

2 Days (14 Training Hours) | **In-House** Corporate Course | **RM21,000** 100% HRD Claimable

KEY LEARNING OUTCOMES

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



01

Lead Confidently in the AI Era

Explain AI's impact on business and apply human-centric leadership principles in an AI-driven workplace.



02

Improve Productivity and Decision-Making with AI

Apply AI tools and structured prompting techniques to streamline management tasks, analyse information and support business decisions.



03

Identify High-Value AI Opportunities

Evaluate and prioritise AI applications based on business impact, feasibility and operational needs.



04

Assess Team AI Readiness

Evaluate team AI awareness, skills, adoption mindset and technology readiness to identify capability gaps.



05

Build and Lead AI-Ready Teams

Develop team capability plans, assign AI responsibilities and promote responsible human-AI collaboration.



06

Measure AI Adoption and Business Value

Establish relevant KPIs to evaluate AI adoption, promote improvements and potential business returns.



07

Develop a 90-Day AI Transformation Roadmap

Create a practical action plan covering AI initiatives, team development, governance, responsibilities and implementation milestones.

TARGET PARTICIPANTS

Senior executives, business owners, directors, department heads, managers and team leaders.

Course Title: AI-Ready Leaders

Course Code: AI-009-PCORP

Subtitle: Leading People, Decisions & Business Transformation in the AI Era

Programme Type: Instructor-Led Physical / Classroom Training / In House Corporate

Duration: 2 Days

Training Time: 10:00 AM – 6:00 PM Daily

Total Training Hours: 14 Hours

Level: Beginner to Intermediate

Training Approach: Live Demo, Group Discussions, Practical, Hands-On & Workplace Application-Based

Fee: HRDC: RM21,000 (AI software included)

Details: 100% HRD-Claimable; 1 main trainer + facilitator

Target Participants

Senior executives, business owners, directors, department heads, functional managers, team leaders and professionals responsible for business improvement, team performance or AI adoption.

Prerequisites: No coding knowledge and prior AI experience is required.

Course Overview

Artificial Intelligence (AI) is transforming how organisations operate, make decisions and manage their workforce. Leaders and managers must develop the knowledge, skills and strategic mindset to embrace AI, identify business opportunities and prepare their teams for an AI-driven workplace.

This two-day programme equips leaders with practical AI knowledge, AI-assisted productivity and decision-making skills, and the ability to assess organisational and team readiness. Participants will explore how to identify high-value AI opportunities, evaluate team capabilities, manage AI-related risks and lead employees through AI adoption.

Through practical business scenarios, interactive activities and structured frameworks, participants will develop an AI Team Readiness Assessment and a 90-Day AI Leadership Roadmap to support responsible AI adoption and measurable business improvements.

The programme is tool-agnostic and does not require prior AI experience or a specific AI software subscription.

Course Objectives

The objective of this programme is to equip leaders and managers with the knowledge, practical skills and leadership capabilities to:

1. Understand the impact of AI on business operations, management practices and organisational competitiveness.
2. Apply AI to enhance workplace productivity, communication and business decision-making.
3. Identify and prioritise AI opportunities that support business objectives and operational improvements.
4. Assess team AI readiness, identify capability gaps and develop appropriate workforce development strategies.
5. Lead AI adoption responsibly by addressing employee concerns, governance requirements and organisational change.
6. Establish measurable AI adoption goals and develop a practical implementation roadmap for their teams.

Learning Outcomes

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

1. Lead Confidently in the AI Era

Explain AI's impact on business and apply human-centred leadership principles in an AI-driven workplace.

2. Improve Productivity and Decision-Making with AI

Apply AI tools and structured prompting techniques to streamline management tasks, analyse information and support business decisions.

3. Identify High-Value AI Opportunities

Evaluate and prioritise AI applications based on business impact, feasibility and operational needs.

4. Assess Team AI Readiness

Evaluate team AI awareness, skills, adoption mindset and technology readiness to identify capability gaps.

5. Build and Lead AI-Ready Teams

Develop team capability plans, assign AI responsibilities and promote responsible human-AI collaboration.

6. Measure AI Adoption and Business Value

Establish relevant KPIs to evaluate AI adoption, productivity improvements and potential business returns.

7. Develop a 90-Day AI Transformation Roadmap

Create a practical action plan covering AI initiatives, team development, governance, responsibilities and implementation milestones.

