MALAYSIA HR FORUM

GENERATIVE AI SKILLS FOR WORK PERFORMANCE

📅 11 – 12 MAY 2026

🕐 9 AM – 5 PM (breakfast starts at 8.30am)

📍 Malaysia HR Forum Academy, MENARA PKNS PJ

Mr Christopher

- Recognized Corporate Trainer
- Technology & Software Enablement
- Successful Banking Project Delivery
- Driving IR 4.0 Readiness

RM2800

100% HRDC Claimable
CERTIFICATE OF ATTENDANCE

MODULE OVERVIEW

This 2-day programme introduces professionals to practical applications of Artificial Intelligence (AI) in the workplace. Participants will learn fundamental AI concepts, explore commonly used AI tools, and apply prompt engineering techniques to improve work efficiency and output quality. The training focuses on integrating AI into professional workflows to enhance operational efficiency, while emphasizing critical thinking, data privacy, and responsible AI practices.

Learning objectives

By the end of this programme, participants will be able to:
- Understand core AI concepts and workplace applications
- Identify appropriate AI tools for different business tasks
- Apply effective prompt engineering techniques to generate useful outputs
- Use AI to support analysis and reporting
- Apply safe and responsible AI practices in the workplace

Learning Outcome

Upon completion, participants will be able to:
- Confidently use AI tools to improve productivity and work quality
- Support business decision-making with AI-assisted insights
- Reduce manual workload through AI-supported automation
- Demonstrate awareness of AI risks, limitations, and ethical considerations

Targeted Participants

This programme is suitable for:
- Executives and professionals
- Managers and team leaders
- HR, Admin, Finance, Marketing, Sales, Operations professionals
- Business owners and SME leaders
- Employees with little to no technical background in AI

COURSE OUTLINE

Day 1: AI Fundamentals & Practical Workplace Usage

Module 1: Introduction to AI
- AI Explained: Simple, non-technical overview of Generative, and Automation AI.
- Organizational Impact: Real-world cases in HR, and Admin within the Malaysian.

Module 2: AI Tools & Use Cases
- Tool Selection: Overview of popular general vs. task-specific AI platforms.
- Strategic : Choosing the right tool based on strengths and limitations.

Module 3: Prompt Engineering for Professionals
- Effective Frameworks: Specific, and outcome-based prompts.
- Practical Workflows: Drafting emails and summarizing documents.
- Avoid Pitfalls: Identifying and correcting common prompting mistakes.

Module 4: Applying AI Outputs Effectively
- Review & Refine: Knowing when to rewrite, or reject AI-generated content.
- Human-First Approach: Using AI as a productivity assistant, not a primary decision-maker.

Day 2: Business Application & Responsible AI

Module 5: Analysis & Critical Thinking
- Strategic Support: Using AI for analysis, risk identification, and idea validation.
- Smart Inquiry: Formulating better questions to extract deeper business insights.
- ritical Evaluation: Balancing AI speed with necessary human judgment.

Module 6: Documents, Excel & Presentations
- Report & Slide Creation: Building professional outlines, structures, and content quickly.
- Data Efficiency: Generating Excel formulas, summaries, and automated tables.
- Hands-on Activity: Practical application to enhance workplace deliverables.

Module 7: Safe & Ethical AI Use
- Risk Mitigation: Addressing data privacy, confidentiality, and accuracy issues.
- Responsible Adoption: Navigating bias and organizational usage guidelines.
- Best Practices: Establishing a framework for ethical and reliable AI integration