



HR & AI PROGRAM

AI AND THE FUTURE OF WORK: WHAT CHANGES FOR HR

A Practical, Hands-on AI Workshop for HR Professionals

14 HOURS | 2 DAYS



ABOUT **NOK TALENT SOLUTIONS HUB**

Learning

Development

Performance

NOK Talent Solutions Hub is a specialized platform focused on modernizing recruitment and talent processes through practical, high-impact learning experiences. We deliver hands-on training programs designed to integrate AI and automation into everyday recruiting workflows to turn modern knowledge into workplace efficiency.

**Empowering
People**

**Strengthening
Capabilities**

**Driving
Performance**



ABOUT **TAREK MAHDY**

Tarek Mahdy is a Senior Tech Recruiter and recruitment consultant, based in Cairo, working remotely with teams in Europe.

He supports remote first companies with hiring strategy, sourcing, and structured interview processes.

He is also a community builder through the Egypt Recruitment Community and participates in recruiter focused events like Sourcing Summit.

An early adopter of AI since ChatGPT first launched, he enjoys experimenting with new tools and platforms to make recruiting faster, sharper, and more consistent.

His work focuses on turning recruiting into a repeatable operating system without losing the human side.





THE CORE IDEA

"AI is only as useful as what you give it."

Day 1: "Give it a document" — Uploading files, policies, and sheets to analyze, verify, and transform raw input into structured outputs.

Day 2: "Give it your tools" — Connecting AI directly to platforms like Notion, transcripts, and web search to automate live workflows.

SAME AI, MUCH BIGGER RESULTS.

THE GAP

Current HR practices in Egypt and the region face critical efficiency and quality bottlenecks:

- **Manual Policy Tracking:** HR handbooks are frequently outdated and slow to align with evolving Egyptian Labour Laws (e.g., Law 14/2025).
- **Data Blindspots:** Unchecked HR tracking sheets contain hidden errors, missing fields, and inconsistencies that human eyes easily miss.
- **CV Noise & Bias:** Screening processes struggle against mass AI-generated CVs, leading to vague interview questions and subjective evaluations.
- **Unstructured Meeting Data:** Hours of valuable exit interviews, hiring manager calls, and employee meetings remain unused as raw, unanalyzed audio.

THE TRANSFORMATION

Shift your HR function from manual task execution to an automated, AI-driven engine:

- **From Manual Updates to Instant Compliance:** Audit policy handbooks against labor laws and generate compliant drafts in minutes.
- **From Error-Prone Sheets to Automated Audits:** Let AI flag data inconsistencies, calculate leave balances, and check localization compliance in seconds.
- **From Subjective Hiring to Scorecard Precision:** Turn job descriptions into evidence-backed scorecards and objective interview frameworks.
- **From Static Files to Integrated Tools:** Move beyond copying and pasting by connecting AI directly to your workspace tools like Notion.



PROGRAM AT A GLANCE

2 DAYS | 8 PRACTICAL LEARNING MODULES

DAY 1 DETAILS: FOUNDATIONS & DOCUMENT AI

1 Opening & Setting
the Guardrails (30 min)

2 Setup Check (20 min)

3 Egyptian Labour Law
14/2025 Audit (90 min)

4 Tracking Sheet Audits
in Seconds (70 min)

5 Hiring When Every CV
is AI-Written (90 min)

6 Catch the Lie Verification
Drill (30 min)

DAY 2 DETAILS: ADVANCED TOOL CONNECTIVITY

1

Enterprise Use Cases
& Connectors (40 min)

2

Live Notion
Integration (80 min)

3

Transcripts as Actionable
Data (75 min)

4

AI Web Research
Assistant (30 min)

5

Practical Build
Sprint (75 min)

6

Team AI Policy &
30-Day Roadmap (75 min)

PARTICIPANT OUTCOMES

What Will Your HR Professionals Take Away?

- **Policy Gap Checklist & Drafts:** A fully audited, Labour Law 14/2025-compliant handbook section.
- **Sheet Audit Workflows:** Reusable prompts to clean and verify complex HR tracking sheets in seconds.
- **Structured Hiring Frameworks:** Clear job scorecards and unbiased interview question banks.
- **Connected Notion Workspaces:** Live, auto-generated policy pages and onboarding checklists inside Notion.
- **Transcript Analysis Prompts:** Templates to turn meetings and exit interviews into structured data.
- **Reusable System Instructions:** A master system prompt tailored to company tone and rules for weekly reuse.
- **Governance Rules Page:** A complete, manager-ready "AI HR Rules" document for safe team adoption.

WHAT MAKES IT DIFFERENT

- **100% Practical & Hands-On:** Participants work on their laptops using actual, anonymized HR documents, policies, and sheets from their daily work.
- **Zero Cost/Zero Technical Barrier:** Uses completely free tiers of ChatGPT, Claude Desktop, and Notion. No coding or complex tech background required.
- **Built for Local Context:** Grounded specifically in Egyptian Labour Law, regional market realities, and local hiring conditions.
- **Strict Verification Focus:** Teaches rigorous audit techniques to eliminate AI hallucinations and ensure data security.
- **Direct Workspace Output:** Moves beyond basic chat responses by outputting work directly into production tools like Notion pages.



BUSINESS IMPACT

Develop HR Teams Who Scale Organizational Efficiency



The program helps HR departments build stronger practices around:

- **Legal Compliance:** Keeping policies updated with zero manual tracking delay.
- **Data Integrity:** Ensuring internal sheets and metrics are audit-ready at all times.
- **Recruitment Speed & Precision:** Objectively evaluating applicants despite AI-written CVs.
- **Operational Time Savings:** Cutting hours of manual summary, drafting, and data entry down to minutes.

The objective isn't simply to teach AI tools. It's to modernize the HR operating system while keeping human decision-making at the center.



CONTACT US

Empowering People • Strengthening Capabilities • Driving Performance

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