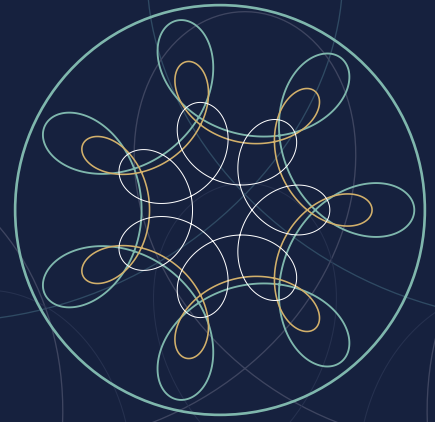




International Institute of
Applied AI Technology



Course guide for AI-CHRO

Certified AI Executive: Chief Human Resources Officer

Lead the people side of AI: plan the workforce it needs, keep hiring, promotion and performance decisions fair, set limits on monitoring that protect privacy and wellbeing, and run HR's own use of AI well.

About This Course Guide

Lead the people side of AI: plan the workforce it needs, keep hiring, promotion and performance decisions fair, set limits on monitoring that protect privacy and wellbeing, and run HR's own use of AI well.

This course guide outlines the AI-CHRO certification: who it is for, what the exam is like, and what each module covers. It is written for senior leaders and concentrates on the decisions AI asks of them.

When you enroll, you receive the full study guide, which teaches each module in depth with worked examples, key terms, exercises and a glossary, to prepare you for the exam.

How the Program Is Organized

- Part 1: Executive core (modules 1 to 4). Part 1 is the same in every executive certification.
- Part 2: Chief human resources officer (modules 5 to 8). Written for chief human resources officers.

The exam draws on both parts.

Experience. Anyone can take this certification. It is written for experienced leaders, and we recommend it for people who hold, or are preparing for, a senior leadership role.

Who It Is For	Chief human resources officers, chief people officers, HR directors and vice presidents, and senior HR leaders preparing for those roles.
Recommended Experience	Open to anyone. Recommended for people with several years in senior leadership, such as leading a human resources function or a major HR team.
Study Time	About 40 hours
Exam	50 multiple-choice questions in 90 minutes, online. Pass mark 75%. Up to 3 attempts within 12 months of enrolling.
Certification	Valid for 3 years, with a downloadable certificate and a verifiable credential number.

Learning Outcomes

When you have completed this program you will be able to:

- Explain what AI can and cannot do, test a team's or vendor's claims, and count the true cost of using it
- Choose where AI creates value, build a business case on measured baselines, and move pilots to scale or stop them
- Set accountability, risk controls and compliance for AI using recognized frameworks and regulation

- Lead the organization through AI: operating model, skills, workforce commitments, change and adoption
- Turn task-level analysis of AI into a workforce plan, and choose between redeployment, reskilling and reduction on full costs and kept commitments
- Keep AI used in hiring, promotion and performance decisions fair, tested for adverse impact, explained and open to human review
- Set limits on AI-enabled employee monitoring that are necessary, proportionate and transparent, consult employees and their representatives, and protect wellbeing
- Run AI in HR services and employee data governance well, adapt policies and performance management, and lead HR's own adoption

The Exam and Where the Questions Come From

- Format: 50 questions in 90 minutes. The pass mark is 75%.
- Question bank: 144 questions. Each attempt draws 50, spread evenly across the 8 modules (about 6 each), so no attempt skips a topic and retakes get a different mix.
- Question style: Plain-English executive situations based on recognized practice: NIST's AI Risk Management Framework, the ISO/IEC 42001 AI management system standard, the OECD AI Principles, employment, human rights, AI and privacy laws in the US, Canada, the EU and the UK, the US Uniform Guidelines on Employee Selection Procedures, ISO 45003 and CSA Z1003 on psychological health and safety, strategic workforce planning and skills-based talent practice, and standard business-case practice. Most ask what an executive should do, decide or ask, or what a result means. A few are short calculations, such as capacity freed, impact ratios, reskilling return or cost per case. Questions on law test principles that apply in most countries; where a rule belongs to one country, the question names it and the study guide teaches it.

Module Outline

The AI-CHRO syllabus has 8 modules. Each one below is outlined with its main topics; the exam draws on all of them.

Part 1: Executive Core

Part 1 is the same in every executive certification.

Module 1

AI Essentials for Executives

Leaders do not need to build AI, but they do need to judge it. This module explains the main kinds of AI system, what models can and cannot do, why data sets the limits, how AI costs behave, and the vocabulary and tests a leader needs to question a team or a vendor.

