Elite Edge TRAINING

REGISTERED HRD CORP TRAINING PROVIDER

HRDCORP CLAIMABLE

AI Productivity Booster



Work Smarter Before 2028

A practical, 1-day live online programme that equips working professionals to use **ChatGPT** and **Gemini** safely to cut time spent on emails, reports and presentations.



ChatGPT | Gemini

- Faster & Better Emails
- Smarter Reports
- Impactful Presentations
- Responsible & Safe AI Use
- Practical, Work-Ready Skills

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(HRD Corp Registered Training Provider)

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AI PRODUCTIVITY BOOSTER

WORK SMARTER BEFORE 2028

ONE-DAY LIVE ONLINE TRAINING | CHATGPT + GOOGLE GEMINI

A practical, output-driven programme for professionals who want to reduce time spent on emails, reports and presentations while using generative AI safely.

Course at a glance

FORMAT	PROGRAMME DETAILS
Duration	1 day, 09:00–17:00 | 6.5 instructional hours (breaks excluded)
Delivery	Live online via Zoom or Microsoft Teams, with breakout rooms
Audience	Executives, officers, supervisors, administrative and HR teams, sales, finance and managers
Level / class size	Beginner to intermediate | recommended 15–25 participants
Learning approach	Live demos, guided hands-on tasks, workplace scenarios, breakout discussions and knowledge checks
Tools	ChatGPT, Google Gemini, Word / Google Docs, PowerPoint / Google Slides and web browser
Prerequisites	Basic computer literacy, email account and familiarity with office software; no coding required

Why this programme matters

Generative AI is becoming a standard workplace capability. Participants learn a repeatable prompting method and create actual work outputs: professional emails, a concise report, a presentation outline and a personal prompt library. Responsible AI practices are integrated throughout.

Programme promise

Work faster. Write better. Verify carefully. Protect sensitive information.

OBJECTIVES & LEARNING OUTCOMES

Six training objectives

- Build AI readiness: understand the strengths, limitations and best-fit uses of ChatGPT and Gemini.
- Master productivity prompting to produce stronger first drafts with less rework.
- Accelerate business communication through professional, tone-appropriate emails.
- Streamline reporting with summaries, findings, recommendations and action items.
- Fast-track presentations with storylines, slide outlines and speaker notes.
- Apply AI responsibly through privacy protection, output verification and company policy.

What participants will be able to do

OUTCOME	DEMONSTRABLE SKILL
LO1	Select appropriate workplace tasks for ChatGPT and Gemini; explain limitations and data controls.
LO2	Use RTCFT (Role, Task, Context, Format, Tone) and iterative prompting.
LO3	Draft three professional workplace emails, including a difficult or sensitive message.
LO4	Prepare a structured executive report summary with findings and recommendations.
LO5	Create a slide-by-slide presentation storyline and speaker notes.
LO6	Check AI output for accuracy, bias and data-privacy risks.
LO7	Design a personal AI workflow and reusable prompt library.

DETAILED PROGRAMME | MORNING

09:00–13:00 | Foundations, prompting and business communication

TIME	MODULE & CONTENT
08:45–09:00	Online log-in and technology check Audio, video, breakout rooms, ChatGPT and Gemini access.
09:00–09:30	Opening: The AI-Ready Workplace to 2028 (30 min) Programme goals; AI in everyday office work; personal productivity audit; 10-question pre-assessment. Activity: Identify three time-consuming weekly tasks.
09:30–10:30	Module 1: Generative AI Essentials — ChatGPT and Gemini (60 min) Generative AI explained; comparison of tool capabilities; strengths and limitations, hallucinations and outdated information; green/amber/red Traffic Light data rule. Activity: Side-by-side tool comparison and first prompts.
10:30–10:45	Morning break (15 min)
10:45–12:00	Module 2: Productivity Prompt Engineering (75 min) RTCFT; iterative refinement; few-shot prompting; prompt chaining; asking AI to clarify requirements; reusable templates. Activity: Improve five weak prompts; create three job-specific templates and start a prompt library.
12:00–13:00	Module 3: AI-Powered Emails and Business Communication (60 min) Draft from bullet points; formal/friendly/firm tones; long-thread replies; payment reminders, complaints and rejections; English/Bahasa Malaysia drafting; proofreading. Activity: Three-email sprint with breakout peer review.

