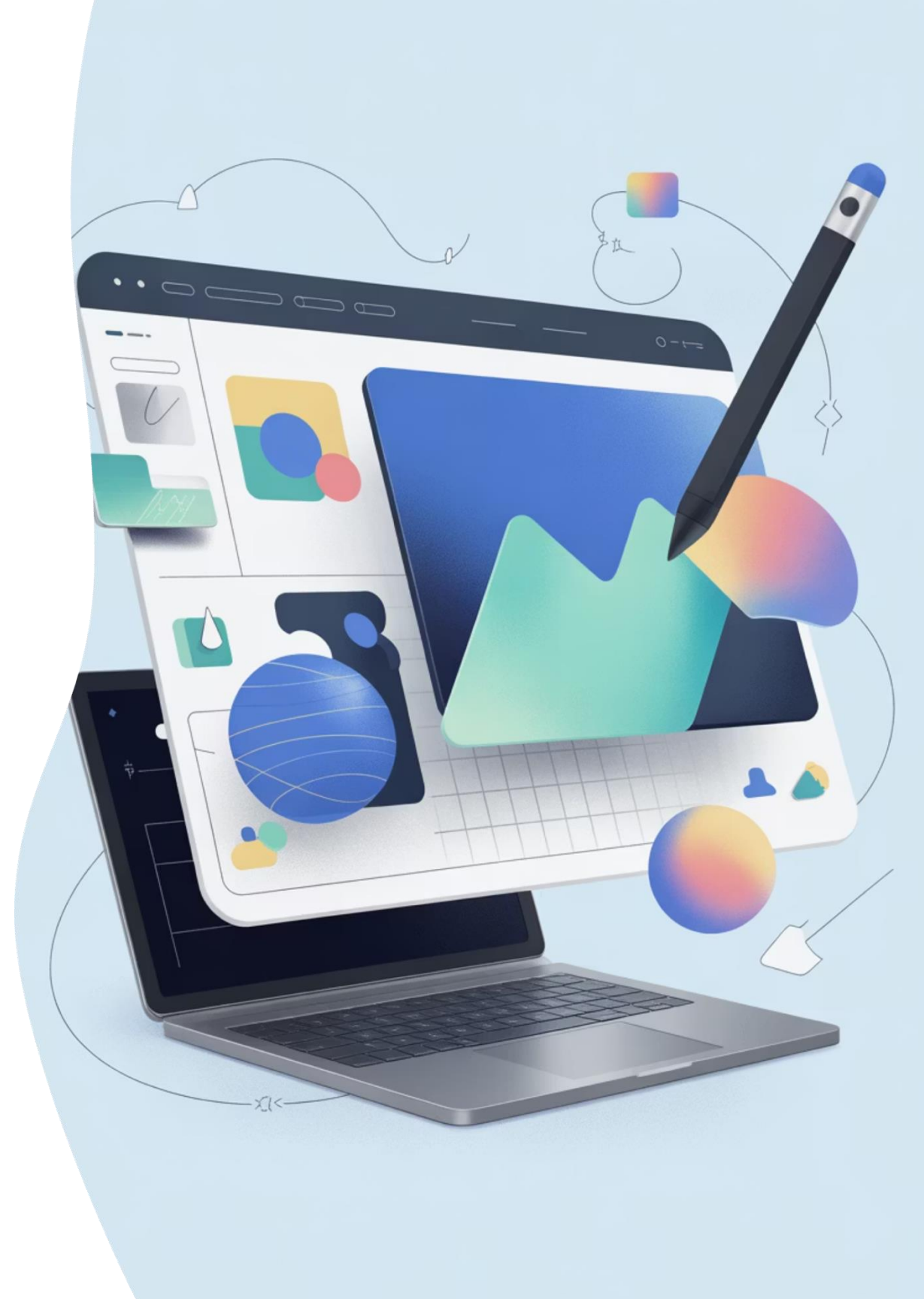
"This is the tool that makes your work look like you had a design team."

