

# AI in Workforce Productivity Supercharge Daily Workflows with Smart AI Tools

18 & 19 June 2026  
9.00am - 5.00pm | GMT +8



Concorde Hotel KL  
Zoom Platform

## WHY YOU SHOULD ATTEND

This highly practical programme, AI in workforce productivity is designed to help professionals integrate AI tools into their everyday work processes. Rather than focusing on technical programming, this course emphasizes hands on application of smart AI solutions to automate repetitive tasks, enhance content creation, improve data analysis, optimize communication, and support smarter decision-making.

By the end of the programme, participants will have the confidence and practical skills to use AI responsibly, ethically, and effectively to boost personal and team productivity.

Organised by:



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

## TARGET AUDIENCES

This training is suitable for:

- Managers and Executives
- Administrative and Operations Professionals
- HR, Finance, and Sales Teams
- Marketing and Communication Professionals
- Project Managers
- Entrepreneurs and Business Owners
- Any professional seeking to improve efficiency using AI tools



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

# WORKSHOP OVERVIEW

Artificial Intelligence is no longer a futuristic concept, it is a practical workplace tool transforming how professionals think, create, analyze, and execute daily tasks. Organizations that leverage AI effectively are achieving faster turnaround times, better decision-making, improved communication, and significant productivity gains.

This 2-day 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.

## PREREQUISITES

- Familiarity with tools like Google Docs, Excel, and email
- Curiosity and openness to adopt AI tools in daily work

## 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)

### PRE-COURSE QUESTIONNAIRE

A questionnaire will be forwarded to you to establish your exact training needs and issues of concern to ensure that you gain maximum value from this course. Your completed questionnaire will be analysed by the course facilitator prior to the training and addressed during the training.

## MAJOR BENEFITS OF ATTENDING

By end of this course, delegates will be able to learn how 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

# COURSE OUTLINE

## DAY ONE

### 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, memos, and reminders
  - Follow-up emails, thank-you notes, and customer replies
  - Reports summaries and proposal introductions
    - Structure persuasive business emails using the "Hook → Pain → Solution → CTA" model
    - Customize tone and language to suit different stakeholders: formal, friendly, or persuasive
    - Generate clear subject lines, bullet summaries, and action-oriented closings
    - Convert bullet points or meeting notes into structured business emails or briefs
- Activity:
  - Draft a welcome email, a client follow-up, and a short internal report using AI
  - Rewrite an unclear email into a polished, professional version using tone adjustment

#### 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

#### INHOUSE TRAINING

In-house training, specifically designed for your organization, can be a cost-effective way to train a group of staff. All WEventz course listed are available to be run in person or virtually, whatever suits you, either as they stand or modified to suit your needs. If you have other areas that you would want covered in a training session, please contact us to discuss your needs and we will try to help.

## DAY TWO

### 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

#### PROGRAM SCHEDULE | GMT +8

8.45am	-	Registration
9.00am	-	Session Begins
10.30am	-	Break
10.45am	-	Session Resumes
12.15pm	-	Lunch Break
1.45pm	-	Session Resumes
3.15pm	-	Break
3.30pm	-	Session Resumes
5.00pm	-	Sessions Ends

## THE TRAINER



### CLARA TAN

Excel Expert and AI & Automation Specialist

Clara is an HRDC Accredited Trainer, Excel Expert, and AI & Automation Specialist with a solid academic background—a Degree in Mathematics Education from Universiti Putra Malaysia (UPM). With extensive experience in data analysis, workflow automation, HR analytics, and marketing insights, she empowers organizations to transform raw data into valuable, actionable insights. Clara is proficient in Microsoft Excel (Beginner to Advanced), Power Query, Power Pivot, SQL, Google Workspace, PowerPoint, Word, Canva, and AI tools such as ChatGPT. Her expertise lies in combining technical knowledge with business acumen to create efficient, data driven strategies. She offers a wide range of training programs, including Microsoft Excel for all levels, Data Analysis & Visualization, HR & Marketing Analytics Using AI & Excel, Data Automation & AI for Businesses, and Professional Portfolio Building using Google Sites.

Clara's sessions are practical and results-oriented, using on real-world applications like dynamic dashboards, streamlined reporting, and effective data storytelling. Her training also emphasizes modern business tools and how to use AI effectively for content creation, marketing, automation, and improved decision-making. Clara has developed impactful data models and automation solutions, such as an attendance tracking system that processed over 100,000 rows of student data, a centralized database integrating student IDs, attendance, and parent contact info, and a performance evaluation model using over 60 data tables. She also built dynamic reports that enhanced strategic planning for educators and administrators. Passionate about digital empowerment, Clara's engaging, hands-on approach makes her a highly sought-after trainer for professionals, educators, and businesses aiming to thrive in a data driven world.

