

12-ARTIFACT CATALOG

CGAIHLD CERTIFICATION

PRINTABLE PDF

## The full 12-artifact catalog.

The complete toolkit specification in print. Per-artifact stack, build steps, capstone selection guide, plus the 12-module CGAIHLD syllabus.

**12**

ARTIFACTS

**12**

MODULES

**2.5L+**

CERTIFIED PROS

### Inside the toolkit:

12-artifact build catalog (full spec)

Per-artifact tool stack

Capstone selection guide

12 module syllabi · verbatim

Sample exam · printable checklist

**Program:** Certified Generative AI for Human Leadership & Development (CGAIHLD)

**Format:** CGAIHLD Certification | **Duration:** 90 days

Used by 2,50,000+ certified professionals worldwide.

## The 12 Artifacts · Catalog Overview

Every artifact in the catalog is something you actually *build* — not read, not summarise. Each one ships with a fixed tool stack, a time-box, an evaluator-graded output, and a one-line line "what hiring managers ask about" note. The 12 cover the full HR-AI work surface.

#	Artifact	HR Work Area	Time-box
01	AI Job-Description Rewrite Pipeline	Talent Acquisition	3–4 hrs
02	Resume-Screening Bias Auditor	Talent Acquisition	4–6 hrs
03	Interview Intelligence Setup	Talent Acquisition	3–4 hrs
04	Skills Taxonomy + Mobility Scorer	L&D · Mobility	5–8 hrs
05	Personalised Learning-Path Builder	L&D	4–6 hrs
06	Attrition-Risk Prediction Model	People Analytics	5–7 hrs
07	Engagement-Signal Dashboard	People Analytics	4–6 hrs
08	Pay-Equity Audit Workbook	Compensation	4–5 hrs
09	Workforce Scenario Model	Workforce Planning	5–7 hrs
10	AI Governance Memo (HR-specific)	Ethics & Governance	3–4 hrs
11	Boardroom People Narrative One-Pager	Influence & Comms	2–3 hrs
12	Manager Coaching-Script Library	Change & OD	3–4 hrs

### How the catalog is structured

- **The 12 artifacts cover 8 HR work areas.** TA, L&D, Analytics, Compensation, Workforce Planning, Governance, Influence, Change.
- **Each artifact has a single primary tool stack.** Substitute equivalents are noted, but the program runs on one default stack so labs are reproducible.
- **Every artifact is interview-ready.** You walk an evaluator through it once at capstone defence; you walk hiring managers through it for the next two years.
- **The 12 are also the capstone shortlist.** You pick 3 of these 12 for your CGAIHLD capstone (selection guide on page 16).

*The artifacts are the credential. The badge gets you the screen; the artifacts get you the offer.*

## Artifacts 1–2 · Talent Acquisition (Part 1)

1

### AI Job-Description Rewrite Pipeline

TALENT ACQUISITION · 3–4 HOURS

**Output:** A working pipeline + before/after sample of 5 JDs

**Hiring manager asks:** "Show one rewrite — walk the changes"

**Module:** M03 · AI-Augmented Talent Acquisition

**Effort to maintain:** ~1 hr/quarter

A reproducible workflow that rewrites JDs to be **shorter, more inclusive, and structured around skills** rather than legacy boilerplate. Strips gendered language, removes years-of-experience proxies, and tightens to ~250 words. Includes evaluator checks.

#### TOOL STACK

Frontier LLM (OpenAI / Anthropic / Google) · prompt template library · gendered-language linter · skills-graph reference table · spreadsheet for before/after audit trail.

1. Pick 5 JDs from your org — mix of TA, engineering, ops, manager-level.
2. Build a prompt template that takes a JD + role family + level as input and outputs a rewrite + a diff explanation.
3. Add a gendered-language linter pass and a skills-graph normaliser as post-processing.
4. Run all 5 JDs through; capture before/after, word-count delta, and any over-rewrites you had to reject.
5. Write a 1-page audit memo: assumptions, failure cases, where a human still has to review.

2

### Resume-Screening Bias Auditor

TALENT ACQUISITION · 4–6 HOURS

**Output:** Audit notebook + memo with adverse-impact metrics

**Hiring manager asks:** "What's the test, what would fail it?"

**Module:** M03 + M09 (Ethics)

**Effort to maintain:** Re-run quarterly per req family

A repeatable audit that takes the input/output of a resume-screening model and computes **adverse-impact ratios, four-fifths-rule pass/fail, and a confusion-matrix decomposition** per protected attribute proxy. Catches drift between screening tool deployments.

#### TOOL STACK

Python notebook (pandas, numpy) · synthetic or anonymised candidate dataset · screening model API · group-fairness library (fairlearn or aif360) · markdown report template.

