

AI in HR: From Everyday Tasks to Strategic Impacts

Practical Ways to Use AI in HR
Administration

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The Reality of HR Work

Compliance & Policy

Navigating Florida statutes, board policies, state regulations, and ever-changing requirements that demand precision and accuracy

Communication

Crafting emails, memos, letters, and announcements that must be clear, professional, and appropriate for diverse audiences

Employee Support

Responding to questions, resolving concerns, processing requests, and providing guidance during sensitive situations

Culture & Engagement

Building community, recognizing achievements, planning events, and fostering positive workplace relationships

Real Facts:

“It’s 4:00 on a Friday. Before you leave you need to write a memo, prep board talking points, and create a social media post recognizing employee accomplishments.”

What We'll Cover Today

This is not a tech session—this is an HR session.

01

Why AI Matters for HR

Understanding the practical value AI brings to HR professionals

02

Practical Everyday Uses

Quick wins you can implement immediately in your daily work

03

Advanced Applications

Strategic uses for projects and compliance

04

Hands-On Prompt Writing

Learn the formula for getting exactly what you need from AI

05

Best Practices

Responsible AI use and key takeaways

Why AI?

A Partner, Not a Replacement



Enhances Efficiency

Complete tasks in minutes that used to take hours, from drafting communications to organizing information



Improves Clarity & Tone

Polish your writing to be professional, compassionate, and perfectly suited to your audience



Helps Visualize Data

Transform spreadsheets into compelling visuals that tell the story your board needs to understand



Sparks Creativity

Generate fresh ideas for events, engagement activities, and innovative approaches to common challenges



Maintains Consistency

Ensure your district's messaging stays on-brand and professional across all communications

Start Small, See Big Results

Where to Start Small

Drafting Professional Communications

Transform rough notes into polished emails, formal letters, and district-wide announcements. AI helps you strike the right tone—whether you need to be encouraging, formal, or compassionate.

Summarizing Policies & Statutes

Convert complex Florida statutes and lengthy board policies into clear, accessible language that staff and administrators can actually understand and apply.

Polishing Meeting Scripts

Prepare confident, well-structured talking points for presentations, board meetings, and staff gatherings without spending hours on preparation.

Writing Policy Updates

Craft clear notifications about procedural changes, new requirements, or important updates that keep everyone informed and compliant.

Creating Training Materials

Develop summaries, staff memos, and training resources that communicate information effectively without overwhelming your audience.

Start small. Use AI for the everyday tasks that take up your time — those quick wins will build your confidence and show just how practical AI can be in HR.

- Interactive Activity:** Share one HR task you could use or have used AI for this week. What routine task would you love to complete faster?

Before & After Example

A Simple Rewrite in Action

Before: Original Draft

The Florida Department of Education has a bonus program for retired first responders who have become teachers. Did you retire from EMS before joining us?

Issues: Casual tone, lacks structure, doesn't explain consequences clearly, sounds slightly pleading rather than professional.

After: AI-Enhanced Version

The Florida Department of Education offers a Heroes in the Classroom bonus program for retired first responders who have transitioned into teaching. Could you please confirm whether you retired from EMS prior to joining our district?

Thank you for your time and assistance.

Improvements: Professional tone with more clarity.

AI helps you polish messages with professionalism and clarity—in minutes, not hours.

What Could AI Help You With?



Identify a Task

Write down one recurring HR task that takes up significant time in your week—something you do regularly but wish was faster.



Brainstorm Solutions

Think about one specific way AI could simplify or streamline this task. What would the ideal outcome look like?



Share & Discuss

Discuss your ideas with colleagues. You'll be surprised how many people face similar challenges and can offer creative solutions.

Reflection Prompt: Think about your most time-consuming weekly task. How much time would you save if AI could handle the initial draft or organization? What would you do with that extra time?

Writing Better Prompts

How to Get What You Really Want from AI



Context

Who is this for? What's the situation? Example: "I'm an HR director in a school district" or "This is for certified staff members."



Purpose

What outcome do you want? Be specific. Example: "I need to explain a new leave policy" or "I want to increase attendance at an event."



Tone

How should it sound? Professional? Friendly? Compassionate? Urgent? Example: "Write in a professional but warm tone" or "Keep it concise and action-oriented."



Format

What form should it take? Example: "Format as an email," "Create a bulleted list," "Design as a table," or "Write as a formal letter."

Example of a Great Prompt: "I'm an HR director at a K-12 school district. Write a professional but compassionate email to staff announcing a change to our sick leave bank policy. The tone should be clear and supportive. Keep it under 150 words and include a call to action to review the updated policy document."

Think of prompting like delegating: be clear, be specific, and you'll get great results.

Responsible Use

Keep It Professional and Safe



Protect Confidentiality

Never input employee names, personal data, student information, or confidential details. Anonymize examples and use generic descriptions. If you wouldn't say it out loud in a public space, don't put it in AI.



Verify Legal References

Always double-check statute numbers, policy citations, and compliance requirements. AI can sometimes generate incorrect or outdated legal references that could create serious liability issues.



Treat as a Draft

AI output is never a final answer—it's a starting point that requires your review, editing, and professional judgment. Add your experience and district-specific knowledge to every piece.



Lead with Judgment

Keep your professional expertise at the forefront. AI can't understand context, read between the lines, or consider the human impact of decisions. That's your role as an HR professional.

- ❑ **Remember:** AI is a tool for efficiency, not a replacement for the expertise, empathy, and ethical judgment that define excellent HR work. When in doubt about whether something should be shared with AI, err on the side of caution.

AI helps with words — but we bring the wisdom.

