MALAYSIA HR FORUM

AI IN ACTION:

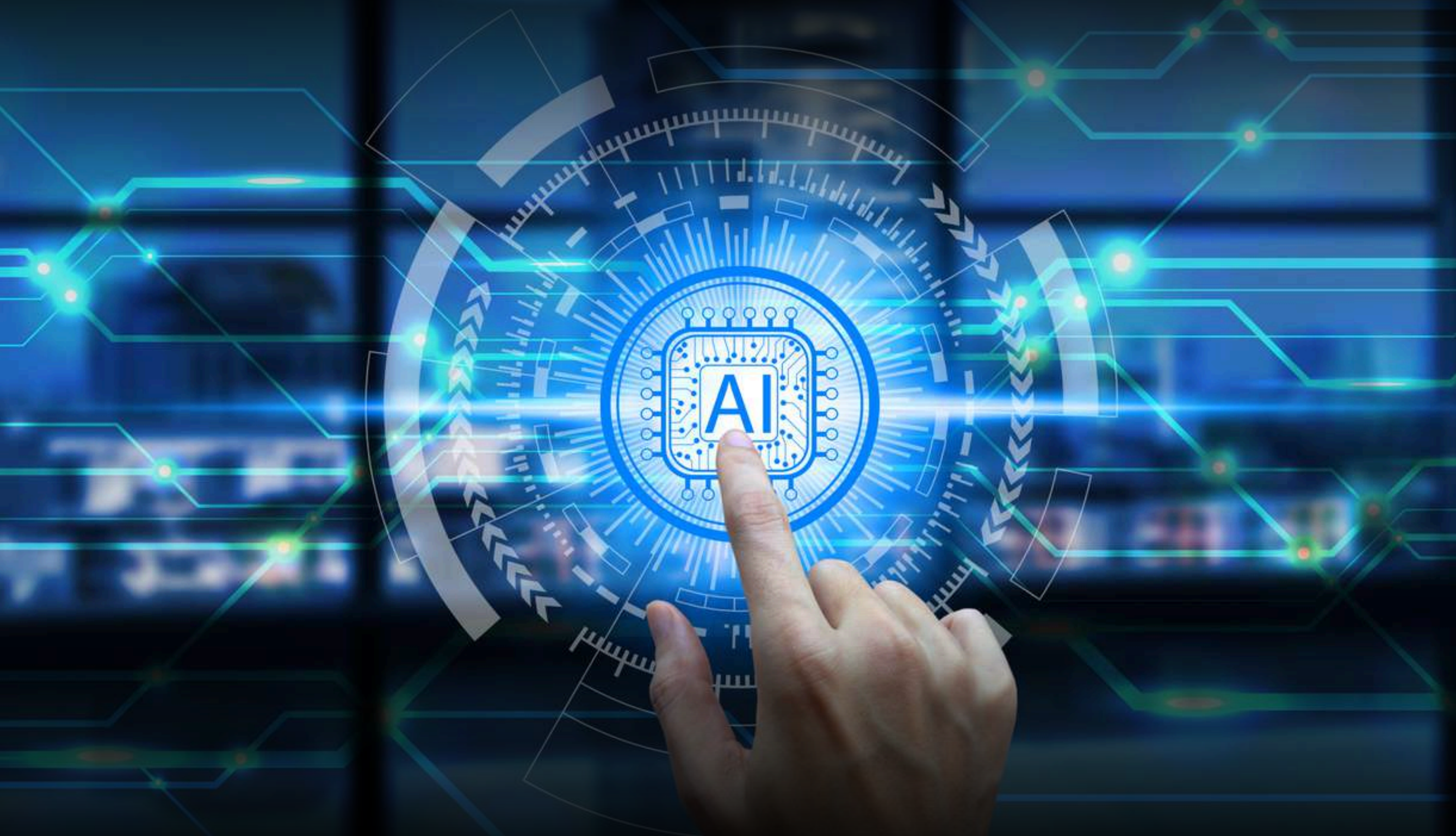
PRACTICAL APPLICATIONS FOR ACCOUNTING, AUDITING & STAKEHOLDER COMMUNICATION

2025 | 9 am - 5 pm

MALAYSIA HR FORUM ACADEMY
LEVEL 12, LOT 12A, MENARA PKNS PETALING JAYA,
JALAN YONG SHOOK LIN, 46050 PETALING JAYA

RM 2,600

100% HRDC Claimable



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MODULE OVERVIEW

AI is no longer a future concept — it's reshaping accounting and auditing today. From automating reports and forecasts to strengthening audits and transforming stakeholder communication, AI unlocks speed, accuracy, and smarter decision-making. This 2-days immersive program puts AI in your hands with real-world applications, live demonstrations, and practical tools you can use immediately to elevate your work and stay ahead in a fast-changing financial world.