1. Choose a real or synthetic candidate dataset with known attribute distribution.
2. Run it through your current screening pipeline; capture pass/fail per record.
3. Compute selection rate per attribute group + the four-fifths ratio.
4. Decompose false positives and false negatives by group; chart the deltas.
5. Write a 2-page memo with the audit result, recommended remediation, and a quarterly re-run plan.

## Artifacts 3–4 · TA & L&D (Part 2)

3

### Interview Intelligence Setup

TALENT ACQUISITION · 3–4 HOURS

**Output:** Working setup + 3 interview transcripts scored

**Module:** M03 · AI-Augmented Talent Acquisition

**Hiring manager asks:** "How do you score consistency?"

A structured workflow that takes **interview transcripts**, runs them through an **LLM evaluator with a rubric**, and produces a normalised competency-score per candidate. Designed to standardise interviewer-by-interviewer variance, not replace the human decision.

#### TOOL STACK

Interview-intelligence vendor (or self-hosted transcription) · LLM · rubric library · spreadsheet or Notion for scorecard storage · evaluator-pairing protocol.

1. Define a competency rubric for one role family with 5 dimensions and explicit 1–5 anchors.
2. Build a prompt that scores a transcript against the rubric with citations to specific quotes.
3. Test on 3 interview transcripts (anonymised or sampled).
4. Compute inter-rater reliability between LLM and a second human reviewer.
5. Document where the LLM scoring failed and what the override protocol is.

4

### Skills Taxonomy + Mobility Scorer

L&D · INTERNAL MOBILITY · 5–8 HOURS

**Output:** Skills graph (50 nodes) + scorer for 10 sample paths

**Module:** M04 · Skills-Based Learning Lead

**Hiring manager asks:** "How do you handle skill adjacency?"

A small-scale skills taxonomy (50 skill nodes) plus a scoring function that computes **internal-mobility fit** between any employee profile and any internal role. The output is a ranked list of next-role candidates per employee. Anchors on adjacency, not equality.

#### TOOL STACK

Vendor taxonomy as seed (Lightcast / Workday / SkyHive) · Python or spreadsheet for adjacency math · LLM for profile parsing · embedding library for similarity scoring · graph visualisation (optional).

1. Start with a vendor seed taxonomy; trim to 50 skill nodes covering 5 role families.
2. Define adjacency weights for skill pairs (1.0 = same skill, 0.6 = adjacent, 0.2 = distant).
3. Parse 10 employee profiles and 5 internal roles into skill vectors.
4. Score every (employee, role) pair; produce a top-3 mobility recommendation per employee.
5. Write a memo on edge cases (career-changers, manager-IC pivots) and the manual-review protocol.

⚡ LIMITED TIME OFFER

Build all 12 artifacts with CGAIHLD

Enrolment for the AI HR Tools pathway is open — limited-time launch window for the next cohort.

Reserve Your Seat

## Artifacts 5–6 · L&D & Analytics

5

### Personalised Learning-Path Builder

L&D · 4–6 HOURS

**Output:** Working builder + 5 sample paths

**Module:** M04 · Skills-Based Learning Lead

**Hiring manager asks:** "How do you measure learning outcomes?"

A path-generation workflow that takes an employee's current skills + target role, and produces a **sequenced 90-day learning path** with course/resource recommendations, milestone checkpoints, and measurable outcomes. Pulls from your existing content library plus public resources.

#### TOOL STACK

LLM · content library (LMS export) · adjacency table from Artifact 4 · spreadsheet or simple web UI · evaluation rubric for outcome measurement.

1. Index your content library (course title, learning objectives, duration, prerequisite skills).
2. Define the goal-to-path generation prompt with a sequencing constraint.
3. Build a milestone schema (week 4, 8, 12) with measurable outcomes per milestone.
4. Run 5 sample paths against synthetic employee profiles; capture path quality and gap-coverage.
5. Document the human-review step where a manager approves the generated path.

6

### Attrition-Risk Prediction Model

PEOPLE ANALYTICS · 5–7 HOURS

**Output:** Trained model + model card + intervention playbook

**Module:** M06 · People Analytics & Decision Science

**Hiring manager asks:** "What's the model's segment performance?"

A binary classifier that scores **each employee's 12-month attrition risk** from current people-data signals. Designed for the HR-practitioner-not-the-data-scientist; uses interpretable features and a simple gradient-boosted model. Ships with a model card and an intervention playbook.

#### TOOL STACK

Python (pandas, scikit-learn or LightGBM) · anonymised HRIS export · SHAP for feature explanation · model-card template · Excel intervention playbook.