Core Uses in HR:

Design & Visualize

Brand & Elevate

Translate Ideas into Content





PRACTICAL APPLICATIONS

What Can AI Creation Tools Help HR Do?

AI Creation Tools are powerful platforms that help HR teams transform ideas into polished, visual, and engaging content, elevating communication and employee experience.

- Create visually engaging job postings and employer branding materials
- Design onboarding guides, welcome packets, and employee handbooks
- Build internal communications (newsletters, announcements, campaigns)
- Develop benefits enrollment materials (infographics, comparison charts)
- Create training visuals (quick guides, one-pagers, microlearning assets)
- Design performance review templates and development worksheets
- Turn policy documents into easy-to-read visual summaries
- Create recruiting assets (social posts, hiring flyers, event materials)
- Build recognition and engagement content (awards, shoutouts, campaigns)
- Develop leadership presentations with strong visual storytelling
- Standardize HR templates with consistent branding
- Generate images or graphics to support HR messaging

Meet Your THIRD AI Tool: AI Presentation Builder

Now let's move to the tool that helps you turn ideas into a story: **AI Presentation Tools**.

- ❏ My primary recommendation and go-to tools for this session are **Gamma** and **Beautiful.ai**.

How AI Presentation Tools Work:

AI presentation tools take your ideas and transform them into a clear, structured narrative. They use AI to:

- Organize content into logical sections and slides
- Apply presentation best practices (flow, hierarchy, pacing)
- Automatically design layouts for clarity and visual appeal

Instead of starting with a blank slide, these tools start with your intent and build the structure around it.



YOUR AI TOOLKIT

AI Presentation Tools: Your Story Builder

AI Presentation Tools such as Gamma, Beautiful.ai, and Tome are more than just slide creators—they are your storytelling partners, designed to turn ideas into structured, compelling presentations within HR.

"This is the tool that takes your ideas and turns them into a presentation you can deliver."

Core Uses in HR:

Structure & Organize

Build & Present

Simplify & Communicate





PRACTICAL APPLICATIONS

What Can AI Presentation Tools Help HR Do?

AI Presentation Tools help HR professionals turn ideas and information into clear, structured, and compelling presentations, making communication more effective and impactful.

- Create onboarding presentations quickly from existing materials
- Build training decks (compliance, leadership, skills development)
- Turn policies into easy-to-follow presentation formats
- Develop leadership updates and HR strategy presentations
- Convert reports or documents into visual storytelling decks
- Structure employee communications into digestible slide formats
- Create recruiting or employer branding presentations
- Build workshop or facilitation decks for HR programs
- Simplify complex topics into clear, visual narratives
- Rapidly prototype presentations for new HR initiatives
- Improve flow and structure of existing slide decks
- Reduce time spent formatting slides and designing layouts



Quick Wins in HR: Step-by-Step AI Implementation Guide

Talent Acquisition

Leverage AI tools like ChatGPT to streamline and enhance your talent acquisition process, from crafting compelling job descriptions to personalized candidate outreach.

Job Description Builder

Create inclusive, engaging job descriptions in minutes.



- **Prompt (Instructions):** "You are an experienced recruiter. Create a job description for a [role] in a collaborative, fast-paced organization. Write in a warm, inclusive, professional tone. Include responsibilities, required qualifications, preferred qualifications, and a welcoming closing that encourages candidates from all backgrounds to apply."
- **Upload:** Existing job description, hiring manager notes, company values, team overview
- **Tool:** ChatGPT Free

Interview Guide Creator

Build role-specific interview questions and scorecards quickly.



- **Prompt (Instructions):** "You are a talent acquisition partner. Create a structured interview guide for a [role]. Include 8 behavioral interview questions, 4 technical or role-specific questions, and a simple scorecard with evaluation criteria."
- **Upload:** Job description, success profile for the role, required competencies
- **Tool:** ChatGPT Free

Onboarding

Leverage AI tools to streamline new hire onboarding, creating efficient plans, personalized welcome materials, and comprehensive manager checklists.

