

AI Essentials for Non-Technical Business Professionals

Using Artificial Intelligence to Optimise Day-to-Day Operations

6 & 7 April 2026
9.00am - 5.00pm | GMT +8



Concorde Hotel KL
Zoom Platform

WHY YOU SHOULD ATTEND

Artificial Intelligence (AI) is now part of everyday business operations — from writing emails and reports to analysing information, preparing presentations, and supporting decision-making. However, many non-technical professionals are unsure how to use AI correctly, safely, and productively.

This 2-day HRDC-ready training programme is designed to help non-technical business professionals understand AI in simple terms and apply it confidently in their day-to-day work, without coding or technical knowledge.

The programme focuses on: -

- Improving productivity and work quality
- Reducing manual and repetitive tasks
- Using AI responsibly and ethically
- Applying AI immediately after training

Organised by:



WEeventz Pte Ltd (Singapore)
WEeventz Malaysia Sdn Bhd (Malaysia)

TARGET AUDIENCES

This training is suitable for:

- Administrative & Operations Executive / Officer
- HR Manager / HR Business Partner / Talent & Learning Officer
- Marketing Executive / Marketing Manager / Communications Officer
- Business Manager / Department Manager
- Supervisor / Team Leader / Section Head
- Project Coordinator / Project Administrator
- Finance, Accounts & Reporting Executive (Non-Technical)
- Customer Service, Client Relations & Support Manager



This is a **Hybrid event** where participants can choose to attend **In Person** at our training venue or join **Virtually** via Zoom Platform.