Day 1 — Leading and Working Smarter with AI

Theme: AI Awareness, Leadership Capabilities and Practical Application

Module 1: Leading in the AI Era

Understanding how AI is transforming businesses and leadership

- The evolution of AI and its impact on organisations
- How AI is changing business operations and competition
- Opportunities and challenges for leaders and managers
- The changing responsibilities of leaders in an AI-driven workplace

Activity: AI Readiness Self-Assessment — Where is your organisation today?

Module 2: Human Leadership AI Cannot Replace

Balancing AI capabilities with human judgment and leadership

- Understanding what AI can assist with and what remains human
- Leadership purpose, empathy, trust and accountability
- Human judgment versus AI-generated recommendations
- Building confidence and adaptability in the AI era

Activity: AI vs Human Leadership — Identify tasks AI can assist with and decisions leaders must retain.

Module 3: AI Capabilities and Business Opportunities

Discovering where AI creates value across business functions

- Understanding Generative AI, automation and AI agents
- Exploring ChatGPT, Copilot, Gemini and other AI assistants
- Identifying opportunities in Finance, HR, Sales, Marketing and Operations
- Selecting suitable AI tools based on business needs and constraints

Activity: Business AI Opportunity Mapping — Identify three potential AI applications in your organisation.

Module 4: AI as Your Leadership Productivity Partner

Using AI to work faster and reduce repetitive management tasks

- Effective AI prompting using a structured framework
- Drafting emails, reports, summaries and meeting notes
- Extracting key information, action items and deadlines
- Redesigning management workflows with AI assistance

Activity: AI Productivity Challenge — Transform one repetitive management task using an approved AI assistant or a guided demonstration.

Module 5: AI-Powered Business Decision-Making

Turning business information into better management decisions

- Using AI to summarise business performance and trends
- Identifying operational issues, risks and opportunities
- Applying AI for scenario analysis and decision support
- Validating AI recommendations with human judgment

Activity: Management Decision Simulation — Analyse a business scenario and recommend three management actions.

Day 2: Leading AI Adoption and Business Transformation

Module 6: Identifying AI Opportunities for Your Team

Identify repetitive work, bottlenecks and opportunities for AI across team functions. Prioritise initiatives based on impact, feasibility and risk.

Output: Top three AI opportunities for the team.

Module 7: Assessing Your Team's AI Readiness

Evaluate current AI awareness, practical skills, willingness to adopt AI, tool access and data-handling readiness. Identify capability gaps and training needs.

Output: Team AI Readiness Scorecard and skills-gap assessment.

Module 8: Building and Leading an AI-Ready Team

Establish AI responsibilities, identify potential AI champions, plan targeted upskilling and develop human-AI workflows. Address employee concerns while maintaining trust and accountability.

Output: AI Team Development Plan with roles and responsibilities.

Module 9: Measuring AI Adoption and Business Value

Define team-level productivity, quality, adoption and business performance indicators. Establish baselines and monitor results from an initial AI pilot.

Output: AI Adoption KPI Dashboard and preliminary business case.

Module 10: Your 90-Day AI Team Transformation Roadmap

Develop a practical adoption plan covering people, processes, technology, governance and performance measures.

Output: 90-Day AI Team Readiness and Adoption Plan.

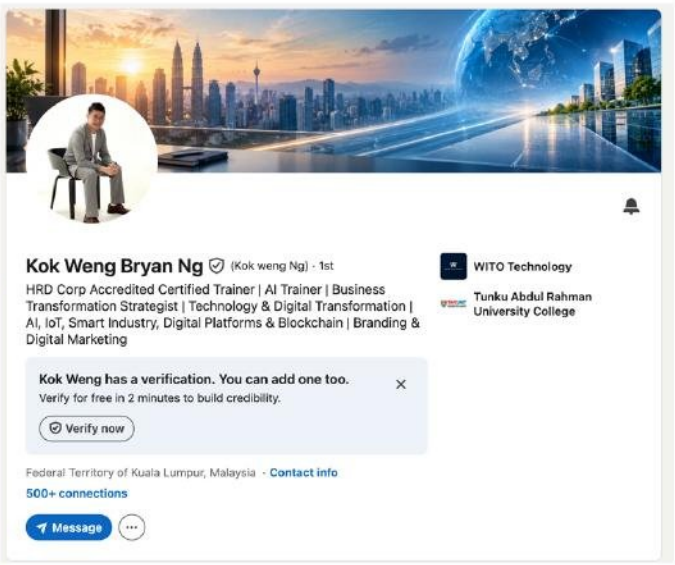
Required Equipment

Participants should bring:

- Laptop
- Access to an approved generative AI platform (ChatGPT – plus package or above)

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
THANK YOU
AI for Managers &
Leaders