Everyday & Basic Uses

Quick Wins from Real HR Work

Email Drafting & Polishing

- Rewrite employee communications to be "professional, positive, and concise."
- Draft district-wide updates like Sick Leave Bank announcements, hybrid work procedures, and faculty placement updates.
- Create urgent reminders with polished, professional tone and clear deadlines.

Policy & Compliance Summaries

- Summarize Florida Statutes (F.S. 1012.22, 1012.61, 1012.27) into plain language for letters and forms.
- Transform lengthy procedures like Workers' Compensation steps or volunteer fingerprinting into simplified, step-by-step guides with icons.

Letters & Notifications

- Draft formal letters including return of property requests, additional pay authorization, and out-of-field notifications.
- Create clear, compassionate communication about organizational changes like school relocations or staffing adjustments.

Sensitive Employee Communication

- Draft reassignment notices, leave communications, and follow-up emails that are clear, respectful, and professionally worded.
- Refine first drafts so they are direct without sounding harsh.
- Support difficult conversations by helping frame expectations, next steps, and documentation.

Advanced & Strategic Uses

1

Data Analysis & Decision Support

Use AI to analyze salary schedules, identify pay compression or inequities, and create clear, visual summaries that communicate your findings to the board or leadership team.

Example prompt:

Can you give me some suggestions for a slide explaining the data -- looked at categories of positions, contract length and hours per day to make it equitable?

2

Policy & Procedure Development

Draft and refine policies, MOUs, and procedural updates aligned with Florida Statutes and board policy.

Example prompt:

Revise this hybrid work procedure to clarify that it applies only to temporary, extenuating circumstances.

3

Compliance & Ethics Training Tools

Create realistic training materials, case scenarios, and reflection questions for professional conduct or ethics sessions.

Example Prompt:

"I would like to use some scenarios that would be similar to ones that would be a violation of Rule 6A-10.081. Please refer to the Office of Professional Standards and Education Commission with FDOE."

4

Strategic Communication & Board Readiness

Condense complex information into clear, professional summaries for board packets or leadership communication.

Example prompt:

Summarize the following for a concise, professional audit finding response.

5

Innovation & HR Planning

Use AI to outline district-wide initiatives, such as stay interviews, volunteer processes, or hiring campaigns.

Example prompt:

"Create a three-tier stay interview question set based on employee experience level."

6

Beyond Documents & Presentations

Video summaries, 'podcast' recordings, mind maps, blog posts, etc.

Notebook LM

Practical Tools to Take Home

Real Prompts from a Real HR Director

Ready-to-use prompts designed to help HR professionals save time, improve clarity, and strengthen communication. Simply customize with your specific details.

- Drafting emails
- Simplifying policies / statutes
- Writing letters
- Designing material for various events
- Generate ideas for presentations

Basic vs. Advanced AI Uses

A clear breakdown showing where to start and how to progress. Includes examples of simple time-savers and sophisticated applications with real-world context from school district HR work.

- Basic
 - Emails
 - Letters
 - Outlines
 - Summarizing
- Advanced
 - Data analysis
 - Policy / Procedure Development
 - Strategic Planning

📌 **Pro Tip:** Start small. Use AI to save time on tasks you already do every day. As you grow more comfortable, move toward strategic uses that strengthen your leadership impact. Remember – AI helps with words, but you bring the wisdom.

Key Takeaways

What to Remember

AI Saves Time & Enhances Communication

Focus on tasks that are routine but time-consuming. Let AI handle initial drafts so you can invest your energy in strategic thinking and relationship building that truly require your expertise.

Start with Repeatable Tasks

The best candidates for AI assistance are tasks you do regularly—weekly announcements, monthly reports, recurring event materials. Build templates and refine prompts over time for even greater efficiency.

Be Clear in Your Prompts

Use the four-part formula: context, purpose, tone, and format. The more specific your instructions, the better your results. Think of AI as delegating to an assistant who needs clear direction.

Always Review & Edit

Treat AI output as a strong first draft, not a final product. Add your professional judgment, district-specific knowledge, and the human touch that makes HR work meaningful. Verify facts, especially legal references. Use multiple generative AI platforms and compare the results.

Your Turn

What Will You Try This Week?

Think about one HR task you'll try AI with this week. Maybe it's rewriting an email you've been drafting, summarizing a policy for staff, or creating materials for an upcoming event. Start small, experiment, and build your confidence.

Choose Your First Task

What's one task this week where AI could give you a head start? Pick something low-stakes to practice with—maybe an internal email or a simple announcement.

Write a Clear Prompt

Use the four-part formula: context, purpose, tone, format. Be specific about what you need and how you want it to sound.

Review & Refine

Edit the AI output to add your voice, verify accuracy, and ensure it fits your district's culture and standards. Save prompts that work well.

Reflect on Results

How much time did you save? What would you do differently next time? Build on successes and learn from experiments that didn't work perfectly.

"The goal isn't perfection on your first try. The goal is finding small ways AI can support your work, freeing you to focus on what matters most—the people you serve and the culture you're building."

Share with colleagues: If this session helped you, share your insights with a colleague who might benefit. The more we learn together, the stronger our HR community becomes.

You've Got This!

Start small. Experiment often. Let AI give you back time for what matters most.

- **Start small, experiment often, and let AI give you back time for what matters most.**
- **One small task this week can show you how powerful AI can be in HR.**
- **Try it, refine it, and share what you learn — that's how we grow together.**
- **Every time you use AI, you're not replacing your work — you're enhancing it.**

AI supports the work — but your wisdom and heart define it.



Q&A



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