AI ESSENTIALS TO INTERMEDIATE

Practical AI for Workplace Productivity

| 2-Day Programme

Beginner → Intermediate | Hands-on | No coding required

Programme Overview

From understanding AI to applying it confidently in daily work

UNDERSTAND

- AI & Generative AI fundamentals
- Capabilities and limitations
- Current workplace AI landscape

APPLY

- Prompt effectively
- Draft, summarise and research
- Create reports, proposals and presentations

ADVANCE

- Analyse information and data
- Build reusable prompts
- Design AI-assisted workflows

Programme Objectives

- Understand AI and Generative AI in a practical workplace context
- Select appropriate AI tools for different work tasks
- Create clear, structured prompts for better-quality outputs
- Use AI for writing, research, analysis, presentations and productivity
- Progress from simple prompts to reusable prompts and AI-assisted workflows
- Apply AI responsibly with human review, privacy and fact-checking

Expected Learning Outcomes

USE AI → PROMPT EFFECTIVELY → APPLY TO REAL WORK → BUILD REPEATABLE WORKFLOWS

- Faster and more structured workplace output
- Better quality prompts and more useful AI responses
- Practical application across documents, research, data and presentations
- Stronger judgement when reviewing, verifying and improving AI-generated content

Target Participants & Programme Format

SUITABLE FOR

- Executives & managers
- Admin / HR / operations
- Sales & marketing
- Project & support teams

LEVEL

- Beginner to intermediate
- No programming required
- Practical workplace focus

FORMAT

- 2 training days
- Interactive demonstrations
- Hands-on exercises
- Final practical challenge

Day 1 — AI Essentials

Build the foundation and start producing real workplace outputs

MODULE 1
AI & GEN AI

- Key terms in AI
- Generative AI
- Case studies

MODULE 2
PROMPTING

- Prompt structure
- Role, context, task & format
- Refining weak prompts

MODULE 3
PRODUCTIVITY

- Email & summaries
- Meeting notes & action plans
- Brainstorming & translation

MODULE 4
DOCUMENTS

- Reports
- SOPs & guide
- Project Proposal

MODULE 5
RESPONSIBLE AI

- AI Ethics
- Privacy & data protection
- Workplace AI usage guidelines

Day 2 — Intermediate AI

Move from one-off prompts to analysis, content creation and workflow

MODULE 6 CONTENT CREATION

- Image Generation
- Video Generation
- Campaign Strategy

MODULE 7 RESEARCH & ANALYSIS

- Compare alternatives
- SWOT / trend analysis
- Recommendation

MODULE 8 DATA & INSIGHTS

- Data collection
- Trend interpretation
- Management summaries

MODULE 9 PRESENTATIONS

- Slide structure
- Speaker notes
- Visual / content concepts

MODULE 10 AI WORKFLOWS

- Build reusable prompts
- Prompt templates & libraries
- AI-assisted workflows

Training Schedule — Day 1

AI Essentials | 9:00 AM – 5:00 PM | Foundations, prompting and everyday productivity

TIME	SESSION	FOCUS & ACTIVITIES
9:00 – 9:30 AM	**Registration & Welcome**	Attendance, introductions and a quick AI readiness check
9:30 – 10:30 AM	**Module 1: AI & Gen AI**	What AI is / is not, Generative AI explained simply, key tools & live demos
10:30 – 10:45 AM	*Morning Break*	
10:45 – 11:45 AM	**Module 2: Prompting**	Prompt structure (role, context, task & format), hands-on refining of weak prompts
11:45 – 1:00 PM	**Module 3: Productivity**	Emails & summaries, meeting notes & action plans, brainstorming & translation
1:00 – 2:00 PM	*Lunch Break*	
2:00 – 3:30 PM	**Module 4: Documents**	Draft reports, proposals, SOPs, project plans and training documents
3:30 – 3:45 PM	*Afternoon Break*	
3:45 – 4:45 PM	**Module 5: Responsible AI**	Human review & fact-checking, privacy & data protection, AI usage guidelines
4:45 – 5:00 PM	**Day 1 Wrap-Up**	Key takeaways, Q&A