DETAILED PROGRAMME | AFTERNOON

14:00–17:00 | Reports, presentations, responsible AI and action planning

TIME	MODULE & CONTENT
13:00–14:00	Lunch break (60 min)
14:00–14:45	Module 4: AI for Reports and Document Summaries (45 min) Long-document and meeting-note summaries; executive summaries; action extraction; turning notes into findings and recommendations; checking against sources. Activity: Turn a 10-page sample report into a one-page summary; produce meeting minutes and action-item table.
14:45–15:30	Module 5: AI for Presentations (45 min) Problem–insight–recommendation storytelling; slide structure; speaker notes; report-to-deck conversion; available AI features in presentation software. Activity: Create a six-slide outline and pitch a key slide.
15:30–15:45	Afternoon break (15 min)
15:45–16:30	Module 6: Responsible AI at Work (45 min) Confidentiality and Malaysia's Personal Data Protection Act 2010; bias; fact verification; source citation; disclosure, accountability, company policies and national AI ethics principles. Activity: Spot risks in five workplace scenarios and build a five-point checklist.
16:30–17:00	Capstone, Post-Assessment and Action Plan (30 min) Personal AI workflow; prompt library consolidation; repeat 10-question assessment; 30-day action plan; Q&A and evaluation. Activity: Present an AI workflow for one recurring task.

Instructional time: 390 minutes (6.5 hours). Breaks: 90 minutes, excluded. Pre-session technology check is also excluded.

PRACTICAL LEARNING EXPERIENCE

Training methodology

Approximately 60% of instructional time is hands-on. Short trainer inputs are followed by live software demonstrations, individual guided practice, workplace cases, group discussion and frequent knowledge checks.

- Trainer demonstrations using real office tasks in ChatGPT and Gemini.
- Individual email, report and presentation exercises with reusable outputs.
- Breakout groups of 4–5 for peer feedback and problem-solving.
- Realistic HR, administration, finance, sales and management scenarios.
- Online polls, chat challenges, quick quizzes and a final workflow capstone.

Five signature live demonstrations

DEMONSTRATION	PRACTICAL RESULT
60-Second Prompt Makeover	Convert a vague request into a usable RTCFT prompt and stronger first draft.
Inbox Zero Accelerator	Summarise an email thread and draft three tone options in English and Bahasa Malaysia.
Report in 10 Minutes	Transform a 10-page report into a one-page executive summary and action table.
Report-to-Deck Conversion	Develop a six-slide storyline and speaker notes from the same report.
ChatGPT vs Gemini Face-Off & Risk Check	Compare tools, identify hallucinations and prevent confidential-data exposure.

How learning is assessed

A 10-question pre-assessment and post-assessment measure knowledge gains. Module quizzes, trainer-reviewed practical exercises, breakout presentations and the capstone evaluate application. Competency requires completion of practical exercises and presentation of a working AI workflow.

WORKPLACE IMPACT & REGISTRATION

Seven participant takeaways

- Personal prompt library with at least 10 job-specific templates.
- Three professional emails, including a sensitive message.
- One-page executive summary with findings and recommendations.
- Meeting minutes template with an action-item table.
- Six-slide presentation outline with speaker notes.
- Five-point Responsible AI and verification checklist.
- 30-day action plan for redesigning one recurring task with AI.

Expected business value

Faster drafting and summarisation; less repetitive work; consistent communication; clearer management recommendations; improved AI literacy; and reduced privacy and accuracy risks. Actual productivity gains depend on workplace tools, policies and follow-through; no fixed savings are guaranteed.

Equipment and preparation

Participants: Laptop or desktop, reliable internet, webcam/microphone, ChatGPT and Gemini accounts, Office or Google Workspace; second monitor recommended.
Trainer: Video platform with breakout rooms, polls, assessment forms, case files and workbook.
Client: Share AI policies/approved tools and confirm network access before training.

Registration & participation fees

For public or in-house training fees, email mytrain2@mytrainingmalaysia.com or visit www.eliteedge.com.my.

Organised by

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HRD Corp claim eligibility is subject to current scheme conditions, guidelines and approval.