

# Human + AI Productivity Tools & Workflow Systems

*Redesign Your Productivity with the Power of Human+AI*

**29 & 30 June 2026**  
9.00am - 5.00pm | GMT +8



**Concorde Hotel KL**  
**Zoom Platform**

## WORKSHOP OVERVIEW

The Human+AI Productivity Tools workshop is a practical, hands-on 2-day programme designed to help professionals integrate AI into their daily work in a structured, responsible, and highly productive way. Participants will explore how Human+AI collaboration can enhance communication, planning, research, documentation, and decision-making — while ensuring human oversight, critical thinking, and professional judgement remain central to every process.

Across interactive modules, real-world activities, and workflow design exercises, participants will learn how to identify automation opportunities, apply effective prompting techniques, build smarter productivity systems, and develop clear Human+AI workflows that improve efficiency and collaboration. The workshop also addresses essential governance topics such as data privacy, ethical AI usage, and organisational guidelines, ensuring participants leave with both the practical tools and the strategic understanding needed to implement AI responsibly and effectively in the workplace.

Organised by:



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

[www.weventz.sg](http://www.weventz.sg)

## TARGET AUDIENCES

This session is specifically designed for Admin/Productivity Practitioners focusing yet not limited to: -

- Executive Assistants & Personal Assistants
- Administrative & Business Support Professionals
- Project Coordinators & PMO Professional
- HR & L&D Executives
- Operations Executives
- Marketing, Communications & Content Executives
- Corporate Executives & Knowledge Workers

This training enables professionals to design, implement, and optimize Human+AI workflows that improve productivity, decision-making, and operational efficiency — while maintaining governance and human oversight.



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

Strictly limited number of seats to ensure maximum learning and experience for all participants  
Thorough and customized program to address current market concerns  
Provision of a digital certificate to participants at the end of the training