

AI IN WORKFORCE PRODUCTIVITY – SUPERCHARGE DAILY WORKFLOWS WITH SMART AI TOOLS

14 hours ZOOM & PHYSICAL Program



HYBRID TRAINING
28 & 29 Oct 2025 (Tue & Wed)



Remote Online Training (Zoom) &

Wyndham Grand Bangsar

Kuala Lumpur Hotel (Physical)

**** Choose either Zoom OR Physical Session**



LEARNING OUTCOMES :

WHO SHOULD ATTEND:

- Managers, team leads, and operations professionals
- HR, marketing, and sales teams
- Admins, content creators, and educators
- Anyone looking to enhance daily productivity with AI tools

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

- Automate content creation and communication using GPT Auto Bot and Claude
- Summarize long documents and organize insights using Notebook LM
- Generate task plans and outlines with Perplexity
- Brainstorm and connect ideas visually using Napkin
- Create short videos and avatars with HeyGen
- Understand the power of AI video generation through Sora
- Use Gamma to create stunning, AI-generated slide presentations in minutes
- Combine multiple AI tools to build seamless, efficient workflows

FOR ENQUIRIES :

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OVERVIEW & PARTICIPANT REQUIREMENTS

This 2 days hands-on workshop helps professionals integrate powerful AI tools such as GPT Auto Bot, Notebook LM, Perplexity, Napkin, Claude AI, Sora, HeyGen, and Gamma (for slide creation) and Zapier into their daily workflows. Participants will learn how to automate communication, generate content, summarize knowledge, brainstorm ideas, manage projects, and create visual/audio presentations using real AI tools. The training emphasizes practical, real-world applications that enhance productivity, creativity, and team efficiency across diverse roles.

Participant Requirements:

- **Laptop with stable internet connection**
- Chrome browser (recommended)
- Registered accounts for:
 - √ GPT Auto Bot
 - √ Claude AI
 - √ Notebook LM
 - √ Perplexity
 - √ Napkin
 - √ HeyGen
 - √ Sora (demo or overview access)
 - √ Gamma (for AI-powered slide creation)
- Headphones for video/audio activities (recommended)

COURSE CONTENT

Day 1: AI for Smart Writing, Communication & Planning

Module 1: Introduction to AI for Workplace Productivity

- Understand what prompting is and why it matters in 2025
- Understanding what Artificial Intelligence is and how it works in today's digital world.
- Introduction to AI tools: ChatGPT, Claude, Perplexity, NotebookLM, etc.
- AI roles in productivity: Write, Analyze, Visualize, Present
- Learn prompt structure: role, task, format, tone
- Develop a "brief writer" mindset to get accurate AI output
- **Activity:** Generate a product tagline using role-based prompt in ChatGPT

Module 2: Smart Email Writing & Internal Communication

- Use ChatGPT and GPT Auto Bot to draft:
 - ✓ Staff announcements
 - ✓ Reminders
 - ✓ Follow-ups
- Structure persuasive emails using the "Hook → Pain → Solution → CTA" model
- Adjust tone: formal, friendly, professional
- **Activity:** Draft a welcome email and a client follow-up using AI

Module 3: Marketing Content & Social Media Post Creation

- Generate weekly social post ideas and schedules using ChatGPT
- Write post captions with tone variation (educational, fun, sales)
- Prepare ad copy for product or promo launches
- **Activity:** Draft a 7-day content calendar with AI-generated post captions

Module 4: Writing Meeting Minutes & SOPs

- Use ChatGPT and Claude to:
 - ✓ Convert transcripts into structured meeting notes
 - ✓ Format with: Date, Agenda, Notes, Action Items
- Write a standard operating procedure (SOP) from a briefing
- **Activity:** Generate a meeting summary and SOP from a raw discussion input

Module 5: Create Custom GPTs for Internal Knowledge Use

- Design GPTs for:
 - ✓ Company FAQs (HR, leave policy, benefits)
 - ✓ Onboarding & company culture
- Deploy GPT links for use by other employees
- **Activity:** Build and test your own HR GPT for internal use

Module 6: Research, Comparison & Summary with Perplexity

- Ask fact-based questions and receive cited sources
- Compare trends or platforms and organize findings in a table
- Use outputs for marketing analysis, HR trends, etc.
- **Activity:** Research industry trends and convert into a summarized report

Module 7: Document Summarization & Study Guides with NotebookLM

- Upload long documents (manuals, policy PDFs, training slides)
- Generate:
 - ✓ Study guide
 - ✓ FAQs
 - ✓ Podcast/video scripts
- Export insights for reuse in content or learning materials
- **Activity:** Create a study guide from a training slide deck

COURSE CONTENT

Day 2: AI for Visuals, Multimedia, Dashboards & Ethical Use

Module 8: AI Data Analysis & Dashboard Creation with Claude

- Upload data (sales, HR, survey, etc.) into Claude
- Ask questions like:
 - ✓ What are top-performing items?
 - ✓ Where are delays or drop-offs?
- Generate plain-language summaries and visual suggestions
- **Activity:** Analyze HR leave trend data and generate KPI dashboard ideas

Module 9: Mind Map Generation with Napkin

- Brainstorm or structure processes visually
- Use for:
 - ✓ Launch plans
 - ✓ Role responsibilities
 - ✓ Event execution flow
- Export mind maps into PDF for sharing and presentation
- **Activity:** Build and export a marketing strategy mind map □ □

Module 10: Poster, Banner, and Visual Generation

- Use ChatGPT to write poster content (title, caption, CTA)
- Generate design visuals using:
 - ✓ Canva AI
 - ✓ Leonardo AI
- Use visuals for:
 - ✓ Events
 - ✓ Product banners
 - ✓ Internal announcements
- **Activity:** Create a poster using ChatGPT + Canva AI template

Module 11: Audio Creation for Branding & Background Use with Suno

- Create soundtracks for:
 - ✓ Company events
 - ✓ Product intros
 - ✓ Social media content
- Customize genre, tone, theme (corporate, calm, upbeat)
- **Activity:** Generate a 15-second jingle for a training program

Module 12: Video Generation with Sora, Runway & Slide Creation with Gamma

- Use:
 - ✓ **Sora** to generate motion video scenes (demo overview)
 - ✓ **Runway** for short clips with minimal edits
 - ✓ **Gamma** to build slide decks from bullet outlines
- **Activity:** Create a short video intro and 3-slide AI presentation deck

Module 13: AI Policy, Security & Ethical Use at Work

- Guidelines:
 - ✓ Do not upload sensitive or personal data
 - ✓ Avoid celebrity likeness or copyrighted music
 - ✓ Don't use AI to create misleading or false claims
- Addressing privacy concerns and best practices when using AI tools, ensuring compliance with data protection standards.
- Discuss AI usage boundaries in real scenarios
- **Activity:** Group case review of 3 AI-generated outputs for compliance check

Module 14: Final Integration Challenge

- Choose a real work scenario:
 - ✓ New hire onboarding plan
 - ✓ Product launch content kit
 - ✓ Department Q1 summary
- Use at least 4 tools:
 - ✓ Write with GPT
 - ✓ Summarize with NotebookLM
 - ✓ Design with Canva/Leonardo
 - ✓ Present with Gamma or video tools
- **Presentation:** Share AI-powered workflow + outputs