

PUBLIC WORKSHOP

FUTURE-READY WITH AI – NAVIGATING THE
NEW ERA OF SMART WORKPLACES

Duration : 2 Days

Start a
conversation with
our AI Assistant



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Workshop Description

This training program is designed to equip the workforce with the essential knowledge and skills needed to effectively utilize AI tools in the workplace. It addresses the growing need for AI literacy in various professional domains, ensuring participants can harness AI for tasks like report writing, research, presentation creation, project management, and developing marketing materials. The course offers practical, hands-on learning experiences to make graduates AI-proficient in their respective fields.

Methodologies

This program will be delivered using multiple methodologies as the program is designed to be theoretical and practical hands-on sessions.

- Facilitative
- Gamified
- Theoretical (Lecture style)
- Live demonstrations
- Hands-on practical work (technical)
- Group discussion & presentation

Program Value Proposition

Enhances employability by equipping the workforce with in-demand AI skills. Facilitates smoother transition into AI-driven work environments, boosting productivity and innovation.

Workshop Learning Objectives

Participants will learn to:

- To provide a comprehensive understanding of AI tools and their applications in professional settings.
- To develop proficiency in leveraging AI for research, reporting, project management, and marketing.
- To cultivate the ability to critically evaluate and effectively implement AI solutions in workplace tasks.

Who Should Attend

Anyone who aspires to use AI to empower themselves for the workplace.



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Workshop Outline / Agenda

Day 1

9:00am - 10:45am

Module 1: Introduction to AI in The Workplace

- Introduction to basic AI concepts: Machine Learning, Deep Learning, NLP
- Exploration of different AI technologies and platforms
- Brief history of AI development – how it started and why it now plays in modern work productivity.

Activity: Group activity & presentation

10:45am - 1:00pm

Module 2: Introduction to Generative AI

- Introduction to Generative AI: Concepts and Evolution
- Discovering AI applications in various domains – what are the applications of AI in domains such as text, image generation, industrial use and even video content.
- Hand-on usage of popular front-end AI tools like ChatGPT – Step-by-step guidance from registration to main functions.

Activity: Group activity & presentation

2:00pm - 3:45pm

Module 3: Prompting 101

- How to use AI the “right” way using the prompting techniques
- Uncovering the 6 prompting techniques of open, close, template, example-based, templates, fill-in-the-blanks, and information retrieval.
- Feeding it right: Get what you want through the right words and structure by training the model for the right output.

Activity: Group activity & presentation

3:45pm - 5:00pm

Module 4: Using AI for Work Ideation to Boost Productivity

- Tools and tips for brainstorming – Using ChatGPT and open models to generate ideas, concepts, and solutions.
- Creative problem-solving with AI – Participants will use real-world scenario issues and leverage AI to help solve them creatively.
- Incorporating solution-focused techniques: Developing innovative solutions with AI through ChatGPT using the right prompting methodology.

Activity: Group activity & presentation

Day 2

9:00am - 10:45am

Module 5: AI in Text Generation

- Exploring AI tools for faster and better text creation and editing.
- Utilizing AI tools like Grammarly and Hemmingway.
- Practical session on AI-driven text creation – Hands-on activity where participants will undertake past work and utilize newly learned AI technology for text production.

Activity: Group activity & presentation

10:45am - 1:00pm

Module 6: AI in Image Generation

- Image prompting 101: The magic of turning words into visuals – by turning text into image.
- Exploring AI tools for image generation and editing using copilot (Dall-e) and Night Cafe.
- Using Canva as an image manipulation tool and its layout features to create stunning visuals.
- Discovering prompting basics to build captivating images that will capture your audience.

Activity: Group activity & presentation

2:00pm - 3:45pm

Module 7: Utilizing AI for Video Creation

- Exploring platforms for AI-powered video creation like InVideo and CapCut
- Creating and developing AI-driven videos based on text prompts.
- Practical hands-on exploring various AI-driven video tools and platforms.

Activity: Group activity & presentation

3:45pm - 5:00pm

Module 8: The Great AI Challenge

- Using all newly learned knowledge, participants are tasked with a project.
- Mission: To work together, leveraging on all learned AI tools to complete the given mission.

