



AI IN WORKFORCE PRODUCTIVITY

HRD Corp Claimable Courses

Duration: 1 day

Time: 9.00am to 5.00pm

*****Supercharge Daily Workflows with Smart AI Tools *****

INTRODUCTION

The AI Productivity Revolution

We are living in an age where Artificial Intelligence is no longer a futuristic concept—it's a practical, everyday tool that is transforming how we work. From drafting documents in seconds to summarizing hundreds of pages into clear insights, AI is helping professionals achieve more with less effort. This 1-day workshop brings together some of the most powerful AI tools available today—GPT Auto Bot, Claude AI, Notebook LM, Perplexity, Napkin, HeyGen, Sora, and Gamma—so participants can explore how to use them immediately in their roles.

Why AI Skills Are a Game Changer

Modern professionals face increasing demands: tighter deadlines, higher expectations for creativity, and the need to process massive amounts of information quickly. AI tools are not here to replace human talent—they are here to supercharge it. In this workshop, we will focus on practical applications of AI, showing how it can help you automate repetitive tasks, brainstorm creative ideas, enhance communication, and create high-quality presentations and videos in record time.

Hands-On, Real-World Learning

Unlike theoretical tech seminars, this is a hands-on experience. You will not just watch demonstrations—you will actively use these AI tools on your own laptop, experimenting with real tasks you face in your job. From generating a complete presentation in Gamma, to designing a quick promotional video in HeyGen, to brainstorming campaign ideas visually in Napkin, you'll see immediate, tangible results you can take back to your workplace the very next day.

COURSE OBJECTIVE

The primary objective of this course is to empower participants to confidently adopt and integrate AI tools into their daily roles to:

- Streamline work processes and reduce manual tasks
- Improve the quality and speed of content creation
- Enhance communication, collaboration, and knowledge sharing
- Boost creativity and innovation through AI-assisted brainstorming
- Develop visually appealing presentations and multimedia assets quickly
- Build AI-assisted workflows that connect multiple tools for maximum efficiency

LEARNING OUTCOMES

By the end of the training, participants will be able to:

1. **Automate communication and content creation** using GPT Auto Bot and Claude AI.
2. **Extract and organize insights** from long documents with Notebook LM.
3. **Generate structured plans and task outlines** using Perplexity.
4. **Brainstorm visually and connect ideas** through Napkin.
5. **Produce AI-generated short videos and avatars** using HeyGen.
6. **Understand AI-powered video generation possibilities** with Sora.
7. **Create professional slide presentations** in minutes using Gamma.
8. **Integrate multiple AI tools into seamless workflows** for higher productivity.

WHO NEEDS TO ATTEND

This course is ideal for professionals across industries who want to leverage AI for everyday efficiency, including:

- **Managers and Team Leads** – to coordinate projects and streamline decision-making
- **HR, Marketing, and Sales Teams** – to improve content, campaigns, and communication
- **Administrative Professionals** – to reduce repetitive tasks and manage information better
- **Educators and Trainers** – to enhance lesson materials and knowledge delivery
- **Content Creators and Designers** – to speed up idea generation and visual production
- **Entrepreneurs and Small Business Owners** – to scale operations with minimal resources

METHODOLOGY

This program is conducted using an **interactive, hands-on** approach to ensure maximum learning impact:

- **Demonstrations** of each AI tool with live examples
- **Guided exercises** for participants to practice using their own accounts
- **Case studies** showing real-world AI applications in different industries
- **Group discussions** on best practices and ethical use of AI tools
- **Workflow integration challenges** where participants combine tools for efficiency

PREREQUISITE

Participants should have:

- Basic computer and internet literacy
- Familiarity with Google Docs, Excel, and email communication
- A willingness to experiment with and adopt new technologies

PRE-TRAINING PREPARATION

To ensure a smooth learning experience, participants should complete the following before attending:

1. **Device & Internet**
 - Laptop with stable internet connection
 - Chrome browser installed (recommended for best tool compatibility)
2. **Accounts Setup** (free or trial versions where applicable)
 - GPT Auto Bot
 - Claude AI
 - Notebook LM
 - Perplexity
 - Napkin
 - HeyGen
 - Sora (demo or overview access)
 - Gamma (for AI-powered slide creation)
3. **Accessories**
 - Headphones or earphones for audio/video activities
4. **Pre-reading Material** (*optional*)

PROGRAM OUTLINE

1-Day Course Outline – AI for Workforce Productivity

◆ Module 1: Smart Communication & Writing Automation

Introduction to AI in the Workplace

- What is Artificial Intelligence (AI) and why it matters
- Types of AI in communication: summarization, rewriting, generation
- Evolution of ChatGPT (v3.5 → v4 → GPT-4o):

- 📌 **ChatGPT 3.5:** Fast, free, good for simple tasks
- 📌 **ChatGPT 4:** More accurate, better understanding of context (Pro)
- 📌 **GPT-4o (Omni):** Faster, smarter, better at voice, vision & text

- Overview of AI tools used in communication (ChatGPT, Claude, Gemini)

Use AI to:

- ✓ **Automatically** summarize meeting minutes **from recordings or transcripts**
- ✓ **Generate** key action items, decisions made, and next steps
- ✓ **Reorganize lengthy meetings into clear bullet summaries for sharing**

🔗 Activity:

- ✓ **Use a free AI extension (google extension) to:**
- ✓ **Record or upload a meeting snippet**
- ✓ **Get AI-generated summary and refine it for internal reporting**

