

How AI is Transforming the way Work is done in the Office - Tips & Templates

PRODUCTIVITY IMPROVEMENT IN THE WORKPLACE Through ARTIFICIAL INTELLIGENCE

- Proposals, Plans, Presentations, Surveys, Ad Copy, Web Content, Emails, Data Analysis ... and more
- Text, Images, Videos - AI makes it Easier, Faster, Better!
- Hands-On Practice for Participants

Date: 29-30 April 2024

Venue: Wyndham Grand Bangsar, KL

Fees: RM 3,000 – Early Bird Discount Available

*Please note this is a referral program



**Experienced
Trainer
&
AI Advocate**

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Overview

Generative AI (Artificial Intelligence) has grown in capability and simplicity in recent years and can be used to improve efficiency and effectiveness in diverse functional areas.

This intensive 2-day training program equips office staff with the skills to leverage AI tools for various tasks. From data analysis to content creation and communication, participants will learn to harness AI's power to transform the way work is done.

Who must attend

Managers, executives, engineers, supervisors, non-executives and others from cross-functional departments such as HR, finance, marketing, administration, engineering, production and other functional areas looking to enhance their productivity using Generative AI.

Requirement

To get the most out of the training, we recommend that each participant brings a laptop with internet access. Having individual devices will enable attendees to fully engage with the hands-on activities, access training materials and demonstrations.

Course Outline

- Module 1: Introduction to Generative AI
- Module 2: Prompt Engineering
- Module 3: Automating Routine Tasks using AI
- Module 4: Effective Written Communications using AI
- Module 5: Analysis using AI
- Module 6: Brainstorming AI Applications
- Module 7: Content Creation: Creating Images using AI
- Module 8: Content Creation – Creating Videos using AI
- Module 9: Creating Presentations using AI
- Module 10: Generating Summaries using AI
- Module 11: Other commonly used Generative AI Tools

Dr. Frank Xavier Arokiasamy



Frank is a highly motivated individual who demonstrates passion in every task he undertakes. He has the ability to transfer that passion along with his positive and optimistic attitude to everyone he comes in contact with, both personally and professionally. Frank has worked as a university lecturer, coach, business consultant and trainer for a variety of clients in different countries, including Asia, the United States and several countries in Europe. His personable nature fosters a work culture that is fun and positive, and this generally transfers to the people he works with, the people he consults with, and the audiences he has trained. Frank holds a PhD in Economics with a minor in Finance from Southern Illinois University in the United States. He also holds a bachelor's degree in marketing. As a consultant, the solutions and concepts he teaches are often unique and interesting. Part of this unique perspective comes from his extensive travels and several overseas assignments in the United States, Singapore, China and of course Malaysia. He has residences and operates businesses in both Malaysia and the United States. He has led and conducted training programs in leadership, team building, motivation, communication, dealing with change, strategic management, negotiation skills, treasure hunting, soft life skills, interviewing, public speaking, presentation skills, finance for non-financial people, sales and many more. Some of the companies he has worked for and done training programs with include HSBC, Citibank, Bank of China, BRDB, MOHE, PETRONAS, WHO, TM Net, CELCOM, MAXIS, UTHM, FGA, Lexis Nexus, Star, FELDA, RENESAS, Kementerian Kesihatan Negeri Sembilan, NESTLE, MAHB, Henkel, EPSON, r. Hartrodt and several others. Some of the training programs have been done not only in Malaysia but also in institutions in several other countries including Singapore, Indonesia, Vietnam, Philippines, United States etc.