Welcome Guide Drafting Assistant

Create a polished new-hire welcome guide.



- **Prompt (Instructions):** "You are an HR onboarding specialist. Draft a welcome guide for a new [job title]. Include what to expect on day one, first-week priorities, key contacts, systems to access, and tips for success. Keep the tone friendly and supportive."
- **Upload:** New-hire checklist, handbook, key contacts, IT/access steps
- **Tool:** ChatGPT Free + Canva Free for final design

30-60-90 Day Plan Builder

Create a structured onboarding roadmap for new hires.



- **Prompt (Instructions):** "You are an HR onboarding specialist. Create a 30-60-90 day onboarding plan for a new [job title]. Include learning goals, key relationships to build, major tasks, and clear success indicators for each phase."
- **Upload:** Job description, team goals, manager expectations, onboarding checklist
- **Tool:** ChatGPT Free

Employee Engagement

Harness AI to cultivate a thriving workplace culture by streamlining engagement analysis, crafting executive summaries, and developing impactful recognition programs.

Survey Analysis Assistant

Turn employee comments into themes and actionable insights.



- **Prompt (Instructions):** "You are an HR analyst. Review these employee survey comments and identify the top 5 themes, overall sentiment, likely root causes, and 3 recommended actions leadership should consider. Present the findings clearly and concisely."
- **Upload:** Engagement survey comments, pulse survey responses, stay interview notes
- **Tool:** ChatGPT Free

Recognition Campaign Creator

Draft impactful employee recognition messaging and campaign ideas.



- **Prompt (Instructions):** "You are an employee engagement specialist. Create a simple employee recognition campaign that encourages managers to recognize wins more consistently. Include campaign messaging, launch email copy, and 3 recognition ideas."
- **Upload:** Company values, existing recognition practices, communication style guide
- **Tool:** ChatGPT Free + Canva Free

Manager Development

Empower your people leaders with AI tools to enhance their coaching skills, prepare for challenging conversations, and structure effective one-on-one meetings, fostering stronger teams and better performance.

Manager Coaching GPT

Create an on-demand coach for people leaders.



- **Prompt (Instructions):** “You are a manager coach. Help leaders handle employee situations using company policy and best practices. Provide step-by-step guidance in a supportive, professional tone. Do not provide legal advice. If a situation is sensitive or unclear, direct the manager to HR.”
- **Upload:** Employee handbook, performance management process, disciplinary guidelines, leadership principles, manager playbooks
- **Tool:** ChatGPT Custom GPT (Paid to build, free to use)

Difficult Conversation Prep Tool

Help managers prepare for feedback and coaching conversations.



- **Prompt (Instructions):** “You are a manager coach. Help me prepare for a conversation with an employee about [performance issue, attendance concern, behavior issue]. Provide a conversation outline, suggested language, questions to ask, and documentation reminders.”
- **Upload:** Performance policy, coaching framework, company values
- **Tool:** ChatGPT Free

Learning & Development

Empower your L&D team to rapidly develop impactful learning programs, create engaging training materials, and transform existing content into accessible microlearning modules, all with AI assistance.

Training Deck Generator

Turn a training outline into a professional slide presentation.



- **Prompt (Instructions):** "You are an instructional designer. Turn this manager training outline into a professional slide presentation with sections for objectives, key concepts, examples, reflection questions, and action planning."
- **Upload:** Training outline, facilitator notes, company branding guidance
- **Tool:** ChatGPT Free + Gamma or Beautiful.ai

Microlearning Content Creator

Create short, digestible learning assets from existing content.



