

DFO CONSULTING

AI Training Programs for HR & Public Sector Professionals

Comprehensive Training in AI Prompt Engineering, Personnel Assessment, Job Analysis, Workplace Investigations, and Department-Specific Applications

✓ Virtual & In-Person Delivery	✓ Half-Day & Full-Day Options
✓ Customizable to Your Needs	✓ Hands-On Applied Exercises
✓ Department-Specific Applications	✓ Group Discounts Available

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About Our Training Programs

DFO Consulting provides professional training programs focused on the effective, responsible, and defensible use of artificial intelligence in human resources, public sector operations, and organizational departments. Our courses emphasize structured methodologies, real-world application, and professional judgment across diverse functional areas.

Delivery Formats:

- **Virtual:** Live interactive sessions via Zoom or Microsoft Teams
- **In-Person:** On-site delivery at your organization

Session Length Options:

- **Half-Day (4 hours):** Focused delivery covering core concepts and essential techniques
- **Full-Day (8 hours):** Comprehensive experience with expanded use cases, increased interaction, extended discussion, and additional applied exercises

Core AI Training Programs

1. The CHATPROMPT Pyramid™ – AI Prompt Engineering Basics ★

Most Popular

This foundational course introduces a structured 10-level prompt engineering framework designed to improve the accuracy, consistency, and usefulness of AI-generated outputs across all professional contexts.

- **Key Topics:** The 10-level CHATPROMPT framework • Context setting and role assignment • Task structuring and output formatting • Reference examples and iterative refinement • Modularization and chain-of-thought reasoning
- **Ideal For:** HR professionals, investigators, administrators, legal staff, department managers, and anyone new to structured AI use
- **Pricing:** Half-Day: \$1,800 | Full-Day: \$3,000

2. Advanced AI Prompt Engineering

Prerequisite: CHATPROMPT Basics or equivalent experience

This course builds on foundational skills with advanced techniques for complex work including multi-stage prompting, modular task design, reasoning control, verification techniques, and high-density summarization.

- **Pricing:** Half-Day: \$1,800 | Full-Day: \$3,000

HR & Personnel Management Programs

(All courses delivered in four-hour format)

3. AI-Enhanced Job Analysis & Classification

This course covers AI applications in conducting job analysis, developing position descriptions, establishing competency frameworks, and supporting classification studies and salary surveys.

- **Key Topics:** AI-assisted task analysis • Competency identification • Position description development • Classification factor analysis • Salary survey data analysis • Defensible documentation
- **Ideal For:** HR analysts, compensation specialists, classification analysts, personnel commissioners
- **Pricing:** \$1,800 (4-hour session)

4. AI-Enhanced Personnel Assessment Development

This course focuses on using AI to develop, validate, and improve personnel selection instruments including written tests, performance exercises, structured interviews, and evaluation criteria.

- **Key Topics:** Test item generation and refinement • Scenario-based exercise design • Interview question development • Scoring rubric creation • Content validation • Bias detection and mitigation
- **Ideal For:** HR professionals, test developers, assessment coordinators, personnel commissioners
- **Pricing:** \$1,800 (4-hour session)

5. AI for Professional Development & Training Programs

This course demonstrates AI applications in designing training curricula, developing learning materials, assessing training needs, and measuring professional development outcomes.

- **Key Topics:** Training needs assessment • Curriculum design • Learning objectives development • Training materials creation • Evaluation instrument design • Career development planning
- **Ideal For:** Training coordinators, organizational development specialists, HR managers, department heads
- **Pricing:** \$1,800 (4-hour session)

6. Applying AI in Workplace Investigations

This course focuses on using AI to support workplace investigations while maintaining legal defensibility and professional standards.

- **Key Topics:** Legally defensible interview summarization • Timeline construction with verification • Evidence comparison • Cognitive replication • Quality control standards
- **Pricing:** \$1,800 (4-hour session)

7. AI for HR Operations & Employee Relations

This course examines practical AI applications in HR operations including policy analysis, documentation, performance management, and employee communications.

- **Pricing:** \$1,800 (4-hour session)

8. AI-Enhanced Recruitment & Applicant Screening

This course covers AI applications in talent acquisition while maintaining fairness, compliance, and professional standards.

