



PROFESSIONAL
DEVELOPMENT
TRAINING

AI for Leaders: Strategy, Decision Support and Responsible Adoption - 2 Days

 016 299 1479

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 2.0 DAY COURSE

AI for Leaders is a 2-day practical leadership course designed to help leaders understand, apply and govern artificial intelligence in daily leadership work. The course is suitable for leaders who want to improve decision quality, strengthen team productivity and identify practical AI adoption opportunities within their teams and departments.

This course is not a technical or coding programme. Participants will explore practical use of commonly available AI tools and large language models, including ChatGPT, Gemini, Microsoft Copilot, DeepSeek and other workplace AI assistants. The focus is on leadership application, business judgment and responsible adoption.

Participants will learn how to use AI to support strategic thinking, decision preparation, stakeholder communication, reporting, planning, team execution and change adoption. The course also covers responsible AI use, including confidentiality, accuracy checking, bias awareness, governance and human accountability.

What You'll Gain:

Participants will gain practical AI leadership skills that can be applied immediately at work. They will learn how to use AI to structure thinking, prepare decisions, communicate clearly, support team productivity and build a responsible AI leadership action plan.

- A clear understanding of how AI can support leadership, strategy, decision-making and organisational performance.
- Practical experience using AI for strategic thinking, planning, reporting, communication, decision preparation and team execution.
- A stronger prompting structure for clearer leadership outputs, better decision-support notes and more useful management briefings.
- Better confidence in reviewing AI-generated outputs using business context, accuracy checks, risk awareness and human judgment.
- A role-specific leadership prompt bank and 30-day AI leadership action plan for post-course workplace application.



Outcomes

After completing this course participants will be able to:

- Explain how generative AI and common large language models can support leadership, strategy, productivity and decision-making.
- Identify practical AI use cases across departments, teams and business functions.
- Apply practical prompting techniques to produce clearer, more accurate and more useful leadership outputs.
- Use AI to support strategic thinking, planning, issue clarification, option analysis and decision preparation.
- Use AI tools to improve leadership communication, including team updates, briefing notes, change messages and management reports.
- Review and improve AI-generated outputs using human judgment, business context, confidentiality awareness and accuracy checks.
- Recognise key responsible AI risks, including privacy, confidentiality, hallucination, bias, governance and over-reliance.
- Develop a practical AI leadership action plan and prompt bank that can be applied immediately at work.

Modules

Lesson 1: Getting Started

- Housekeeping Items
- Pre-Course Expectations
- Workshop Objectives
- Leadership AI Readiness Check
- The Parking Lot
- Personal Leadership Action Plan

Lesson 2: Understanding AI for Leadership

- What Generative AI Is
- What Large Language Models Do
- Common AI Tools: ChatGPT, Gemini, Microsoft Copilot, DeepSeek and Others
- AI Strengths and Limitations for Leaders
- Leadership Productivity Use Cases
- Case Study

Lesson 3: Identifying AI Opportunities for Leaders

- Team and Department Productivity Tasks
- Strategic Planning and Coordination Tasks
- Leadership Communication Tasks
- Problem-Solving and Decision Support Tasks

Lesson 4: Prompting Skills for Leadership Work

- Writing Clear Leadership Instructions
- Providing Business Context and Background
- Defining the Audience, Purpose and Decision Context



- Role-Based AI Use-Case Mapping
- Workplace Application Exercise

- Setting Output Format and Level of Detail
- Refining and Improving AI Responses
- Prompt Practice Activity

Lesson 5: AI for Strategic Thinking and Planning

- Clarifying Strategic Priorities
- Exploring Business Issues and Opportunities
- Generating Strategic Options
- Preparing Planning Notes and Scenario Ideas
- Structuring Department Action Plans
- Planning Practice Activity

Lesson 6: AI for Decision-Making Support

- Clarifying Decisions and Criteria
- Comparing Options, Pros, Cons and Risks
- Testing Assumptions and Blind Spots
- Preparing Recommendation Notes
- Supporting Decision Briefs
- Decision-Support Case Study

Lesson 7: AI for Leadership Communication

- Drafting Team Updates and Briefing Notes
- Improving Message Tone and Clarity
- Preparing Change Communication
- Creating Management Announcements
- Responding to Stakeholder Questions
- Leadership Communication Practice

Lesson 8: AI for Team Productivity and Execution

- Breaking Work into Action Steps
- Creating Team Checklists and Work Plans
- Preparing Follow-Up Trackers
- Improving Delegation Notes
- Supporting Coaching and Feedback Preparation
- Team Execution Exercise

Lesson 9: AI for Reports and Management Briefings

- Summarising Long Information Sources
- Preparing Executive Summaries
- Creating Dashboard Narratives
- Drafting Management Reports
- Turning Notes into Structured Briefings
- Reporting Practice Activity

Lesson 10: AI Adoption and Change Leadership

- Identifying Practical AI Quick Wins
- Prioritising Department AI Use Cases
- Assessing Team Readiness
- Managing Concerns and Resistance
- Building Responsible Adoption Habits
- AI Adoption Planning Exercise

Lesson 11: Responsible AI Use for Leaders

- Data Privacy and Confidentiality

Lesson 12: AI Leadership Action Plan

- Building a Leadership AI Use-Case Map



- Accuracy Checking and Fact Verification
- Bias, Hallucination and Misleading Outputs
- Governance, Accountability and Human Review
- When Not to Use AI
- Responsible AI Review Activity
- Creating a Role-Specific Leadership Prompt Bank
- Designing an AI-Supported Leadership Routine
- Setting Team Application Goals
- Sharing Key Commitments
- Final Review and Action Plan

Talk to our expert team

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