- Rule-based systems, machine learning, generative AI and AI agents
- What models do and where they fail: errors, bias, drift and explainability
- Data, economics and the vocabulary for questioning teams and vendors
- Spotting hype and testing vendor claims on your own data

Module 2

AI Strategy, Value and the Business Case

AI is worth funding only where it changes a measure that matters. This module covers where AI creates value, how to build and rank a portfolio of use cases, when to build, buy or partner, how to write a business case that counts the full cost and tracks realized benefit, and how to move from proof of concept to scale or stop.

- Where AI creates value and how to measure it
- Use-case portfolios: value, feasibility and risk; build, buy or partner
- The business case: baselines, total cost of ownership, payback and ROI
- Proof of concept, pilot and scale; why pilots stall; stage gates

Module 3

AI Governance, Risk and Regulation for Leaders

AI needs clear owners, a view of what is in use and controls that match the risk. This module covers accountability structures, risk tiering, the main frameworks and standards, how AI and privacy law apply in the US, Canada and the EU/UK, and the confidentiality, security, vendor and incident risks that leaders must manage.

- Accountability, the AI governance committee, RACI and the three lines
- AI inventory, risk tiering and risk appetite
- NIST AI RMF, ISO/IEC 42001, and AI and privacy law across jurisdictions
- Confidentiality, AI security, vendor risk and incident response

Module 4

Leading People and the Organization Through AI

AI value depends on how people and work are organized around it. This module covers operating models and leadership roles, AI literacy, workforce impact and honest commitments, change management, shadow AI and acceptable use, and how to measure real adoption and lead by example.

- Operating models and AI leadership roles
- AI literacy and workforce impact: tasks, redesign and reskilling
- Leading change: Kotter's eight steps, involvement and resistance
- Shadow AI, acceptable use, real adoption and communication

Part 2: Chief Human Resources Officer

Written for chief human resources officers.

Module 5

Workforce Planning for AI

AI changes how much work each role needs and which skills the organization will need next. This module looks at workforce planning from the CHRO's seat: turning task analysis into a plan for capacity, using a skills taxonomy, choosing between redeployment and redundancy, designing reskilling programs and measuring their return, and writing workforce commitments into the plan so that they can be kept.

- From task-level analysis to a workforce plan
- Skills taxonomies and skills-based planning
- Redeployment versus redundancy, and reskilling programs and their return
- Workforce commitments built into the plan

Module 6

AI in Hiring, Promotion and Performance Decisions

Decisions about who is hired, promoted, rated or dismissed are among the highest-stakes uses of AI, and discrimination law applies to them whoever or whatever makes them. This module covers how AI tools can discriminate, how to test for adverse impact, what notice, explanation and human review candidates and employees should get, the main rules in the US, Canada, the EU and the UK, and how to buy and oversee HR decision tools.

- How AI tools can discriminate, and who is liable
- Bias testing, adverse impact and the four-fifths rule
- Notice, explanation and meaningful human review
- Rules in the US, Canada, the EU and the UK, and buying HR tools

Module 7

Employee Monitoring, Privacy and Wellbeing

AI makes it cheap to watch, score and draw conclusions about employees, and what is cheap tends to spread. This module covers what AI changes about workplace monitoring, the principles that keep it lawful and trusted, the main rules in the US, Canada, the EU and the UK, consultation with employees, works councils and unions, and the CHRO's duty to protect wellbeing and psychological safety as work changes.

- What AI changes about workplace monitoring
- Necessity, proportionality, transparency and the main rules
- Consultation with employees, works councils and unions
- Wellbeing, psychological safety and fair use of monitoring data

Module 8

HR Operations, People Data and Culture

HR is both a steward of AI's effect on the workforce and a user of AI in its own work. This module covers AI in HR service delivery, the governance of employee data, policies for staff use of AI that HR must apply fairly, how performance management and recognition should change, how the CHRO leads HR's own adoption, and the measures that show whether the people side of AI is working.

- AI in HR service delivery
- Employee data governance and staff AI policies
- Performance management and recognition for AI-assisted work
- Leading HR's own adoption and measuring the people side of AI

Preparing for the Exam

The AI-CHRO exam has 50 multiple-choice questions drawn from every module. You have 90 minutes and need 75% to pass.

Before You Start

- Read this outline and decide whether the program fits your experience.
- Enroll to receive the full study guide, then work through every module and its exercises.
- Set aside uninterrupted time for the exam. The timer keeps running if you leave the page.

Taking the Exam

Log in to your account on the Institute's website and choose Take the exam. Check that your name is shown exactly as it should appear on your certificate. Your result is shown as soon as you submit, and if you pass, your certificate and credential number are issued straight away.

Each enrollment includes 3 attempts within 12 months of enrolling, and an attempt counts as soon as you start it. If you don't pass, you can try again after 24 hours. Each attempt draws a different set of questions.



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