AI Workplace Productivity Mastery



2-Day Practical Training Programme

Work Smarter. Communicate Better.
Get More Done with AI.

KEY LEARNING OUTCOMES

1. **Work Faster with AI**
   Automate and simplify repetitive workplace tasks.
2. **Write Better AI Prompts**
   Use a **specific framework** to generate more effective results.
3. **Turn Information into Action**
   Extract key facts, issues, deadlines and actions.
4. **Turn Data into Insights**
   Identify trends, exceptions and useful findings.
5. **Organise Daily Work**
   Prioritise tasks, risks and follow-up actions.
6. **Produce Professional Outputs**
   Create reports, summaries, action plans and communications.
7. **Use AI Responsibly**
   Apply human verification and protect sensitive information.
8. **Build AI-Powered Workflows**
   Apply AI to improve real daily workplace tasks.

2 Days
Practical & Hands-On Training

In-House Corporate
Tailored for your team and organisational needs.

RM21,000
In-House Corporate Programme

EDUVO
HOPE | HUMANITY | HAPPINESS

HRD CORP CLAIMABLE

REGISTERED HRD CORP TRAINING PROVIDER

Course Title: AI Workplace Productivity Mastery

Course Code: [AI-008-PCORP]
Programme Type: Instructor-Led Physical / Classroom Training / In House Corporate
Duration: 2-Day
Training Time: 9:00 AM – 5:00 PM
Total Training Hours: 14 Hours
Level: Beginner to Intermediate
Training Approach: Practical, Hands-On & Workplace Application-Based
Fee: HRDC: RM21,000
Details: 100% HRD-Claimable; 1 main trainer + facilitator

Target Participants

Suitable for non-technical participants, Executives, Managers, Team Leaders, Supervisors, HR, Admin, Sales & Marketing personnel, Finance personnel, Operations personnel, Customer Service personnel, Project Teams, Business support personnel, Other employees who wish to improve workplace productivity using AI.

Course overview

AI Workplace Productivity Mastery is a practical two-day programme designed to help administrative and support professionals apply Generative AI to their everyday workplace tasks.

Rather than focusing on technical AI concepts or applications, the programme focuses on **real workplace productivity**—processing information, writing emails, summarising documents, analysing data, organising tasks, preparing reports and improving repetitive workflows.

Participants will learn a structured approach to working with AI while maintaining **human verification, confidentiality, accuracy and responsible AI use**.

The programme progresses from **learning how to use AI effectively on Day 1** to **applying AI across real workplace workflows on Day 2**.

Course Objectives

The programme aims to enable participants to:

1. Understand the practical capabilities and limitations of Generative AI in their workplace.
2. Apply AI safely and responsibly while protecting confidential and sensitive workplace information.
3. Develop effective workplace prompts.
4. Use AI to improve everyday communication, documentation, summarisation and administrative work.
5. Analyse workplace information and data to identify trends, exceptions, issues and actionable insights.
6. Use AI to organise tasks, prioritise workload and improve workplace follow-up.
7. Transform information and analysis into professional reports, summaries, emails and action plans.
8. Design a practical AI-assisted workflow that participants can apply to their own daily work.

Key Learning Outcomes

By the end of this two-day programme, participants will be able to:

1. Apply Generative AI to repetitive workplace tasks such as emails, summaries, meeting notes, reports and documentation.

2. Use specific framework to provide AI with appropriate context, source information, goals, expected outputs and guardrails.

3. Use AI to process lengthy emails, documents and workplace information and extract important facts, issues, deadlines and required actions.

4. Use AI to understand workplace data, identify trends and exceptions, and translate findings into clear business insights.

5. Use AI to structure task backlogs, prioritise activities, identify risks and create practical follow-up plans.

6. Transform raw information and analysis into management summaries, reports, action plans and professional communications.

7. Recognise when AI Can Assist, Humans Must Verify, and AI Should Not Be Used, particularly when handling confidential or healthcare-related information.

8. Redesign one real repetitive workplace task into a practical AI-assisted workflow that can be applied after the training.

Detailed module structure

Day 1 — Learn to Work Effectively with AI

Module 1 — AI in the Modern Workplace
Understand how Generative AI can support everyday workplace activities by reducing

repetitive work, processing information faster and assisting employees with administrative and operational tasks.

Module 2 — Responsible & Safe AI at Work
Learn to use AI responsibly by understanding accuracy, hallucinations, confidentiality and information risks, while applying the principle of **AI Can Assist → Human Must Verify → AI Should Not**.