### PARTIAL LIST OF CLIENTS

- YTL Corporation
- UOA Academy
- Hong Leong Group
- Genting Group
- Etiqa
- MK Electric
- City Facility Management
- University Teknologi Petronas
- DHL
- Xiamen University Malaysia
- University Kuala Lumpur
- Bina Setul Sdn. Bhd.
- CBH Engineering Holding Berhad
- Pharmaniaga Berhad Combipack Sdn. Bhd.
- CSC Steel Holdings Berhad
- Heveaboard Berhad
- ePure (MSM Malaysia Holdings Berhad)
- Mandi B.P. Sdn. Bhd.
- Syarikat Perusahaan Punca Jaya Sdn. Bhd. (based on SPP logo)
- De Poun Garden
- Scania (Malaysia) Sdn. Bhd.
- Evergreen Fibreboard Berhad
- JoonHee Micron Sdn. Bhd.
- Gongga Food Sdn. Bhd.
- MISUMI (Malaysia) Sdn. Bhd.
- Ferco Seating Systems (M) Sdn. Bhd.
- PProfChem Sdn. Bhd.
- KDEB Waste Management

**EVENT REGISTRATION FORM WE 2955****COMPANY INFORMATION** *(For billing purposes)*

Organization: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_ Tel: (     ) \_\_\_\_\_

**ENQUIRY | SUBMISSION**

Completion of registration form and directly to the person in charge below: -

Name: Wianto K

Whatsapp: (+62) 8226 1132 899

Email: wianto.k@weventz.sg

**REGISTRATION FEE****IN PERSON**Individual Pricing  
*1 Delegate* **SGD 2,595**Group Pricing  
*2 or more delegates* **SGD 2,295** per pax

- The above amount payable is net withholding taxes or any other taxes. If any, will be borne by the customer
- Fee is inclusive of course documentation, luncheons, refreshments and 15% service charge

**VIRTUAL**Individual Pricing  
*1 Delegate* **SGD 1,495**Group Pricing  
*2 or more delegates* **SGD 1,195** per pax

- The above amount payable is net withholding taxes or any other taxes. If any, will be borne by the customer

**DELEGATES' DETAILS**

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Email: \_\_\_\_\_

**AUTHORISATION***Signatory be authorised to sign on behalf of contracting organisation. E.g: HR / Training Personal, Approving Superior*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Job Title: \_\_\_\_\_

**HOTEL ACCOMMODATION (IN PERSON)****Concorde Hotel Kuala Lumpur, Malaysia**

2, Jln Sultan Ismail, Kuala Lumpur, 50250 Kuala Lumpur, Malaysia

**\*\*Accommodation are to be settled by delegates directly with the hotel. Please note that rooms are available on a first-come-first-served basis. Hotel reservations and travel arrangements are the responsibilities of the registrant.****Payment Policy:** Payment is due in full at the time of registration. PLEASE NOTE: Payment must be received prior to the commencement of the training unless agreed otherwise. WEventz Pte Ltd (hereinafter called "WEventz" reserves the right to refuse admission if payment is not received on time. If payment is not received by the mutually agreed payment date, 10% penalty will be charged to the bill.**Cancellations & Substitutions:** Substitute delegate(s) will be accepted at any time prior to the event at no additional charge. WEventz will not provide refunds for cancellations. All bookings carry a 50% liability immediately after a fully completed registration form has been received by the WEventz. Please note that a written notice of the cancellation must be received via email 3 weeks prior to the event date in order to obtain the balance of the event fee as a credit to be applied against another Weventz program. Cancellation of any event with less than 3 weeks' notice prior to the event date carry a 100% liability; however the delegate will still be entitled to a complete set of course documentation. Weventz will not be able to mitigate its losses for less than 50% of the contract value in case of dispute with the client or cancellation of this contract by any one party.**Program Change Policy:** Please note that speakers and topics were confirmed at the time of publishing. WEventz reserves the right to alter or modify the advertised speakers and/or topics if necessary, without penalty and in such situations no refunds, or part refunds. **Indemnity:** Should for any reason outside the control of WEventz training, speakers change, or the event be cancelled, WEventz shall endeavour to reschedule, but the client hereby indemnifies and hold WEventz harmless from and against any and all costs, damages and expenses, including attorney's fees, which are incurred by the client.