1. Extract 18–24 months of historical employee data with the leaver flag as target.
2. Engineer 10–15 interpretable features (tenure, manager change, comp-relative-to-band, etc.).
3. Train and evaluate a gradient-boosted model; report AUC and per-business-unit performance.
4. Generate SHAP explanations per prediction and surface them in the intervention playbook.
5. Build a 1-page model card with intended use, limitations, and review schedule.

## Artifacts 7–8 · Analytics & Compensation

7

### Engagement-Signal Dashboard

PEOPLE ANALYTICS · 4–6 HOURS

**Output:** Live dashboard + signal-definition library

**Module:** M07 · Employee Experience & Sentiment

**Hiring manager asks:** "How do you avoid surveillance creep?"

A dashboard that combines **passive signals (meeting load, response-time deltas) and active signals (survey, eNPS)** into a single engagement read at team-of-team level. Aggregation rules are explicit, identity is protected, and the dashboard is designed not to drill below 8-person teams.

#### TOOL STACK

BI tool (Power BI / Tableau / Looker / Metabase) · HRIS + collab-tool data exports · LLM for survey-text sentiment · privacy-and-aggregation rules library.

1. Define your 6–8 signals; document why each is included and what it does not measure.
2. Set aggregation rules so no signal can be drilled below 8-person teams.
3. Build the dashboard with a single composite "engagement read" plus signal-level details.
4. Add a quarterly drift-check that flags signals that no longer track survey-based engagement.
5. Write the use-policy: which decisions this dashboard can and cannot inform.

8

### Pay-Equity Audit Workbook

COMPENSATION · 4–5 HOURS

**Output:** Audit workbook + remediation plan + comms draft

**Module:** M08 · Compensation, Benefits & Workforce Planning

**Hiring manager asks:** "How do you handle a finding?"

A structured workbook for **same-role pay-equity audits** — regresses pay on controllable factors (level, tenure, location, performance), surfaces unexplained residuals, and produces a tiered remediation plan with budget impact. Built for the HR Manager who runs it, not the consultant who sells it.

#### TOOL STACK

Excel or Google Sheets with regression add-in (or Python notebook) · clean comp data export · legal-review handshake template · communication-draft library.

1. Clean comp data: same role, same level, same geography clusters.
2. Regress pay on level, tenure, performance, location; flag residuals beyond 1.5 standard deviations.
3. Decompose residuals by protected attributes; compute disparity ratios.
4. Build a tiered remediation plan (immediate, next cycle, conditional) with budget bands.
5. Draft three communications: to legal, to managers of affected employees, and to the affected employees themselves.

## Artifacts 9–10 · Planning & Governance

9

### Workforce Scenario Model

WORKFORCE PLANNING · 5–7 HOURS

**Output:** 3-scenario model + 1-page exec brief

**Module:** M08 · Compensation & Workforce Planning

**Hiring manager asks:** "Walk me through your sensitivity"

A spreadsheet model that projects **headcount, fully-loaded cost, and skill-gap exposure** across three scenarios (Base / Growth / Cut). Each scenario is parameterised on hire-rate, attrition-rate, internal-mobility-rate, and skill-mix. Designed to defend a headcount plan to the CFO.

#### TOOL STACK

Excel or Google Sheets with scenario tables · current HC export · monthly compensation cost basis · LLM for scenario-narrative drafting · 1-page exec brief template.

1. Define 6 drivers: hire rate, attrition rate, internal mobility rate, comp inflation, skill-mix shift, productivity factor.
2. Build the Base scenario with explicit assumptions per driver.
3. Build Growth and Cut scenarios by varying the drivers (+25% and –20% respectively, or industry-specific).
4. Compute 12-month and 24-month outputs: HC, FTE cost, skill-gap, attrition cost.
5. Draft a 1-page exec brief with the recommended scenario, the trade-off, and the trigger conditions for switching scenarios.

10

### AI Governance Memo (HR-specific)

ETHICS & GOVERNANCE · 3–4 HOURS

**Output:** 4–6 page governance memo + control matrix

**Module:** M09 · DE&I, Ethics & Responsibility in AI HR

**Hiring manager asks:** "Defend one control choice"

A governance memo that defines **which AI tools are allowed for which HR workflows, with what controls, and signed off by which role**. Includes NYC Local Law 144 and EU AI Act readiness notes, a vendor-evaluation matrix, and a regulator-facing artefact list. The kind of memo a CHRO can take to a board risk committee.

#### TOOL STACK

Word / Google Docs · NIST AI RMF + ISO 42001 reference tables · vendor evaluation checklist · existing HR policy library · legal-review handshake template.