- **Prompt (Instructions):** "You are an L&D content creator. Turn this policy or training topic into a short microlearning module. Include a summary, 3 key takeaways, 3 reflection questions, and a 5-question quiz."
- **Upload:** Policy document, handbook section, training content, reference materials
- **Tool:** ChatGPT Free

HR Reporting & Data Analysis

Leverage AI to transform raw HR data into compelling narratives and actionable insights for executive leadership and strategic decision-making.

Executive Summary Builder

Turn complex data into leadership-ready insights, highlighting key findings and recommendations.

- **Prompt (Instructions):** "You are an HR strategist presenting workforce data to senior leaders. Analyze this data and provide 3 key insights, 2 potential risks, and 3 recommended actions. Write in a concise, executive-ready tone."
- **Upload:** HR reports, turnover data, hiring data, engagement data, trend context
- **Tool:** ChatGPT Free

Board / Leadership Slide Drafting

Create professional, slide-ready summaries from HR metrics for board and leadership updates.

- **Prompt (Instructions):** "You are an HR executive preparing a leadership update. Draft 5 slide headlines and supporting bullets that summarize the most important story in this HR data. Focus on trends, business impact, and action needed."
- **Upload:** HR dashboard, reporting metrics, prior board update format
- **Tool:** ChatGPT Free + Gamma or Beautiful.ai

Career Pathing

Leverage AI to transform raw HR data into compelling narratives and actionable insights for executive leadership and strategic decision-making.

Development Plan Builder

Create tailored growth plans for employees.



- **Prompt (Instructions):** “You are a career development coach. Create a 6-month development plan for an employee moving from [current role] to [target role]. Include skills to build, suggested experiences, stretch assignments, and manager discussion points.”
- **Upload:** Current role description, target role description, competencies, learning resources
- **Tool:** ChatGPT Free

Career Conversation Guide

Help managers and employees discuss growth more effectively.



- **Prompt (Instructions):** “You are a career coach. Create a career conversation guide for a manager meeting with an employee who wants to grow into [target role]. Include reflection questions, discussion prompts, and next-step planning questions.”
- **Upload:** Career framework, role expectations, development philosophy
- **Tool:** ChatGPT Free

Benefits

Streamline benefits communication, empower employees with self-service answers, and clarify complex terminology, all with the help of AI to enhance the employee experience and reduce HR workload.

Benefits FAQ GPT

Create a self-service assistant for employee questions.



- **Prompt (Instructions):** “You are a benefits assistant. Answer employee questions using uploaded materials. Explain clearly, do not recommend plans, and direct to HR if unsure.”
- **Upload:** SPDs, benefits guides, enrollment materials, FAQs
- **Tool:** ChatGPT Custom GPT (Paid to build, free to use)

Open Enrollment Communications Builder

Draft employee-friendly enrollment messages.



- **Prompt (Instructions):** “You are an HR benefits communications specialist. Draft an open enrollment announcement email for employees. Explain what is changing, key deadlines, where to enroll, and what actions employees should take. Keep the tone clear, supportive, and easy to understand.”
- **Upload:** Open enrollment guide, key dates, plan changes, enrollment links
- **Tool:** ChatGPT Free + Canva Free for final visual

AI: Elevating HR's Potential

AI isn't about replacing HR; it's about transforming how HR works.

Think Differently:

-  THINK with AI (LLMs)
-  CREATE with AI (Canva, etc.)
-  PRESENT with AI (Gamma, etc.)

"This isn't about replacing HR—it's about elevating it."



What Makes AI Actually Work

Don't Just Ask AI— "Direct" It



Focus on:

- Real work, not theory
- Repetitive tasks first
- Small, quick wins

"The difference between average and excellent AI output is direction."

Your Action Plan: Start Tomorrow

One Step Is All It Takes



Choose a Process

Select just one HR process to begin your AI journey.



Spot a Repetitive Task

Identify a single task within that process that AI could help with.



Select One AI Tool

Pick one simple, accessible AI tool to experiment with.



Build One Solution

Create a small, tangible AI-powered solution.

Thank You!

Ready to Transform HR with AI?

