

20-day AI/GenAI Roadmap for HR & People Managers

Goal: Learn and apply AI/GenAI to recruiting, onboarding, engagement, feedback, training, and analytics using only free and time-efficient resources.

Week 1: GenAI Foundations for HR

Day 1 – Intro to AI & GenAI in HR

Watch: [AI for Everyone – Andrew Ng](#)

Read: [Creating Engaging AI Video Introductions](#)

Outcome: Understand what GenAI is and how HR teams can start using it right away.

Day 2 – Prompt Engineering & Use Case Ideation

Watch: [HR & GenAI](#)

Read: [6 Ways L&D and HR Use GenAI](#)

Outcome: Learn how to design useful prompts and get personalized, high-quality outputs.

Day 3 – AI in Recruitment & Screening

Watch: [AI in Recruitment](#) & Read: [AI in Hiring](#)

Practice: Ask ChatGPT: “Create unbiased resume screening questions for a \[job role].”

Outcome: Automate parts of your recruitment process while keeping ethics in mind.

Day 4 – Onboarding & L&D Workflows

Watch: [How to Ace an AI Video Interview](#)

Read: [AI in Employee Onboarding](#)

Practice: Use ChatGPT to create a new hire onboarding checklist and outline a 7-day L&D starter program.

Outcome: Build scalable onboarding workflows and training plans.

Day 5 – Sentiment Analysis & Engagement

Read: [What’s the Answer to Engagement Surveys?](#)

Practice: Create a 3-question pulse survey → enter fictional responses → ask ChatGPT to analyze sentiment and suggest actions.

Outcome: Learn how AI can go deeper than surveys to reveal team morale.

Week 2: Content, Branding & Feedback

Day 6 – Build an Internal HR Chatbot

Read: [HR chatbots](#) & [Building an AI HR Support Bot](#)

Practice: Prompt ChatGPT with: “Act as an HR bot. I have questions about benefits, leave, and payroll...” → copy conversation into Notion.

Outcome: Prototype an internal chatbot without any coding.

Day 7 – Personalized Learning Paths

Watch: [How to Use Canva to Make a Job Announcement](#)

Read: [40 GPT Prompts for HR](#)

Practice: Prompt ChatGPT: “Design a learning path for a new HR Business Partner.” → use Canva to format as a clean infographic.

Outcome: Create scalable, role-specific training plans in minutes.

Day 8 – AI-Generated Recruitment Videos

Watch: [Create AI Avatars with HeyGen](#)

Read: [Recruitment Video Templates](#)

Practice: Prompt ChatGPT to write a 60-second recruitment script → use a free plan to generate the audio/video.

Outcome: Quickly prototype employer branding videos without a studio.

Day 9 – Performance Feedback Automation

Watch: [How to Automate Employee Satisfaction Reports](#)

Read: [AI in Performance Reviews](#)

Practice: Feed sample performance comments into ChatGPT → prompt: “Turn this into constructive feedback and a development plan.”

Outcome: Automate balanced and fair feedback summaries.

Day 10 – Predictive Workforce Analytics

Watch: [Predictive Models in HR Analytics](#)

Read: [AI in Onboarding and Attrition](#)

Practice: Ask ChatGPT: “Based on [synthetic department attrition stats], which teams are at risk and why?”

Outcome: Start using AI to predict people challenges before they happen.

Week 3: Pilots, Governance & Ethics

Day 11 – Audit & Plan Your First AI Pilots

Watch: [Responsible AI: Governance, Ethics, & Best Practices](#)

Read: [Building an AI-Ready Culture for HR Departments](#)

Practice: Prompt ChatGPT: “Help me create a risk/impact matrix for AI in recruiting, onboarding, and feedback.”

Outcome: Build a simple decision framework to prioritize safe and high-impact pilots.

Day 12 – Train Your Team & Launch Pilots

Read: [How Microsoft’s HR Teams Trained on AI](#) & [How HR Scales GenAI](#)

Practice: Use ChatGPT to build a 5-slide GenAI training deck and a Slack/Teams pilot launch message.

Outcome: Prep your team for change and communicate clearly.

Day 13 – Create Ethical AI Guidelines

Watch: [AI for good](#)

Read: [AI Governance for CHROs](#)

Practice: Ask ChatGPT to draft: “1-page ethical AI guidelines for HR including fairness, privacy, and human oversight.”

Outcome: Start a living document for AI accountability in your team.

Day 14 – Define Leadership Roles in AI Adoption

Read: [HR + AI Leadership Panel – Business Insider](#) & [Hiring an AI Champion](#)

Practice: Ask ChatGPT: “Create a job description for an internal HR AI Liaison.”

Outcome: Clarify internal ownership for AI strategy and deployment.

Week 4: Scale, Culture & Long-term Success

Day 15 – Gather Feedback & Improve Pilots

Watch: [Microsoft’s AI Adoption Playbook](#)

Read: [Measure and Learn from Pilots](#)

Outcome: Use data to refine and strengthen your initiatives.

Day 16 – Assess AI Maturity in HR

Watch: [Is your HR ready for AI?](#) & Read: [5 Stages of AI in HR](#)

Outcome: Define a realistic roadmap to evolve from experimentation to innovation.

Day 17 – Build Internal Learning Culture

Watch: [How HR Transforms HR for business results](#)

Read: [AI Culture Integration](#)

Outcome: Create internal momentum and make AI learning visible.

Day 18 – Connect to ESG, Compliance, & Sustainability

Watch: [AI Governance and Risks](#)

Read: [AI and Corporate Social Responsibility](#)

Outcome: Align your AI efforts with long-term values and policies.

Days 19–20 – Launch Your AI Center of Excellence (CoE)

Watch: [Building HR AI Capability](#)

Read: [How to Build an AI CoE](#) & [GenAI in HR Teams](#)

Practice: Create a Notion page with scope, roles, intake form for new tools

Outcome: Establish a simple but structured system to guide AI adoption in HR beyond this roadmap.

Disclaimer: This roadmap is for educational purposes only and references publicly available tools and resources that are free or freemium as of August 2025. I do not own, endorse, or represent any third-party platforms mentioned. Always verify data privacy, security, and compliance requirements before adopting AI tools in your organization. Views expressed are my own.

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