Training Schedule — Day 2

Intermediate AI | 9:00 AM – 5:00 PM | Analysis, content creation and AI-assisted workflows

TIME	SESSION	FOCUS & ACTIVITIES
9:00 – 9:30 AM	**Day 1 Recap**	Quick review from Day 1
9:30 – 10:45 AM	**Module 6: Content Creation**	Image generation, video generation and campaign strategy
10:45 – 11:00 AM	*Morning Break*	
11:00 – 12:00 PM	**Module 7: Research & Analysis**	Compare alternatives, SWOT & trend analysis, recommendations
12:00 – 1:00 PM	**Module 8: Data & Insights**	Excel formula support, trend interpretation, management summaries
1:00 – 2:00 PM	*Lunch Break*	
2:00 – 3:00 PM	**Module 9: Presentations**	Slide structure, speaker notes, visual & content concepts
3:00 – 4:00 PM	**Module 10: AI Workflows**	Build reusable prompts, prompt templates & libraries, AI-assisted workflow design
4:00 – 4:15 PM	*Afternoon Break*	
4:15 – 4:45 PM	**Final Presentation**	Present end-to-end AI-assisted project proposal
4:45 – 5:00 PM	**Feedback & Closing**	Feedback form, closing & certificate presentation

Suggested AI Tools

Final selection can be aligned with the client's approved platforms

GENERAL AI

- ChatGPT
- Microsoft Copilot
- Google Gemini

RESEARCH

- Deepseek
- Google Notebook
- Claude

CONTENT

- Canva AI
- Gamma
- Quillbot

NURUL-HUDA MOHAMED AFANDI

FCA (Aust) | CISA (US) | B.Com (UniMelbourne, Aust)

AI & DIGITAL TRANSFORMATION

TRAINER | CONSULTANT | FACILITATOR

Making AI practical, useful and applicable to real work.

TRAIN | EMPOWER | TRANSFORM | CREATE POSITIVE CHANGE



KEY CREDENTIALS

- Fellow Chartered Accountant (Australia)
- Certified Information Systems Auditor (US)
- B.Com, University of Melbourne (Aust)
- Cert IV Training & Assessment (Australia)

AI & DIGITAL EXPERTISE

- AI & Generative AI Trainer
- CertNexus Certified Trainer (GenAI | AIBIZ | CyberSafe)
- HRD Corp Certified & Accredited Trainer
- MDEC eUsahawan Master Trainer
- Facebook Blueprint Certified Trainer
- Google Mahir Trainer

SELECTED RECOGNITION

- JCI Asia Pacific Influential Leaders Award (2025)
- Pingat Bakti Belia Selangor (2022)
- JCI Ten Outstanding Young Malaysian (2019)
- Anugerah Perdana Belia Negara (2015)
- Top eUsahawan Trainer (2021)
- Top 3 eUsahawan Master Trainer (2020)
- JCIM Inspiring Trainer Award (2018)

LEADERSHIP & COMMUNITY

- 2017 National President, JCI Malaysia
- 2018-2022 Vice President, Malaysia Youth Council (
- 2019-2022 CAANZ Regional Councillor
- 2014 President, Commonwealth Alliance of Young Entrepreneurs Asia (CAYE-ASIA)
- 2013 President, JCI Petaling Jaya
- Currently Chairs JCI Malaysia National Awards/ Structure Review/Secretariat Committees

PROFESSIONAL BACKGROUND

- **KPMG** – Information Risk Management
- **PETRONAS** – Group Internal Audit
- 20+ years across business, technology, audit, digital and entrepreneurship

7,000+ MALAYSIANS TRAINED

Government Agencies | Corporations | SMEs
Start-ups | Youth | Unemployed | B40 | Seniors

TRAINING FOCUS

- AI & Generative AI for Business
- Digital Marketing & Digital Transformation
- Business Productivity with AI
- Audit Skills for Non-Auditors
- Sustainability (SDG)
- Youth & NGO Leadership
- Trainer Development



Elite Edge

EMAIL mytrain2@mytrainingmalaysia.com

WEBSITE www.eliteedge.com.my

WHATSAPP 013 335 8805