◆ Module 2: Summarizing Knowledge & Visual Thinking

Tools: **Notebook LM & Napkin**

Use AI to:

- Summarize meeting notes or PDFs using Notebook LM
 - Brainstorm campaign ideas and map content using Napkin
 - 🔗 *Activity:* Create a visual mind map and a summarized knowledge board
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◆ Module 3: Prompting Mastery & Custom Chatbots for Workplace AI 🚀🤖

Tool: ChatGPT (Free & Pro), Claude, Gemini

Learn how to:

1. Structure prompts for effective, accurate AI responses across different scenarios
2. Apply frameworks (e.g., role-based prompts, format-prompting, chain-of-thought) for better outputs
3. Explore pre-built prompt libraries for business, marketing, HR, and admin tasks
4. Customize and save your own prompts using ChatGPT *Custom GPTs* (Pro only) or Claude's memory setup

Use prompts like:

"Act as an HR assistant and draft onboarding checklist for a new intern"
"You are a customer service bot—respond politely to late delivery complaint"
"Summarize this PDF into a 5-slide executive brief"

Also Explore:

- ChatGPT's Explore GPTs: **How to use & favorite prebuilt GPTs**
- Claude's document memory **feature for long-term contextual chats**
- **Prompt repositories (e.g., AIPRM, FlowGPT) for ready-made templates**

✂️ Activity:

- **Customize a ChatGPT GPT for your role (e.g., Sales Coach Bot, HR SOP Assistant)**
- **Save 3 go-to prompts in your personal prompt library for daily use**

◆ Module 4: Research, Comparison & Summary with Perplexity 🔍📊

- Ask fact-based questions and receive cited sources
 - Compare trends or platforms and organize findings in a table
 - Use outputs for marketing analysis, HR trends, etc.
 - **Activity:** Research industry trends and convert into a summarized report 📄
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◆ Module 5: Presentation Creation with Gamma

Tool: **Gamma**

- Use AI to:
 - Turn outlines into visual slide decks instantly
 - Customize slides with branding, images, and structure
 - ✂ *Activity:* Create a mini presentation using Gamma based on earlier project planning work
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◆ Module 6: AI Policy, Responsibility & Ethics 🛡

- **Importance of responsible AI** use at work
 - **Who's accountable for** AI-generated content
 - **Common risks:** bias, misinformation, data leaks
 - **Ethical use:** avoid impersonation, respect copyright, fact-check AI outputs
 - Guidelines for safe prompting and data handling
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◆ Module 7: Integration Project & Group Presentation

Group Activity: Build an AI-powered workflow using a combination of tools:

- Plan using **Perplexity**
- Create visual ideas with **Napkin**
- Write with **Claude or GPT**
- Summarize info with **Notebook LM**
- Present using **Gamma and HeyGen**

🔊 *Group Sharing:* Each team presents their AI-powered campaign, pitch, or plan

TRAINER'S PROFILE

About the Trainer Clara Tan Chai Fang.

Clara is an HRDC Accredited Trainer, Excel Expert, and AI & Automation Specialist with a solid academic background—a Degree in Mathematics Education from Universiti Putra Malaysia (UPM). With extensive experience in data analysis, workflow automation, HR analytics, and marketing insights, she empowers organizations to transform raw data into valuable, actionable insights. Clara is proficient in Microsoft Excel (Beginner to Advanced), Power Query, Power Pivot, SQL, Google Workspace, PowerPoint, Word, Canva, and AI tools such as ChatGPT. Her expertise lies in combining technical knowledge with business acumen to create efficient, data driven strategies. She offers a wide range of training programs, including Microsoft Excel for all levels, Data Analysis & Visualization, HR & Marketing Analytics Using AI & Excel, Data Automation & AI for Businesses, and Professional Portfolio Building using Google Sites.



Clara's sessions are practical and results-oriented, using on real-world applications like dynamic dashboards, streamlined reporting, and effective data storytelling. Her training also emphasizes modern business tools and how to use AI effectively for content creation, marketing, automation, and improved decision-making. Clara has developed impactful data models and automation solutions, such as an attendance tracking system that processed over 100,000 rows of student data, a centralized database integrating student IDs, attendance, and parent contact info, and a performance evaluation model using over 60 data tables. She also built dynamic reports that enhanced strategic planning for educators and administrators. Passionate about digital empowerment, Clara's engaging, hands-on approach makes her a highly sought-after trainer for professionals, educators, and businesses aiming to thrive in a data driven world.

Professional Experience:

- Developed an automated attendance tracking system, processing 100,000+ rows of student data using Power Query.
- Integrated data from three different tables (student ID, attendance records, parent contact) to create a centralized database for tracking attendance trends.
- Designed a student transition rate model using Power Query for data modeling and Power Pivot for monthly comparison analysis.
- Built a student performance evaluation model by integrating 60+ data tables (e.g., meeting attendance, hand-raise time, test scores) for automated monthly performance tracking.
- Created dynamic reports and dashboards to visualize student performance trends, enabling better decision-making for educators and administrators.

Soft Skills:

- Analytical Thinking
- Problem-Solving
- Attention to Detail
- Communication & Collaboration
- Time Management

PARTICIPATION REGISTRATION & FEE

To register and to obtain the latest participation fees either for Public Training or In-House Training Series, please email to marketing department at mytrain2@mytrainingmalaysia.com

Registration via online can be done thru our website at www.eliteedge.com.my

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