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TECHNICAL EXPERTISE SERIES

AI Automation For Workplace Productivity

Training Description

Modern workplaces achieve higher productivity and efficiency when employees adopt AI automation tools that streamline routine tasks and reduce manual effort. This one-day program introduces Malaysian professionals to practical AI and no-code automation methods that support communication, reporting, analysis, and daily operational work. Participants will see how AI improves accuracy, accelerates output, and enhances cross-department collaboration.

The program combines demonstrations, guided practice, and real Malaysian workplace scenarios. Participants will learn to identify suitable automation opportunities, design simple workflows, apply triggers and actions, integrate AI processing steps, and transform unstructured inputs into consistent, usable outputs. Tools such as n8n, AI web builders, and NotebookLM-style platforms will be introduced to improve both the speed and quality of workplace deliverables.

By the end of the session, participants will be able to confidently create basic AI-driven workflows that support their daily roles. They will also develop a personalised Automation Blueprint featuring departmental workflow ideas and responsible-use guidelines tailored to Malaysian organisational requirements.

Training Duration 1 Day

Who Should Attend?

- **Organisational Leaders and Functional Heads –** those driving digital improvement, streamlining workflows, and adopting automation tools to enhance departmental output.
- **Office Administrators, People Operations, and Support Specialists** – professionals managing documentation, communication, reporting, and repetitive tasks that benefit from AI workflows.
- **Corporate Teams and Operational Executives** – staff needing practical AI solutions to speed up daily work, improve accuracy, and support data-driven decisions.
- **Brand, Sales, and Client Engagement Teams –** teams seeking to automate content creation, customer communication, and process coordination using AI tools.
- **Team Supervisors, Coordinators, and Unit Managers –** individuals overseeing team productivity and information flow who want to improve efficiency through automation.
- **Educators, Learning Facilitators, and Public Service Practitioners** – those seeking AI tools for research, documentation, information synthesis, and knowledge management.

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Workshop Learning Objectives

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

01 Understand the key concepts, capabilities, and workplace value of AI automation, including how automated workflows improve productivity, accuracy, and efficiency.

02 Identify repetitive or rule-based tasks suitable for automation across administrative, operational, and communication functions.

03 Build basic workflow sequences using triggers, actions, conditions, and AI-enhanced steps to streamline manual processes.

04 Use automation tools such as n8n, AI web builders, and NotebookLM style knowledge platforms to support daily tasks and information management.

05 Automate research, reporting, communication, and routine administrative work by integrating AI-driven data processing and content generation.

06 Apply AI-enhanced automation steps—such as rewriting, summarising, classifying, and structuring information to improve the quality and speed of workflow outputs.

07 Integrate and connect commonly used workplace tools (email, Google Workspace, forms, files, and online applications) inside n8n to build functioning end-to-end automation workflows.

08 Use AI web builders to quickly create simple web pages or mini applications that support departmental needs such as communication, information access, or task requests.

09 BuUtilise NotebookLM style knowledge tools to upload documents, extract insights, generate summaries, and support research and learning tasks more efficiently.

10 Design simple workplace automation ideas by evaluating real HR, admin, operations, and marketing scenarios and proposing workflows that can be quickly implemented.