1. List your top 8 HR workflows where AI is used or proposed.
2. For each, classify risk tier (Minimal / Limited / High / Unacceptable) using EU AI Act categories.
3. Define controls per tier: human-in-the-loop point, audit cadence, vendor sign-off, evidence retention.
4. Map each control to NIST AI RMF function and the role accountable.
5. Draft the regulator-facing summary: what the CHRO would hand an EU regulator or a NYC LL144 auditor.

## Artifacts 11–12 · Influence & Change

11

### Boardroom People Narrative One-Pager

INFLUENCE & COMMS · 2–3 HOURS

**Output:** Single visual page + 90-second walk-through

**Module:** M10 · HRBP Influence & Storytelling

**Hiring manager asks:** "Walk it top to bottom in 90 seconds"

A single visual page that takes **people-analytics outputs and turns them into a business-funding-grade narrative** — top risks, recommended actions, P&L impact. Designed to be the kind of page a CEO can scan in 45 seconds and act on. The single most-referenced artifact in interviews.

#### TOOL STACK

PowerPoint / Keynote / Figma · output from Artifacts 6 + 7 + 9 · LLM for narrative drafting · CFO-style P&L framing reference · 4–6 colour palette with no decorative chrome.

1. State the headline finding in a single sentence at the top — no preamble.
2. Three supporting metrics with trend (last 3 quarters) plus benchmark if available.
3. Top three risks with \$-impact estimates; top three recommended actions with \$-cost.
4. One forward-looking commitment with a 90-day measurable.
5. Whitespace as a feature; no logos, no decorative chrome, no "thank you" line.

12

### Manager Coaching-Script Library

CHANGE & OD · 3–4 HOURS

**Output:** 10 coaching scripts + manager-use guide

**Module:** M05 + M11 · Performance & Change at Velocity

**Hiring manager asks:** "How is this different from a chatbot?"

A library of 10 **AI-drafted but human-validated coaching scripts** covering the highest-leverage manager conversations: performance feedback, change announcement, layoff conversation, retention save, promotion-not-this-cycle, conflict mediation, return-to-office, AI-tool adoption, manager-promotion, exit interview. Designed to give managers a starting draft, not a final script.

#### TOOL STACK

LLM · 10 prompt templates per script type · empathic-comms reference library · manager review-and-edit protocol · short use-guide (1 page).

1. Pick 10 manager conversation types from the list above (or adapt to your org).
2. For each, write the prompt template with role + situation + constraints inputs.
3. Generate 3 variant scripts per type; have a manager rate each on usefulness.
4. Bake in a 1-page use-guide: when to use, when to override, what never to delegate.
5. Document the failure modes — scripts that generated tonally wrong output, and why.

🎯 50% OFF

## Half-off enrolment on the CGAIHLD cohort

The certification that ships all 12 artifacts in this catalog — at half off the standard rate. Launch pricing window currently open.

## Per-Artifact Tool Stack · Summary

All 12 artifacts on a single page, by tool category. Use this to plan tool access before you enrol. Most candidates already have ~70% of the stack at work.

#	Artifact	LLM	Data / Spreadsheet	BI / Viz	Vendor-specific
01	JD Rewrite Pipeline	Yes	Yes	—	—
02	Resume-Screening Audit	Yes	Heavy	—	Fairlearn / AIF360
03	Interview Intelligence	Yes	Yes	—	Optional
04	Skills Taxonomy + Mobility	Yes	Heavy	Optional	Vendor seed
05	Learning-Path Builder	Yes	Yes	—	LMS export
06	Attrition-Risk Model	Optional	Heavy	Yes	Python ML library
07	Engagement-Signal Dashboard	Yes	Yes	Heavy	HRIS connector
08	Pay-Equity Audit	Optional	Heavy	Yes	Regression add-in
09	Workforce Scenario Model	Yes	Heavy	Yes	—
10	AI Governance Memo	Yes	—	—	NIST / ISO refs
11	Boardroom One-Pager	Yes	—	Yes	Slides tool
12	Coaching-Script Library	Heavy	—	—	—

### What "Heavy" means

"Heavy" means that tool is the workhorse for that artifact — most of the build time is in that environment. The other "Yes" markers are supporting tools you'll touch but won't live in. "Optional" means the artifact ships fine without that tool but is faster with it.

### Minimum personal stack to ship all 12

- One frontier LLM API access (OpenAI, Anthropic, or Google).
- Excel or Google Sheets, with one regression add-in or a basic Python notebook.
- One BI tool — Power BI Desktop, Tableau Public, Looker Studio, or Metabase (Metabase is free).
- A slides tool you're already comfortable with for Artifact 11.

**What you don't need:** a Workday or Oracle HCM subscription, a commercial people-analytics platform, or a vendor-specific certification. The catalog is deliberately built so that every artifact ships on a personal stack — so you can build them outside your employer's tooling if you need to.

