

TECHNICAL EXPERTISE SERIES

Generative AI for Workplace Productivity

Training Description

In today's digital-first workplace, productivity and performance accelerate when employees leverage modern tools that simplify work, enhance decision-making, and reduce manual effort. This practical workshop equips Malaysian professionals with hands-on skills to use Generative AI for communication, reporting, analysis, presentations, and daily operational tasks. Participants will discover how AI can streamline workflows, improve accuracy, and strengthen collaboration across departments.

Through guided practice, demonstrations, and real Malaysian workplace scenarios, participants will learn how to craft effective prompts, analyse documents, automate repetitive tasks, and generate visual, written, and video content using accessible AI platforms. They will explore how AI elevates the quality and speed of workplace output while supporting informed decision-making and improving overall efficiency.

By the end of the program, participants will be able to integrate Generative AI tools confidently into their daily roles. They will also develop a personalised AI Productivity Blueprint, complete with automation ideas, content-generation strategies, and responsible-use guidelines aligned with Malaysian organisational standards.

Training Duration 2 Days

Who Should Attend?

▶ **Senior Management and Department Heads** - responsible for driving digital transformation, improving operational efficiency, and equipping teams with modern productivity tools.

▶ **Administrative, HR, L&D, and OD Professionals** - Involved in documentation, communication, reporting, staff development, and exploring AI-supported workflow enhancements.

▶ **Business Teams and Executives** - Needing practical AI tools to speed up daily tasks, improve accuracy, and support decision-making in fast-paced work environments.

▶ **Marketing, Sales, and Customer Service Teams** - Looking to elevate content creation, generate visuals and videos, and enhance communication using AI-powered tools.

▶ **Supervisors, Managers, and Team Leads** - Accountable for meeting deadlines, producing analysis, leading meetings, and improving team productivity through AI-supported methods.

▶ **Educators, Trainers, and Public-Sector Officers** - seeking AI-enabled solutions for research, content creation, presentations, and knowledge-building.



Workshop Learning Objectives

By the end of this training, participants will be able to:

- 01** Understand the fundamentals, capabilities, and workplace impact of Generative AI, including how AI enhances productivity, communication, and decision-making in Malaysian organisations.
- 02** Apply prompting frameworks to generate accurate outputs for emails, reports, presentations, documentation, and daily work tasks.
- 03** Use AI tools to analyse PDFs, reports, proposals, financial summaries, and long documents to extract insights, create summaries, generate tables, and produce recommendations.
- 04** Develop AI-generated content such as polished documents, communication templates, customer responses, SOPs, research briefs, and structured reports.
- 05** Utilise AI tools to create visual content—posters, infographics, images, and social media assets—for training, marketing, and communication purposes.
- 06** Produce short AI-powered videos with text-to-video tools, incorporating visual elements, voiceovers, subtitles, and branded messages.
- 07** Design and auto-generate presentations by transforming text, outlines, or briefs into clear, visually engaging slide decks.
- 08** Apply AI-assisted meeting tools to transcribe discussions, generate action items, create minutes, and support multilingual communication needs.
- 09** Build simple, no-code automations to streamline repetitive tasks such as reminders, email organisation, workflow management, and basic scheduling.
- 10** Demonstrate responsible and safe AI usage aligned with Malaysian organisational policies, including data privacy, information security, and ethical decision-making.