

AI PRODUCTIVITY MASTERY

Work Smarter, Faster & Better with AI

6 October 2026, 9am - 5pm (1 Day)

Marvelux Hotel Melaka

RM900/pax (HRD Corp Claimable)

Click to Register

COURSE OBJECTIVE

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

- Understand how AI is changing the way modern workplaces operate.
- Identify repetitive and time-consuming tasks that can be assisted by AI.
- Use ChatGPT and Gemini as practical workplace assistants.
- Write better prompts to obtain more useful and relevant AI outputs.
- Use AI to analyse, summarise and transform information.
- Use NotebookLM to work with large amounts of documents and information.
- Apply AI to everyday workplace tasks such as writing, planning, communication and information processing.
- Explore AI capabilities within Google Workspace, including Google Docs and Google Sheets.
- Build simple personal AI workflows for recurring work tasks.
- Develop a practical 7-day AI productivity implementation plan.

Trainer: K.Chan

- AI-driven marketing and content creation expert with over a decade of industry experience.
- Award-winning creator and trainer, collaborating with government agencies and corporations on AI marketing programs.
- Dedicated to helping businesses and creators turn ideas into impactful visuals and videos using AI-powered tools.

IN-HOUSE IS AVAILABLE UPON REQUEST

Contact Us 012-3611879 info@its1998.com www.skillup.com.my

COURSE INTRODUCTION

AI Productivity Mastery is a practical, hands-on programme designed to help participants integrate AI into everyday work. Learn to reduce repetitive tasks, improve efficiency, and build practical AI-assisted workflows for smarter productivity.

COURSE CONTENT

MODULE 1 — THE AI PRODUCTIVITY WAKE-UP CALL
- Identify repetitive tasks and AI opportunities
- Understand AI capabilities and limitations

MODULE 2 — YOUR AI WORK ASSISTANT
- Master effective prompting
- Use AI for writing, analysis and idea generation

MODULE 3 — AI FOR INFORMATION & DOCUMENTS
- Summarise, analyse and organise information
- Explore NotebookLM for document-based tasks

MODULE 4 — AI FOR EVERYDAY OFFICE WORK
- Apply AI to HR, Administration, Marketing, Sales, Finance & Management
- Improve everyday workplace tasks and communication

MODULE 5 — AI INSIDE GOOGLE WORKSPACE
- Use AI with Google Docs and Sheets
- Transform information into professional outputs

MODULE 6 — BUILD YOUR PERSONAL AI WORKFLOW
- Create reusable prompts and AI templates
- Build practical AI-assisted workflows

MODULE 7 — THE 30-MINUTE AI PRODUCTIVITY CHALLENGE
- Apply AI tools to real workplace tasks

MODULE 8 — YOUR 7-DAY AI PRODUCTIVITY ACTION PLAN
- Turn learning into action by selecting tasks, choosing AI tools, building one workflow and measuring the results.

COURSE METHODOLOGY

50% Interactive Presentation + 50% Pratical Session

WHO SHOULD JOIN?

HR • Administration • Marketing • Sales • Finance • Management • Business Owners & Office Professionals