## 12-Module Syllabus · Modules 1–6 (Verbatim)

The complete CGAIHLD syllabus. Modules 1–6 cover foundations, talent, L&D, and analytics — they ship Artifacts 1–7.

### MODULE 01

#### The AI-Powered HRBP Mandate

From HR Manager to Strategic HRBP — operating model, scope of AI in people work, vendor-neutral foundation, ethics charter.

### MODULE 02

#### Foundations for HR Practitioners

LLMs, prompting, embeddings, retrieval, RAG vs fine-tuning — exactly the depth an HR practitioner needs to direct a vendor.

### MODULE 03

#### AI-Augmented Talent Acquisition

Sourcing AI, screening models, interview intelligence, bias auditing, fair-hiring compliance, candidate experience at scale.

### MODULE 04

#### Skills-Based Learning Lead

Skills taxonomies, learning-path personalisation, AI content pipelines, evaluation, mobility scoring, internal labour-market design.

### MODULE 05

#### Performance, OKRs & Calibrated Feedback

Building AI-assisted feedback loops, calibration, bias-stripping, ratings under generative-AI augmentation, manager enablement.

### MODULE 06

#### People Analytics & Decision Science

Attrition models, internal-mobility scoring, engagement-signal pipelines, statistical literacy for HR, dashboard storytelling.

Modules 1–6 ship the bulk of the technical artifacts in the catalog — JD rewrite (M03), screening audit (M03+M09), interview intelligence (M03), skills taxonomy (M04), learning path (M04), attrition model (M06).

 OFFER VALID IN 48 HOURS

## Your CGAIHLD enrolment window closes in 48 hours

The current enrolment window — including the cohort start date and the launch pricing — locks in 48 hours from this catalog.

[Enrol Within 48 Hours →](#)

## 12-Module Syllabus · Modules 7–12 (Verbatim)

Crown experience, strategy, governance, and the capstone. These modules ship Artifacts 7–12 — the higher-leverage influence and governance work.

### MODULE 07

#### Employee Experience & Sentiment at Scale

Listening systems, sentiment analysis, conversational analytics, action loops, listening without losing trust.

### MODULE 08

#### Compensation, Benefits & Workforce Planning

Scenario modelling for headcount & payroll, pay-equity audits, comp narratives at the manager level.

### MODULE 09

#### DE&I, Ethics & Responsibility in AI HR

Governance models, fairness metrics, adverse-impact testing, transparency frameworks, regulator readiness.

### MODULE 10

#### HRBP Influence, Storytelling & Boardroom Narratives

Turning analytics outputs into business cases the CEO and CFO will fund. Practical influence at exec table.

### MODULE 11

#### Change at Velocity · AI-Driven OD

Org design for AI-augmented teams, restructure playbooks, change-fatigue mitigation, manager coaching scripts.

### MODULE 12

#### Capstone · Defend & Certify

Pick 3 artifacts from the catalog, build & defend them in front of an evaluator, earn the CGAIHLD credential.

### Module-to-artifact mapping (quick reference)

- **M03** → Artifacts 1, 2, 3 (talent acquisition trio)
- **M04** → Artifacts 4, 5 (skills + learning paths)
- **M05 + M11** → Artifact 12 (coaching scripts)
- **M06** → Artifact 6 (attrition model)
- **M07** → Artifact 7 (engagement dashboard)
- **M08** → Artifacts 8, 9 (pay equity, scenario)
- **M09** → Artifact 10 (governance memo)
- **M10** → Artifact 11 (boardroom narrative)
- **M12** → Capstone (pick 3, defend)

## Capstone Selection Guide · Pick 3 of 12

The CGAIHLD capstone asks you to defend 3 artifacts from the 12 in this catalog. Pick by your *target role family* in the 90 days after the credential. Four standard combinations cover ~85% of candidate situations.

### PICK A · IF YOU'RE TARGETING · AI-AUGMENTED HRBP

#### Artifacts 6 + 11 + 12

Attrition Model + Boardroom One-Pager + Coaching Scripts. The classic HRBP triangle — **one analytics artefact, one influence artefact, one manager-enablement artefact**. Hiring managers ask about the boardroom one-pager every time.

### PICK B · IF YOU'RE TARGETING · AI TALENT ACQUISITION LEAD

#### Artifacts 2 + 3 + 4

Resume-Screening Bias Auditor + Interview Intelligence + Skills Taxonomy. The TA leader's portfolio — **fairness audit, interview standardisation, skills foundation**. Defend the audit; offer the others. JD-rewrite pipeline can fold in if you have time.

### PICK C · IF YOU'RE TARGETING · AI WORKFORCE ANALYTICS MANAGER

#### Artifacts 6 + 7 + 9

Attrition Model + Engagement Dashboard + Workforce Scenario Model. The analytics-heavy track — **two predictive models** plus **one finance-grade scenario**. Strongest single capstone for any role with finance-stakeholder exposure.

