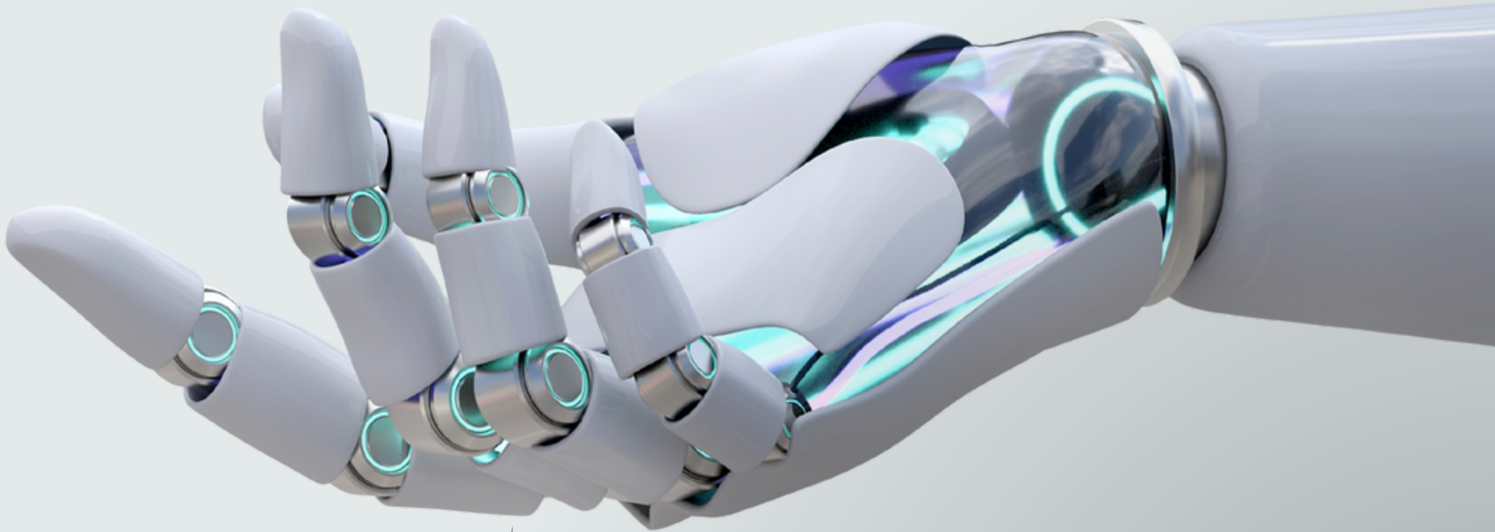


'GENERATIVE AI'

FUNDAMENTALS FOR EFFECTIVE WORK PERFORMANCE

Learn how to use AI easily — no technical background required!





Work Smarter. Faster. With Confidence.

Improve your work productivity and daily tasks using AI tools such as **ChatGPT, Gemini & Copilot** — even if you are **not from an IT background**.



WHAT WILL YOU LEARN?

- ✓ Understand the **basics of AI & Generative AI** in simple terms
- ✓ Write **emails, reports & summaries** faster and more effectively
- ✓ Organise **tasks, schedules & daily work** with AI assistance
- ✓ Generate **ideas and content** without technical skills
- ✓ Use AI **safely, responsibly & confidently**



WHO IS THIS PROGRAM FOR?



- » Non-technical staff
- » Fresh graduates
- » Homemakers
- » Retirees
- » Administrative & Executive staff

No IT knowledge or technical experience required



PROGRAM STRUCTURE (3 DAYS)



Day 1: Discover & Apply AI in Daily Life

Understand what AI is and how it can support your work and everyday activities
Hands-on practice using AI for messages, planning and idea generation



Day 2: Work Smarter, Faster & More Organised with AI

Use AI to complete emails, documents and tasks more efficiently
Organise schedules, priorities and workflows with AI support



Day 3: Use AI with Confidence, Safety & Responsibility

Learn what AI can and cannot do
Apply AI responsibly while avoiding common risks and mistakes



KEY OUTCOMES



- 🎯 Increased confidence in using AI
- 🎯 Faster task completion and better organisation
- 🎯 Improved work productivity
- 🎯 **Certificate of Participation provided**



Contact Us:



011-3610 1073 | Clifford



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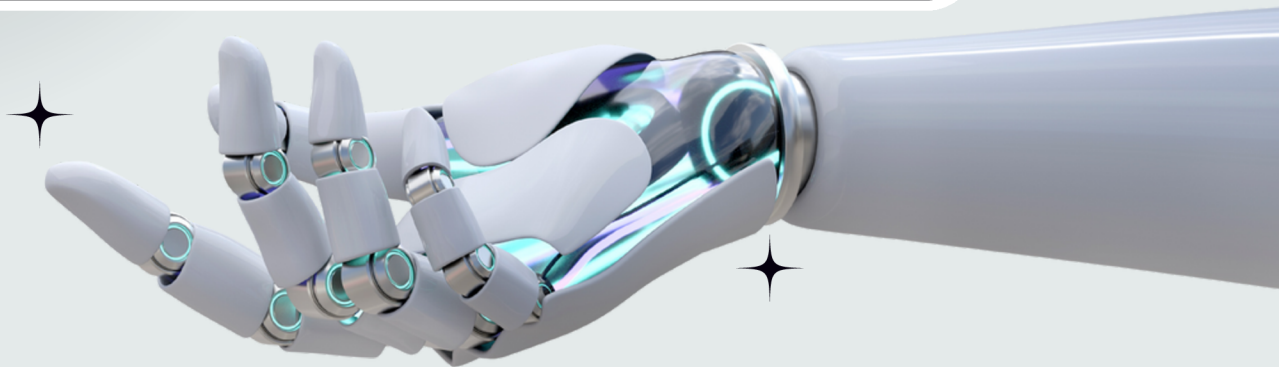
3-Day Program | Beginner-Friendly | Limited Seats Available

Sophie: 010-861 1851 | sophie@malaysiahrforum.com | malaysiahrforum.com

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