

REGISTER 3 PAX, FREE 1 SEAT



14 Hours **ZOOM & PHYSICAL** Program



MASTERING PRODUCTIVITY, ANALYSIS AND **DECISION-MAKING** IN THE AGE OF **AI**

100% HRDC
CLAIMABLE



HYBRID TRAINING

9 & 10 Sept 2026 **(Wed & Thu)**



Remote Online Training **(Zoom)** &
Dorsett Grand Subang Hotel, Selangor
(Physical)

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

LEARNING OBJECTIVES

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

- ✔ Use AI to improve personal and team productivity in everyday work.
- ✔ Structure their requests so AI produces clearer, higher-quality outputs.
- ✔ Communicate more effectively with the help of AI-assisted writing and summarisation.
- ✔ Analyse information and business situations more efficiently.
- ✔ Apply AI tools to support critical thinking and decision-making.
- ✔ Spot opportunities to streamline repetitive or low-value tasks.
- ✔ Design a practical AI-enabled productivity system for daily use.
- ✔ Use AI responsibly while maintaining professional and organisational standards.

WHO SHOULD ATTEND

- Managers and executives
- Team leaders and supervisors
- Administrative and business support professionals
- HR and finance professionals
- Operations and project teams
- Sales, marketing and customer service personnel



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COURSE OVERVIEW

Artificial Intelligence has moved from a buzzword to an everyday tool at work. Used well, it helps professionals manage information, communicate clearly, analyse situations and make better decisions. At the same time, many employees are dealing with heavier workloads, constant reporting demands and pressure to deliver results quickly. Although AI tools are widely available, most people are still unsure how to use them in a practical, meaningful way in their daily work.

This programme is designed to close that gap. Rather than focusing on AI as a content generator, it treats AI as a performance multiplier. Over two days, participants learn how to reduce repetitive work, communicate more effectively, analyse information with greater confidence and support their own decision-making. They will also build simple, sustainable productivity systems they can apply immediately back at work.

Through demonstrations, simulations, workplace scenarios and guided practice, participants develop hands-on AI skills that strengthen both individual performance and organisational results.

Participants do not need a technical background. The focus is on practical workplace application rather than programming or advanced data science.

COURSE CONTENT

MODULE	TOPICS COVERED	PRACTICAL APPLICATION
DAY 1		
Module 1: Winning Back Time in the Modern Workplace	• Current workplace productivity challenges • Information overload and constant interruptions • Context switching and its impact on performance • Identifying time-draining activities • Where AI can create the highest productivity gains	Participants identify their own productivity bottlenecks and create an AI opportunity map that highlights where AI can help them regain time and focus.
Module 2: The Language of AI – Asking Better Questions for Better Results	• Why AI output quality varies • How to structure requests for clearer results • Using context to guide AI responses • Techniques for refining and iterating on outputs • Building reusable prompt frameworks for recurring tasks	Participants transform weak, vague workplace requests into clear, powerful AI instructions that generate more useful, reliable outputs.
Module 3: Communicating with Speed, Clarity and Professionalism	• Writing emails faster without losing quality • Drafting executive summaries and key messages • Turning meeting notes into clear action points • Creating business correspondence and simple reports • Adapting communication styles for different audiences and stakeholders	Participants convert lengthy, unstructured content into concise, professional business communication tailored to different recipients.
Module 4: Managing Information Overload and Research More Efficiently	• Finding relevant information more quickly • Synthesising inputs from multiple sources • Summarising lengthy documents and reports • Extracting key insights and implications • Organising knowledge for easier retrieval and reuse	Participants work with sample documents to generate management-ready summaries and insight packs that can be used for briefings and reporting.

COURSE CONTENT

MODULE	TOPICS COVERED	PRACTICAL APPLICATION
DAY 2		
Module 5: Turning Information into Insights	- Identifying trends and patterns in information - Conducting basic root cause analysis - Recognising signals in qualitative and quantitative data - Drawing logical conclusions from available evidence - Crafting clear recommendations and next steps	Participants analyse realistic workplace scenarios and use AI to turn raw information into structured business insights and recommendations.
Module 6: Better Decisions Through Structured Thinking	- Framing problems clearly before jumping to solutions - Generating and evaluating alternative options - Assessing risks, trade-offs and constraints - Prioritising actions and resources - Using scenario planning to test decisions	Participants work through decision-making simulations using AI-assisted frameworks, practising how to balance human judgment with AI-generated inputs.
Module 7: AI Across Functions and Industries	- Practical use cases in finance reporting - HR documentation and people-related processes - Operations improvement and process optimisation - Customer service and support scenarios - Sales preparation and account research - Management and board reporting	Participants select role-specific or department-specific use cases and apply AI tools to real work challenges they are currently facing.
Module 8: Building Your Personal AI Productivity System	- Designing daily AI workflows and habits - Integrating AI into existing tools and processes - Governance, privacy and data protection considerations - Ensuring sustainable implementation (beyond the “novelty phase”) - Creating an individual plan for continued practice and improvement	Participants design a Personal AI Productivity Blueprint and a 30-Day Action Plan to help them apply what they have learned after the programme..

COURSE AGENDA

Time	Day 1
9:00 – 9:30 am	Introduction and Productivity Challenge Mapping
9:30 – 10:30 am	Module 1: Winning Back Time in the Modern Workplace
10:30 – 10:45 am	Morning Break
10:45 am – 12:15 pm	Module 2: The Language of AI
12:15 – 1:00 pm	Module 3 (Part 1): Communicating with Speed and Clarity
1:00 – 2:00 pm	Lunch
2:00 – 3:30 pm	Module 3 (Part 2): Communication Practice Workshop
3:30 – 3:45 pm	Afternoon Break
3:45 – 5:00 pm	Module 4: Managing Information Overload

Time	Day 2
9:00 – 10:30 am	Module 5: Turning Information into Insights
10:30 – 10:45 am	Morning Break
10:45 am – 12:15 pm	Module 6: Better Decisions Through Structured Thinking
12:15 – 1:00 pm	Module 7 (Part 1): AI Across Functions and Industries
1:00 – 2:00 pm	Lunch
2:00 – 3:30 pm	Module 7 (Part 2): Department-Specific Application Lab
3:30 – 3:45 pm	Afternoon Break
3:45 – 4:45 pm	Module 8: Building Your Personal AI Productivity System
4:45 – 5:00 pm	Reflection, Commitments and Programme Close