### PICK D · IF YOU'RE TARGETING · HEAD OF PEOPLE · AI STRATEGY

#### Artifacts 9 + 10 + 11

Workforce Scenario + Governance Memo + Boardroom One-Pager. The CHRO-track portfolio — **strategic planning, governance maturity, board-grade storytelling**. Used by candidates moving from VP HR to AI-strategy leadership.

## How to think about your pick

- **Cover 3 different work areas.** Three TA artifacts looks repetitive. Three across analytics/influence/governance looks senior.
- **Pick the boardroom one-pager unless you have a strong reason not to.** It's the single highest-asked-about artifact in interviews across role families.
- **Match to your interview loop.** If you know you'll face a CFO-style round, include the scenario model. If you'll face a CHRO, include the governance memo.
- **Don't pick what you can already do.** The capstone is your chance to add a capability you don't already have on your resume.

 NEXT COHORT STARTING SOON

## Join the next CGAIHLD cohort with this catalog in hand

You've now seen all 12 artifacts. The next cohort uses this exact catalog — applying now earns the launch window

## Sample Exam — Part 1 of 2

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Six representative questions across the catalog. The real CGAIHLD exam is 60 MCQ + the capstone defence on 3 artifacts. Answers at the end of part 2.

### Q1 · ARTIFACT 2 · BIAS AUDIT

**Your resume-screening model passes a four-fifths rule overall but fails for one job family. The correct first action is:**

- (a) Deploy as-is — overall performance is acceptable.
- (b) Quarantine the failing job family from the model and run a manual review while you investigate the cause.
- (c) Raise the threshold uniformly until the failing family meets the rule.
- (d) Hide the per-family metric from leadership reporting.

### Q2 · ARTIFACT 6 · ATTRITION MODEL

**An attrition model has 0.80 AUC overall, but on the 200-person Engineering org it drops to 0.58. You should:**

- (a) Continue to use the model on Engineering since overall AUC is acceptable.
- (b) Hold off on Engineering and either train an Engineering-specific variant or flag it as out-of-scope, communicating clearly to the BU HRBP.
- (c) Reduce the prediction threshold for Engineering to compensate.
- (d) Manually override predictions for Engineering employees for one quarter.

### Q3 · ARTIFACT 7 · ENGAGEMENT DASHBOARD

**Your engagement dashboard pulls passive signals (meeting load, response-time deltas). To avoid surveillance creep, the minimum aggregation rule is:**

- (a) Show individual-level data to managers only.
- (b) Aggregate to a team-of-8 minimum and never drill below that, with the rule documented in the dashboard itself.
- (c) Limit the dashboard to L&D leaders.
- (d) Aggregate to the function level (200+) to be safe.

## Sample Exam — Part 2 of 2

### Q4 · ARTIFACT 10 · GOVERNANCE MEMO

Under the EU AI Act, an LLM-based resume screener used in EU hiring is most accurately classified as:

- (a) Minimal risk — no obligations.
- (b) Limited risk — transparency obligations only.
- (c) High risk — full conformity assessment, registration, and human-oversight obligations.
- (d) Prohibited — cannot be deployed in the EU.

### Q5 · ARTIFACT 11 · BOARDROOM ONE-PAGER

Strongest single artifact to lead with when defending a \$4M people-analytics platform investment to a CFO:

- (a) Full vendor benchmark deck.
- (b) A one-page narrative linking the platform to a 2-year attrition-cost saving with confidence bounds.
- (c) Detailed RFP scoring matrix.
- (d) Customer testimonial slides.

### Q6 · ARTIFACT 12 · COACHING SCRIPTS

For a "layoff conversation" coaching script, which is the right design choice?

- (a) AI generates the final wording the manager reads verbatim.
- (b) AI generates a starting draft with explicit override points; the manager owns the final wording.
- (c) AI is not used; full manuscripts are pre-approved by Legal only.
- (d) AI generates 3 variants; the manager picks one without modification.

### Answer key

Q1 — b · Q2 — b · Q3 — b · Q4 — c · Q5 — b · Q6 — b

### If you scored 5–6 of 6

You already think like an AI-HR practitioner. The capstone defence will be where the real differentiation happens — pick the harder Pick A/D combination on page 12.

### If you scored 3–4 of 6

You have foundations but gaps, particularly around governance and edge-case handling. The 90-day program is well-paced for you; most scores in this band land at 90%+ on the real exam after the cohort.

 LIMITED TIME OFFER

## Catalog enrolment window — closing soon

A single CGAIHLD enrolment covers all 12 artifacts and the capstone defence. The current launch enrolment window closes soon.

