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Register

# AI Act training for HR

1 day (7 hours)

## Overview

Artificial Intelligence is transforming HR: automatic CV sorting, video analysis of interviews, potential detection. But the entry into force of the EU AI Act is changing the game: most AI tools used in HR are now classified as "High Risk."

This one-day training course is designed for Human Resources departments that refuse to be subject to this regulation. Far from technical jargon, we translate the AI Act into concrete HR processes.

**Your immediate challenge:** Continue to modernize your practices (recruitment, training, evaluation) while avoiding financial penalties and, above all, the risk of **algorithmic discrimination** that would destroy your employer brand. You will learn how to audit your ATS and HRIS, implement mandatory "human oversight," and document your choices so that you are prepared in the event of an audit.

## Objectives

- Diagnose your HR processes
- Mastering red linesSecuring supplier relationships
- Organizing HR AI governance
- Articulate the AI Act, GDPR, and labor law

## Target audience

- HR managers and HRBPs
- Recruitment/talent acquisition managers
- Legal, compliance, and DPO professionals
- CIOs/HRIS tool managers

## Prerequisites

- Knowledge of HR processes (recruitment, evaluation, mobility).
- Basic understanding of GDPR and personal data management.
- Basic understanding of how AI tools work (models, data, bias).
- Experience managing service providers or SaaS tools.

## Technical prerequisites

- Windows 10/11, macOS, or Linux.
- Office suite (Excel/Sheets) for matrices and checklists.
- Recent browser (Chrome/Edge/Firefox) for demos and support.

## EU AI act training program for Human Resources

[Day 1 - Morning]

### The "Compliance Shock" for the HR function

- Why HR is on the front line: analysis of Annex III, which classifies recruitment, performance appraisal, and task management as "High Risk."
- Red lines (absolute prohibitions):
  - Prohibition of emotion recognition in the workplace (cameras, voice analysis).
  - Tools for deducing sensitive data (political or union affiliations) via AI.
- The Compliance Triangle: articulating the AI Act with the GDPR and Labor Law

### Audit of your "Shadow HR" and your HRIS

- Mapping hidden and official uses:
  - CV parsing, automatic matching, candidate chatbots.
  - Video analysis (Visiotalent, etc.), predictive psychometric tests.
  - Management of resignation detection tools (retention), productivity monitoring.
- Practical workshop: "Crash Test Your Tools"
  - Real-life exercise: "Is my CV sorting tool compliant?"
  - Use of the classification grid to sort your tools: Prohibited / High Risk / Transparency / Minimal.

[Day 1 - Afternoon]

### Managing the publisher/supplier relationship (the critical point)

- Deployer vs. Supplier: understand that your company is responsible for using the tool (Deployer), even if it is SAP, Workday, or a start-up that coded the AI.
- Purchasing: what guarantees should you demand before signing? (CE marking, technical documentation, logs).
- The "Due Diligence" checklist: tricky questions to ask your software salespeople to make sure they're not selling you a "black box."

## Obligation of Transparency and Human Supervision

- The human-in-the-loop principle:
  - How can you prove that a recruiter has really validated the AI's decision?
  - Train recruiters not to blindly trust the tool (automation bias).
- Candidate & employee information:
  - Draft mandatory legal notices (right to explanation).
  - Manage appeals in the event of a contested automated decision.
- Practical workshop: Procedure safeguards
  - Drafting a recruitment procedure that incorporates AI
  - Simulation of a response to a candidate asking, "Why was I rejected by the algorithm?"

## Companies concerned

This training is aimed at both individuals and companies, large or small, wishing to train their teams in new advanced IT technology or to acquire specific professional knowledge or modern methods.

## Placement at the start of training

The placement test at the start of the training course complies with Qualiopi quality criteria. Once they have finalized their registration, learners receive a self-assessment questionnaire that allows us to assess their estimated level of proficiency in different types of technology, as well as their expectations and personal objectives for the upcoming training course, within the limits imposed by the selected format. This questionnaire also allows us to anticipate certain connection or internal security issues within the company (intra-company or virtual classroom) that could be problematic for the monitoring and smooth running of the training session.

## Teaching methods

Practical training: 60% practical, 40% theory. Training materials distributed in digital format to all participants.

## Organization

The course alternates between theoretical input from the trainer, supported by examples and reflection sessions, and group work.

## Validation

At the end of the session, a multiple-choice questionnaire is used to verify that the skills have been correctly acquired.

## Certification

A certificate will be issued to each trainee who has completed the entire training course.