

# GEN AI & PROMPT ENGINEERING FOR THE WORKPLACE



2026



9 AM - 5 PM



Online via Zoom

RM2800



100% HRDC Claimable  
CERTIFICATE OF ATTENDANCE



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## Overview

This 2-day program 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 program, participants will be able to:

1. Understand core AI concepts and workplace applications
2. Identify appropriate AI tools for different business tasks
3. Apply effective prompt engineering techniques to generate useful outputs
4. Use AI to support analysis and reporting
5. Apply safe and responsible AI practices in the workplace

## Learning Outcome

Upon completion of the course, participants will be able to:

1. Confidently use AI tools to improve productivity and work quality
2. Support business decision-making with AI-assisted insights
3. Reduce manual workload through AI-supported automation.
4. Demonstrate awareness of AI risks, limitations, and ethical considerations.

## Targeted Participants

This programme is suitable for:

- o Executives and professionals
- o Managers and team leaders
- o HR, Admin, Finance, Marketing, Sales, Operations professionals
- o Business owners and SME leaders
- o Employees with little to no technical background in AI



## 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.
- Activity:
  - Explore interface and function of multiple AI tools
  - Essential settings customization for the AI user (data privacy considerations)

#### 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.
- Activity:
  - 10-minute Research: Case study & peer sharing for effectiveness of AI tools usage around us

#### 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.
- Activity:
  - Identify a specific step in the professional workflow suitable for AI tool integration
  - Applying multiple prompting frameworks to the same task

#### 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.
- Activity:
  - Identify quality issues with AI outputs & rewriting/adjusting prompts



## 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.
- Critical Evaluation: Balancing AI speed with necessary human judgment.
- Activity:
  - Practice using AI for one (1) analysis approach, apply judgement & presenting the output & AI usage process

### Module 6: Documents, Excel & Presentations

- Report & Slide Creation: Building professional outlines, structures, and content quickly.
- Data Efficiency: Generating Excel formulas, summaries, and automated tables.
- Activity:
  - Apply AI for at least one workplace-focused outcome (e.g. formulas in spreadsheets, generating presentations, producing workplace documents)

### 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.
- Activity:
  - 10-minute Research: Case study & peer sharing for ethical and reliability issues with AI usage in the past & changes implemented by the AI company to address said issues