[Apply Now →](#)

## Printable Build Checklist · Before You Start an Artifact

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Tear this page out or print it. Run through this before opening tooling on any of the 12 artifacts. Five minutes here saves three hours of rework on the build.

### Scope & success criteria

- ✓ You can state the **artifact's purpose in one sentence** without using the word "AI."
- ✓ You know the **single user role** who will read or use the output (HRBP, recruiter, CFO, regulator).
- ✓ You know the **"good enough" definition** — what specifically makes this artifact pass evaluator review.
- ✓ You've set a **time-box** (and an alarm). Most artifacts overshoot when un-boxed.

### Data & access

- ✓ Source data identified, with permission to use it or a synthetic substitute.
- ✓ **Data sensitivity classified** — and you're working at the right tooling tier for the classification.
- ✓ You've stripped identifiers from anything that leaves your laptop or your employer's environment.
- ✓ If using your employer's data, you've informed the right stakeholder before you start.

### Tool stack

- ✓ All tools in the stack table on page 9 are working — not just installed.
- ✓ You have **one fallback** for the LLM in case the primary is rate-limited or returns junk.
- ✓ Output template (memo, dashboard, model card) is open and the headings are pre-filled.
- ✓ You know where the artifact will live after build — your portfolio repo, Notion, or a private folder.

### Defence & reuse

- ✓ You can name **one trade-off** you'll be asked to defend — and your one-sentence answer.
- ✓ You can name **one failure mode** you've already encountered — and what you did about it.
- ✓ You've written down **one improvement** you'd make in a v2, even before finishing v1.
- ✓ The artifact is reusable for at least two of the four capstone picks on page 12 — or you've decided it's a single-purpose deliverable.

### Done definition

- ✓ Evaluator-graded output is in the format the spec calls for (memo / model / dashboard / one-pager).
- ✓ Time-box honoured — or explicit note of why it was extended.
- ✓ Portfolio location updated; link added to your resume or your LinkedIn 'Projects' section.

## FAQs · Honest Answers Before You Enrol

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### Do I need to build all 12 artifacts?

No. You build all 12 inside the program as graded labs, but the **capstone defence is 3 artifacts**, not 12. Most candidates ship a polished 3-artifact portfolio and a working-but-rougher set of the remaining 9. The 9 are reusable on the job; the 3 are reusable in interviews.

### What if my employer doesn't give me data to use?

Every artifact has a **synthetic-data alternative** shipped with the program — anonymised HRIS exports, sample survey corpora, sample JDs, sample interview transcripts. You can ship a complete portfolio without ever touching your employer's data, if you need to.

### Do I need to code?

For most artifacts, no. Artifacts 6 (attrition model) and 8 (pay-equity audit) are easier with Python or an Excel regression add-in, but the program ships the notebook scaffold and you fill in parameters. You can substitute spreadsheet-only versions if you prefer.

### How are the artifacts evaluated?

Each lab gets an evaluator review against a published rubric — typically four dimensions: **scope, quality, defensibility, reusability**. The capstone evaluation is a 30-minute live defence with a second evaluator pair.

### Will my employer recognise these as work product?

Generally yes — they're vendor-neutral artifacts built with publicly-disclosed methodologies. Some employers ask for the artifacts to be rebuilt in-house using internal data; that's normally easy because the program teaches the method, not just the output.

### Can I add my own 13th artifact?

Yes. About 10% of candidates do — usually a function-specific artifact tied to their current role (e.g., a contractor-management dashboard for staffing-heavy orgs). Bring the idea to your evaluator in Week 6 for sign-off.

 **50% OFF · LAUNCH WINDOW**

## Half off your CGAIHLD certification this launch window

The certification that ships every artifact in this catalog — at half off, applied at enrolment in the current launch window.

[Get 50% Off Now →](#)

## After the Credential · Using the Catalog at Work

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The catalog is not just a study tool. After the credential, the 12 artifacts become the standard library you ship from when an HR leader asks you to build something new. Five reuse patterns.

### 1 · Drop-in for an existing manual workflow

Artifacts 1 (JD rewrite), 2 (bias audit), 3 (interview intel), 8 (pay equity) replace existing manual processes. Drop-in deployment usually takes 2–4 weeks after the credential — the bottleneck is internal data access, not build time.

### 2 · One-time deliverable for an executive ask

Artifacts 9 (workforce scenario), 11 (boardroom one-pager) are produced on a 1–2 week turnaround for board prep or quarterly business reviews. Treat them as analyst products you commission each cycle.

### 3 · Recurring quarterly artefact

Artifacts 6 (attrition model), 7 (engagement dashboard), 8 (pay equity) become quarterly deliverables. Once built, the rebuild cost is ~1 day per quarter. They become the spine of your people-analytics function.

