



PROFESSIONAL
DEVELOPMENT
TRAINING

Mastering AI for Workplace Productivity - 2 Days

 016 299 1479

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 2.0 DAY COURSE

Mastering AI for Workplace Productivity is a 2-day practical training programme designed to help professionals use AI tools confidently, responsibly and effectively in daily workplace tasks.

The programme is not limited to one AI platform. It introduces participants to commonly used large language models and AI assistants such as ChatGPT, Gemini, Microsoft Copilot, DeepSeek and other workplace AI tools. The focus is on practical business application, not technical programming.

Participants will learn how to use AI to improve writing, communication, meeting preparation, report drafting, summarising, planning, problem-solving, decision support, workflow improvement and personal productivity. The programme also addresses responsible AI use, including data privacy, accuracy checking, bias awareness and human judgment.

The course is designed to support measurable workplace outcomes. These include faster task completion, better quality of written outputs, improved thinking structure, clearer communication, stronger decision preparation and more disciplined execution.

What You'll Gain:

Artificial Intelligence is changing the way we work, offering new opportunities to improve productivity, communication, and decision-making. As AI tools become increasingly common in the workplace, professionals need the skills to use them effectively and responsibly.

This programme provides practical, hands-on guidance for using AI tools to work smarter, faster, and with greater confidence. Through real-world applications and proven techniques, participants will learn how to leverage AI to enhance everyday tasks while applying sound judgment, critical thinking, and responsible AI practices.

We hope this programme equips you with valuable skills that can be applied immediately to improve your workplace performance and productivity.

Outcomes



After completing this course participants will be able to:

- Explain how generative AI and common large language models can support workplace productivity, communication, planning and decision-making.
- Apply practical prompting techniques to produce clearer, more accurate and more useful AI-assisted outputs.
- Use AI tools to improve daily workplace tasks such as emails, reports, summaries, meeting notes, action plans and presentations.
- Evaluate AI-generated outputs using human judgment, accuracy checks, privacy awareness and responsible AI principles.
- Develop a personal AI productivity workflow and prompt bank that can be applied immediately in their work environment.

Modules

Lesson 1: Understanding AI for Workplace Productivity

- What generative AI is and how it supports workplace productivity
- Common AI tools, including ChatGPT, Gemini, Microsoft Copilot, DeepSeek and other AI assistants
- What large language models can and cannot do
- Common workplace AI use cases
- AI as a productivity partner, not a replacement for human judgment
- Common risks, misconceptions and limitations

Lesson 2: Prompting Skills for Better AI Outputs

- What makes a prompt effective
- Basic prompt structure: role, task, context, audience and output
- Writing clear instructions for AI
- Setting tone, format, length and level of detail
- Asking AI to refine, improve, compare and challenge ideas

Lesson 3: AI for Workplace Writing and Communication

- Drafting professional emails
- Rewriting messages for tone, clarity and professionalism
- Preparing announcements, memos and internal updates
- Summarising long information into key messages
- Creating first drafts of reports, proposals and briefing notes
- Improving grammar, flow and structure without losing meaning

Lesson 4: AI for Meetings, Notes and Knowledge Work

- Preparing meeting agendas
- Creating discussion guides
- Summarising meeting notes
- Converting notes into action items
- Preparing follow-up emails
- Using AI to structure information for easier review



Lesson 5: AI for Problem-Solving and Decision Support

- Using AI to clarify workplace problems
- Generating possible root causes
- Comparing options, risks and trade-offs
- Preparing decision papers and recommendation notes
- Using AI to challenge assumptions
- Separating AI suggestions from final human decisions

Lesson 6: AI for Planning, Productivity and Workflow Improvement

- Breaking large tasks into action plans
- Creating checklists, SOPs and work instructions
- Improving personal productivity routines
- Using AI for project planning and task sequencing
- Identifying workflow inefficiencies
- Creating simple productivity templates

Lesson 7: Responsible AI Use at Work

- Data privacy and confidential information
- Accuracy checking and fact verification
- Bias, hallucination and misleading outputs
- Ethical AI use in corporate settings
- When not to use AI
- Human accountability and final review

Lesson 8: Personal AI Productivity Playbook

- Building a personal AI use-case map
- Creating a role-specific prompt bank
- Designing an AI-supported daily work routine
- Identifying quick wins and long-term use cases
- Setting workplace application goals
- Presenting personal action commitments

Talk to our expert team

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