LEARNING OBJECTIVES

By the end of the programme, participants will:

1. **Understand** the fundamentals, benefits, and risks of AI in accounting, auditing, and stakeholder communication.
2. **Apply** AI tools to streamline accounting processes, reporting, forecasting, and audit activities.
3. **Develop** the ability to communicate financial insights and stakeholder messages effectively with AI support.
4. **Evaluate** ethical, governance, and security considerations in adopting AI for finance and auditing.

WHO SHOULD ATTEND

This program is designed for **accountants**, **auditors**, and **finance professionals** from diverse sectors who seek to improve efficiency, simplify reporting, support decision-making, and strengthen stakeholder communication using practical, AI-powered tools.

CONTENTS DAY 1
FOUNDATIONS & CORE APPLICATIONS

MODULE 1: INTRODUCTION TO AI FOR ACCOUNTANTS & AUDITORS

- What AI is & isn't; AI vs automation vs analytics; common myths
- Core benefits: automation, accuracy, speed, decision support
- Risks in practice: data security, reliance, errors
- Exercise: Automate simple accounting narratives; explain financial terms in plain language

MODULE 2: AI IN ACCRUAL ACCOUNTING & DATA MANAGEMENT

- AI-assisted accruals, schedules, reconciliations, adjustments
- Data categorisation, validation, cleaning with AI
- Reducing repetitive manual entries and preparation work
- Exercise: Use AI prompts to automate an accrual adjustment or data classification

MODULE 3: AI IN FINANCIAL REPORTING & FORECASTING

- Turning raw data into reports (income statements, variance reports)
- Trend visualisation, forecasting, "what-if" scenario analysis
- Strategic budget planning aided by AI
- Exercise: Create a forecast scenario; justify assumptions

MODULE 4: REPORTING SIMULATION / CASEWORK

- Small groups prepare a full report pack using AI: narrative, visuals, ratio analysis
- Presentations; peer/trainer review
- Reflection: what worked, what limits, how to improve

CONTENTS DAY 2
ADVANCED APPLICATIONS, STRATEGY & EXECUTION

MODULE 5: AI IN AUDITING, RISK ANALYSIS & COMPLIANCE

- Automating audit documentation and working papers
- Anomaly detection, red flags, compliance alignment
- Practical examples of audit commentary / Key Audit Matter
- Exercise: Generate audit commentary or working paper using AI

MODULE 6: STAKEHOLDER COMMUNICATION & GOVERNANCE

- Drafting board/stakeholder memos, reporting to leadership, multi-language summaries
- Ensuring clarity, professionalism, tone, and alignment with governance standards
- Governance & ethical frameworks for AI use (public/private sector)
- Exercise: Prepare a memo/report to stakeholders explaining a budget / financial event with AI support

MODULE 7: CAPSTONE / INTEGRATED PROJECT

- Group simulation: assemble a mini financial pack combining reporting, forecasting, audit commentary & stakeholder memo using AI
- Group presentation & critique/discussion

WRAP-UP & ACTION PLANNING

- Review of key takeaways
- Personal action plans: 2-3 key actions each participant will implement immediately Q&A, feedback, closing

(***Methodology:-** *This training will be conducted using the experiential learning methodology of Kolb's Learning Cycle. This is a test and proven approach that learners to experience analytical and creative thinking through workshop session, group discussions, video clips, simulations & role plays, case studies, exercises and/or games, individual assignments, templates and/or tools, then they would reflect and conceptualise their lessons learned to be transferred to their workplaces upon returning from this program. Because of this methodology, learners learn more and retain more too (90%). As they retain more knowledge from this program, the probability to apply and promote will definitely be high.*)

TRAINER'S PROFILE

Suzee Jalani

MBA, FCCA, CIPD

With 20+ years of expertise in Finance, Human Resource Development (HRD), and Consultancy, Suzee specialises in the integration of finance and human capital to achieve organisational goals. She brings a deep understanding in core financial disciplines, investment strategies, and financing solutions, empowering organisations to make data-driven decisions. A forward-thinking practitioner, Suzee combines strong business acumen with AI-powered tools to optimise accounting, auditing, and HR processes—bridging financial strategy with operational efficiency. Her training sessions are highly practical, blending real-world case studies, interactive problem-solving, and actionable frameworks to equip professionals with critical financial skills.

"I transform ***financial expertise*** and ***human potential*** into ***business growth***. As a strategist and trainer, I ***bridge*** finance, talent development, and ***AI*** to ***turn strategies into measurable results*** — where numbers, people, and technology ***unite for impact.***" -***Suzee Jalani***-

As a Finance, HRD, and Business professional, Suzee has successfully led and developed integrated learning programs in collaboration with key stakeholders to build a skilled workforce. She has facilitated training in finance, audit, leadership, problem-solving, and AI applications, enhancing business growth and operational efficiency. Suzee is known for delivering engaging, impactful sessions while ensuring the seriousness of the content, and leveraging AI to improve business decision-making and performance.