- **Pricing:** \$1,800 (4-hour session)

Department-Specific AI Applications

(All courses delivered in four-hour format)

9. AI for Finance & Budget Departments

This course demonstrates AI applications specific to finance, budgeting, accounting, and fiscal operations in public sector and organizational contexts.

- **Key Topics:** Budget narrative development • Financial report analysis and summarization • Forecasting support • Policy interpretation • Audit documentation • Grant writing assistance • Procurement document analysis
- **Ideal For:** Finance directors, budget analysts, accounting staff, fiscal officers, auditors
- **Pricing:** \$1,800 (4-hour session)

10. AI for Public Works & Infrastructure

This course covers AI applications for public works operations including asset management, maintenance planning, project documentation, and community communication.

- **Key Topics:** Work order documentation • Maintenance scheduling support • Project specification development • Public communication materials • Incident report analysis • Safety protocol documentation • Budget justification
- **Ideal For:** Public works directors, maintenance supervisors, field supervisors, operations managers
- **Pricing:** \$1,800 (4-hour session)

11. AI for Water & Utilities Engineering

This course focuses on AI applications for water resources, wastewater, stormwater management, and utility operations including compliance, reporting, and technical documentation.

- **Key Topics:** Compliance report generation • Technical memo development • Data analysis and trend identification • Public notification materials • Regulatory interpretation • Grant application support • Emergency response documentation
- **Ideal For:** Water system operators, environmental compliance specialists, utility managers, engineers, operations staff
- **Pricing:** \$1,800 (4-hour session)

12. AI for Planning & Community Development

This course demonstrates AI applications in urban planning, zoning, community development, and land use including analysis, documentation, and stakeholder communication.

- **Key Topics:** Staff report development • Community feedback analysis • Zoning analysis support • Environmental review documentation • Public meeting materials • Policy research • Grant narrative development
- **Ideal For:** Planners, community development directors, zoning administrators, code enforcement officers
- **Pricing:** \$1,800 (4-hour session)

13. AI for Parks, Recreation & Community Services

This course covers AI applications for parks and recreation operations including program development, community engagement, facility management, and service delivery.

- **Key Topics:** Program descriptions and marketing materials • Community survey analysis • Activity planning • Incident documentation • Grant applications • Social media content • Partnership communications
- **Ideal For:** Recreation coordinators, community services managers, facility supervisors, program directors
- **Pricing:** \$1,800 (4-hour session)

Specialized Topics

(All courses delivered in four-hour format)

14. Ethical & Responsible Use of AI in the Public Sector

This course addresses governance, transparency, compliance, and risk considerations when using AI in public-sector and regulated environments.

- **Pricing:** \$1,800 (4-hour session)

15. AI in Performance Management & Employee Development

This course explores AI applications in performance evaluation, feedback, and professional development processes.

- **Pricing:** \$1,800 (4-hour session)

Training Format Comparison

Feature	Half-Day (4 hours)	Full-Day (8 hours)
Core Concepts	✓ Comprehensive	✓ Comprehensive
Use Cases	✓ Essential scenarios	✓ Expanded scenarios
Hands-On Practice	✓ Guided exercises	✓ Extended practice
Discussion	✓ Structured Q&A	✓ Extended interaction

Delivery Details

Virtual Training

- Delivered via Zoom or Microsoft Teams with interactive features
- Digital materials provided

In-Person Training

- Delivered at your location
- Travel and lodging billed at federal rates
- Printed materials available (+\$15/participant)

Customization & Group Pricing

All programs can be customized to your organization's workflows, systems, and specific use cases.

- **Customization Fee:** +\$500 per session

Multi-Session Discounts:

- 2-3 sessions: 10% discount
- 4-5 sessions: 15% discount
- 6+ sessions: 20% discount

About the Instructor

Dr. Frank Olmos brings over 30 years of experience in public sector human resources and currently serves as Executive Director of Classified Personnel for Bellflower Unified School District. He is a Statistics Professor at California State University, Los Angeles, and founder of the CHATPROMPT framework for professional AI use.

Credentials & Recognition

- 2024 Stephen E. Bemis Memorial Award recipient
- Author of *Smells Like A.I. Spirit: How to Use AI to Master Human Resources*
- Presenter for AWI, WRIPAC, CODESP, PTC-SC, ACSA, and IPAC
- Expert in psychometric assessment, job analysis, and personnel systems

Contact Information

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