Module 3 — Effective AI Prompting for Workplace Tasks
Learn how to give AI clear and structured instructions using specific framework to generate more accurate and useful workplace outputs.

Module 4 — AI for Email & Workplace Communication
Use AI to understand email conversations, summarise key information, identify actions and deadlines, improve tone and clarity, and prepare professional workplace communications efficiently.

Module 5 — AI for Meetings, Documents & Reports
Use AI to transform meeting notes, documents and workplace information into structured summaries, minutes, action items, reports and follow-up communications.

Day 2 — Apply AI to Real Daily Work

Module 6 — From Information Overload to Clear Action
Learn how to use AI to process information from multiple workplace sources, identify important facts, issues, responsibilities and deadlines, and convert them into clear and actionable tasks.

Module 7 — From Raw Data to Workplace Insights
Use AI to understand workplace data, identify trends, exceptions and recurring issues, and translate raw information into meaningful insights and recommendations.

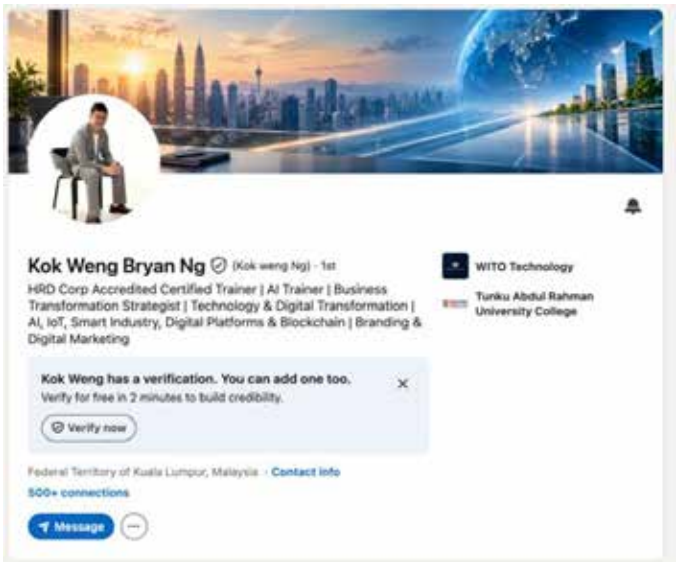
Module 8 — From Daily Tasks to Smart Priorities
Use AI to organise daily workloads, prioritise tasks, identify deadlines and dependencies, highlight potential risks and create structured follow-up plans.

Module 9 — From Information to Professional Workplace Output
Transform AI-assisted findings and analysis into professional management summaries, reports, action plans, status updates and workplace communications for different audiences.

Module 10 — Build My AI-Powered Daily Workflow
Apply the skills learned throughout the programme to redesign one real daily task into an AI-assisted workflow, including source information, prompting, expected output, human verification and final action.

Our Trainers' Profile





Bryan Ng is a technology entrepreneur and AI Business Transformation Strategist with more than 20 years of experience helping organisations redesign business processes, accelerate digital transformation and adopt AI.

Highlights

- Founder of Digital Transformation Companies
- HRD Accredited Certified Trainer
- AI Strategist
- Branding & Marketing Specialist
- Technology Entrepreneur
- Digital Transformation Advisor
- Photographer



REGINE LIM

HRD Corp Certified AI Trainer

Digital Printing & Workflow Specialist | Corporate Trainer

14 YEARS OF INDUSTRY EXPERIENCE
DIGITAL TECHNOLOGY • GENERATIVE AI
• WORKPLACE PRODUCTIVITY

Regine Lim is an **AI Trainer & Implementation Advisor, Corporate Technical Advisor, and HRD Corp Certified Trainer** with **14 years of corporate, technical advisory, and professional training experience**.

With a strong corporate foundation at **FUJIFILM Business Innovation Malaysia**, she has extensive experience in technical advisory, user training, workflow optimisation, technology implementation, troubleshooting, and supporting organisations in adopting new technologies.

Today, Regine combines her corporate experience with **Generative AI and practical AI implementation**, helping professionals and organisations move beyond simply learning AI towards applying it effectively in everyday work.

Her training focuses on practical workplace applications of **ChatGPT and Generative AI**, including communication, document creation, research, information processing, problem-solving, content creation, and workflow improvement. Through demonstrations, guided activities, and realistic workplace scenarios, Regine helps participants understand how AI can be integrated into existing processes to **improve productivity, support user adoption, and create practical business value**.

Testimonials










BrewVolt








AI for Managers &
Leaders