### 4 · Internal capability programme

Artifacts 4 (skills taxonomy), 5 (learning paths), 12 (coaching scripts) seed an internal capability programme. They turn into multi-quarter rollouts; the original artifact is the v1 prototype that gets funded.

### 5 · Governance & audit baseline

Artifact 10 (governance memo) becomes the v1 of your AI policy. Re-run quarterly with the new vendor list and regulator updates. The same artifact stands up to an EU AI Act audit if you keep the evidence trail.

*The catalog isn't 12 one-time deliverables. It's a library you ship from for the next 5 years of your AI-HR career.*

### What to do in your first 30 days after the credential

- **Pick one artifact to deploy at work in 30 days.** Usually Artifact 1 or 7 — lowest data sensitivity, highest visibility.
- **Add your 3 capstone artifacts to your LinkedIn 'Projects' section.** One sentence each, with a link or a screenshot.
- **Run one external interview loop** using the artifacts as your portfolio. Even if you're not job-searching — the practice is the value.

## Glossary & About This Catalog

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### Glossary

- **CGAIHLD:** Certified Generative AI for Human Leadership & Development — the GSDC vendor-neutral AI-HR credential covered in this catalog.
- **Artifact:** A finished, defensible work product that an evaluator (or hiring manager) can read in under 10 minutes and act on.
- **Tool stack:** The set of tools required to build the artifact. The catalog uses a default stack so labs are reproducible; substitutes are noted.
- **Adverse-impact ratio:** The selection rate of one group divided by the selection rate of the reference group. Below 0.8 fails the "four-fifths rule."
- **Model card:** A short structured document describing a model's intended use, limitations, training data, performance metrics, and review schedule.
- **Four-fifths rule:** A long-standing U.S. employment-discrimination guideline; selection-rate ratio below 0.8 triggers further inquiry.
- **Capstone defence:** A 30-minute live evaluation where you walk an evaluator through your 3 chosen artifacts and answer questions on trade-offs and failure modes.
- **Time-box:** A fixed maximum build time for an artifact, set at the start. Designed to teach scoping under constraint.

### About the Global Skill Development Council

GSDC is a global, independent skill-certification body building worldwide credentials for the future of work. The CGAIHLD program is part of GSDC's portfolio of AI-era professional certifications — designed with practitioners, validated by mentors actively working in the field, and trusted by 2,50,000+ certified professionals across 45+ countries.

### Verifying your credential

Once you complete the capstone defence and the assessment, your CGAIHLD credential is issued with a unique verification ID. Recruiters and hiring managers can verify the credential directly on the GSDC registry — no third-party validation needed.

 OFFER VALID IN 48 HOURS

### Final 48-hour window on this enrolment cycle

The cohort that finishes inside this enrolment cycle locks in within 48 hours. Past that, your seat moves to the next cycle.

[Confirm My Seat in 48 Hours →](#)

## The 12-Artifact Catalog · On One Page

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### The 12 artifacts (pages 2–8)

JD Rewrite · Resume Bias Audit · Interview Intelligence · Skills Taxonomy + Mobility · Learning-Path Builder · Attrition Model · Engagement Dashboard · Pay-Equity Audit · Workforce Scenario · Governance Memo · Boardroom One-Pager · Coaching Scripts.

### The tool stack (page 9)

Minimum personal stack: one frontier LLM API, Excel or Sheets with a regression add-in, one BI tool, one slides tool. Most candidates already have 70% of this. No vendor-specific licences required.

### The 12-module syllabus (pages 10–11)

HRBP Mandate · Foundations · Talent Acquisition · Skills · Performance · Analytics · EX & Sentiment · Comp & Workforce · Ethics & Governance · Influence · Change · Capstone. Each module ships specific artifacts from the catalog.

### Capstone picks (page 12)

Pick 3 of 12 for your defence. Four standard picks cover 85% of candidate situations: HRBP (6+11+12) · TA Lead (2+3+4) · Workforce Analytics (6+7+9) · Head of People · AI Strategy (9+10+11).

### Sample exam (pages 13–14)

6 representative questions across the catalog. Real exam is 60 MCQ + the capstone defence. Pass mark is ~70%.

### Reuse at work (page 17)

The catalog is a 5-year library, not a one-time portfolio. Drop-in workflow replacement, one-time executive deliverables, recurring quarterly artefacts, internal capability programmes, governance baselines.

 FINAL CALL · 50% OFF

## Last chance — 50% off your CGAIHLD enrolment

You've read the entire catalog. The launch window closes soon — applies once per candidate, ends with this enrolment cycle.

[Enrol Now at 50% Off →](#)