Activity: Group activity & presentation

Meet **Mike Cheong**, an innovative **Business Communications and Marketing Trainer** dedicated to empowering individuals and organizations in the digital age. With a background in Mass Communication and a firm belief in community empowerment, Mike specializes in leveraging **communications, Artificial Intelligence (AI), psychology, branding, and digital platforms** to craft effective business communication and marketing strategies.

An **ex-Meta Lead Trainer (formerly Facebook)**, Mike brings invaluable industry insights and experience to his trainings. Professionally immersed in media-based businesses—including **copywriting, SEO, YouTube, and social media branding**—he stays at the forefront of digital marketing trends and tools.

Passionate about simplifying complex ideas, Mike transforms intricate concepts into **easy-to-understand**, actionable takeaways that professionals can implement immediately.

An adept strategic planner, Mike's approach stands out in today's fast-paced environment. Amid the rush for the latest trends, he emphasizes **strategic planning as a cornerstone skill**. Utilizing proven frameworks, he ensures every social media effort aligns seamlessly with overarching business objectives, delivering tangible results—from boosting ROI to enhancing customer engagement and driving meaningful website traffic.

He employs his **SPARK Strategy** to ensure maximum impact:

- Simplify: Break down complex concepts into easy-to-understand ideas.
- Personalize: Tailor learning to individual and team needs.
- Activate: Engage participants with interactive, gamified methods.
- Reinforce: Ensure lasting retention of skills and knowledge.
- Keep Growing: Encourage continuous development beyond training.

Mike's unique methodology blends **social dynamics, ethics, science, psychology, branding, and business principles** into practical strategies. As an **NLP and DISC-certified practitioner**, he incorporates **personality profiling** to enhance customer and audience understanding, enabling more effective communication and marketing strategies. His training often includes **team-building elements**, fostering collaboration and cohesion within organizations.

Not merely a passive observer of technological trends, Mike is an ardent advocate for the transformative potential of **Artificial Intelligence (AI)**, especially **Generative AI**. His unwavering belief in AI stems from its ability to revolutionize work productivity across diverse domains. Whether automating repetitive tasks, enhancing creative content generation, or optimizing decision-making processes, Mike sees AI as the catalyst for unlocking unprecedented efficiency and innovation. In a world where innovation is the currency of success, embracing Generative AI isn't just an option—it's a necessity.

His expertise spans a wide range of topics, including digital mindset development, AI for work productivity, Social Media marketing and analytics, content creation, copywriting, smartphone photography and videography, mobile video editing, and business communication skills like writing and note-taking.

He also provides **hard skill coaching to seniors and emergent communities**, helping small businesses devise tactical ideas to stay current with the digital economy, encourage inter-collaborations, and remain competitive globally amid new digital innovations.



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Bank Islam	GuocoLand	Mitsubishi Motors	Sumitomo Mitsui Banking Corporation
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Celcom	Intel Malaysia	Penang Port	Toyota Tsusho
Cement Industries of Malaysia (CIMA)	International Medical University	Penang Skills Development Center (PSDC)	ToyoTyre
Cerebos	International School of Kuala Lumpur (ISKL)	Perkeso	U Mobile
Chin Hin Group	INTI College	Pernec	UEM Group
Chuan Huat Resources	IOI Group Corporation	Perodua	UITM
Chubb Insurance	IPG Mediabrands	Petronas	UKM Group
CIDB	Iskandar Investment	Pfizer	UMW Group
Cigna International Health Services	Jobstreet Malaysia	Pharmaniaga	United Overseas Bank (UOB)
CIMB Bank	Johnson Controls	PHHP Marketing	UOA Group
Cisco Systems Malaysia	Johor Corporation	PLUS	VADS
Citibank Malaysia	Johor Port	Pokka Ace	Vale Malaysia
ClubMed	Jotun Paints	Polyplastic	ViewPoint Research Corporation
Columbia Asia	Juristech	Pos Malaysia	Volvo Malaysia
Continental Tyre PJ Malaysia	KDU College	PPG Coatings	Wasco Berhad
Credit Guarantee Corporation	Kementerian Kesihatan Malaysia	Prasarana	Waterco
CTOS Data System	Kementerian Pelajaran Malaysia	Primer Kenrich	Watsons Personal Care Store
Cuckoo	Kenangan Investment Bank	Prince Court Medical Centre	Weir Minerals
Cycle & Carriage	Kerry Ingredients	Prokhas	Western Digital
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