

AI for Federal HR Bootcamp (Self-Paced)

The AI for Federal HR Bootcamp equips human resources professionals to apply artificial intelligence responsibly across position classification, hiring, employee development, employee relations, benefits, and retirement work. Across five integrated courses, participants learn to craft safe, PII-free prompts and verify every AI output against authoritative federal sources while applying sound human judgment.

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: <https://www.graduateschool.edu/courses/ai-for-federal-hr-bootcamp-self-paced>



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Course Outline

This package includes these courses

- AI for Federal HR Course (Self-Paced) (6 Hours)
- AI for Federal HR Classification Course (Self-Paced) (6 Hours)
- AI for Federal Employee Benefits (Self-Paced) (4 hours)
- AI for Federal Employee Retirement (Self-Paced) (4 hours)
- AI for Federal Employee Relations Course (Self-Paced) (4 hours)

AI for Federal HR Course (Self-Paced)

Learn to use AI confidently in federal HR work to improve classification, hiring, and employee development while applying sound judgment to ensure fairness, accuracy, and compliance.

- Summarize key terminology in artificial intelligence (AI).
- Explain the architecture of AI systems.
- Identify HR challenges with AI ethical and legal standards.
- Demonstrate how AI can be used in HR operations.
- Ensure compliance with OPM rules and regulations.

AI for Federal HR Classification Course (Self-Paced)

Use AI tools to analyze, draft, refine, and verify federal position classification work while applying human judgment, ethical safeguards, and OPM compliance standards throughout the process.

- Define artificial intelligence and its key concepts relevant to federal HR and position classification.
- Explain how AI tools can be used across sectors for position classification and job analysis.

- Identify legal, ethical, and policy considerations in applying AI to HR processes.
- Demonstrate how to use AI-assisted tools to develop and analyze position descriptions and suggest occupational series/grades.
- Apply AI-generated insights to improve accuracy and consistency in classification decisions.
- Evaluate AI outputs to ensure compliance with OPM standards.
- Develop an action plan for integrating AI solutions into classification workflows.
- Analyze real-world scenarios to develop corrective actions and preventive measures that improve ongoing compliance.

AI for Federal Employee Benefits (Self-Paced)

This course shows you how to put artificial intelligence to work as a research assistant—one that helps you decode FEHB plan options, compare FEDVIP dental and vision coverage, size up FEGLI life insurance, model FSAFEDS contributions, and understand FLTCIP long-term care—without ever putting your personal information at risk. By the end, you will have a repeatable, government-appropriate workflow for using AI to make smarter benefits decisions, plus a personal action plan you can take back to your next enrollment or life event.

Upon completion, participants are able to:

- Explain what AI, machine learning, and large language models are in plain, non-technical terms.
- Apply federal policy and agency guidance for responsible, PII-safe AI use to everyday benefits research.
- Use AI tools to research and compare FEHB, FEDVIP, FEGLI, FSAFEDS, and FLTCIP options.
- Evaluate AI-generated benefits information for accuracy, completeness, and appropriate limitations.
- Verify AI outputs against authoritative sources such as OPM.gov, plan brochures, BENEFEDS, and FSAFEDS.gov.
- Construct effective, PII-free prompts for common benefits questions and decision scenarios.
- Recognize when AI research should be supplemented by an Agency Benefits Officer or HR specialist.
- Develop a personal, AI-assisted action plan for managing your federal benefits.

AI for Federal Employee Retirement (Self-Paced)

This course shows you how to put artificial intelligence to work as a research assistant for your federal retirement, helping you estimate your FERS or CSRS annuity, weigh survivor-benefit elections, model TSP withdrawals, and coordinate Social Security and Medicare, without ever putting your personal information at risk. Upon completion, participants are able to:

- Explain what AI, machine learning, and large language models are in plain, non-technical terms.
- Apply federal policy and agency guidance for responsible, PII-safe AI use to everyday retirement research.
- Use AI tools to research FERS and CSRS eligibility, annuity computations, and optimum retirement dates.
- Model TSP withdrawal options and coordinate Social Security and Medicare timing with AI assistance.
- Evaluate AI-generated retirement information for accuracy, completeness, and appropriate limitations.
- Verify AI outputs against authoritative sources, including OPM.gov, tsp.gov, SSA.gov, and Medicare.gov.
- Construct effective, PII-free prompts for common retirement questions and decision scenarios.
- Recognize when AI research should be supplemented by an Agency Benefits Officer, HR specialist, or licensed professional.
- Develop a personal, AI-assisted retirement action plan.

This four-hour course shows you how to put artificial intelligence to work as a research assistant for your federal retirement, helping you estimate your FERS or CSRS annuity, weigh survivor-benefit elections, model TSP withdrawals, and coordinate Social Security and Medicare, without ever putting your personal information at risk. Upon completion, participants are able to:

- Explain what AI, machine learning, and large language models are in plain, non-technical terms.

- Apply federal policy and agency guidance for responsible, PII-safe AI use to everyday retirement research.
- Use AI tools to research FERS and CSRS eligibility, annuity computations, and optimum retirement dates.
- Model TSP withdrawal options and coordinate Social Security and Medicare timing with AI assistance.
- Evaluate AI-generated retirement information for accuracy, completeness, and appropriate limitations.
- Verify AI outputs against authoritative sources, including OPM.gov, tsp.gov, SSA.gov, and Medicare.gov.
- Construct effective, PII-free prompts for common retirement questions and decision scenarios.
- Recognize when AI research should be supplemented by an Agency Benefits Officer, HR specialist, or licensed professional.
- Develop a personal, AI-assisted retirement action plan.

AI for Federal Employee Relations Course (Self-Paced)

- Identify ER tasks that are appropriate for AI support and separate them from LR-related work
- Sanitize ER case details before using AI tools
- Draft ER letters, PIPs, leave correspondence, and reasonable accommodation notes with structured prompts
- Use AI to summarize ER-relevant decisions, policy materials, and case issues
- Improve performance and conduct documentation using behavior-based, review-ready language
- Build a reusable prompt library for recurring federal ER workflows