

PROGRESS LINK

TRAINING & CONSULTANCY SDN BHD

GENERATIVE AI IN THE WORKPLACE: PRODUCTIVITY, PRIVACY AND GOVERNANCE



Remote Online Training
(via ZOOM)



*Boost Productivity with
Responsible AI*



05 MAY 2026
(TUE)



9:00 AM
5:00 PM



ONLINE
VIA ZOOM



Register Now!



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Course Overview

Generative Artificial Intelligence (AI) is transforming the way organisations work, communicate, and make decisions. Modern AI tools enable employees to automate routine tasks, generate professional content, analyse information quickly, and support decision-making processes. When applied effectively, generative AI can significantly improve workplace productivity and enhance operational efficiency across different functions.

However, the increasing use of AI technologies also raises important concerns related to information accuracy, data privacy, and responsible usage. Organisations must ensure that employees understand both the capabilities and limitations of generative AI tools, as well as the potential risks associated with sharing sensitive information or relying on AI-generated outputs without proper verification.

This programme provides a practical introduction to generative AI applications in the workplace. Participants will learn how to craft effective prompts, use AI tools to generate professional communications, develop operational documents such as Standard Operating Procedures (SOPs), and create visual content and presentations using AI-powered platforms. Through hands-on exercises, participants will experience how generative AI can support everyday work tasks including writing emails, summarising information, brainstorming ideas, and preparing presentations.

In addition to productivity applications, the programme also addresses key considerations related to privacy protection, responsible AI usage, and organisational governance. Participants will gain awareness of common risks associated with generative AI and learn best practices for integrating AI tools into workplace environments safely and responsibly.

By the end of the programme, participants will be able to apply generative AI tools productively while maintaining responsible and secure workplace practices.



Learning Outcomes

By the end of this workshop, participants will be able to:

- ✓ Explain the fundamental concepts, capabilities, and limitations of generative AI in workplace applications
- ✓ Apply effective prompt structuring techniques to generate relevant and accurate AI outputs for workplace tasks
- ✓ Demonstrate the use of generative AI tools to produce workplace content such as emails, summaries, and reports
- ✓ Perform AI-assisted tasks including content development and presentation creation in accordance with best practices
- ✓ Demonstrate awareness of ethical considerations, data privacy, and responsible usage when applying generative AI

Course Benefits

Participants will gain practical skills in using generative AI tools to improve workplace productivity and communication. The programme also increases awareness of privacy risks and responsible AI usage, enabling organisations to adopt AI technologies more safely while maintaining professional standards and protecting sensitive information.

Who Should Attend?

This programme is suitable for managers, executives, administrative staff, HR personnel, customer service staff, marketing professionals, and any employees who wish to enhance their productivity using generative AI tools while understanding the importance of privacy, responsible usage, and organisational governance.



Training Methodology

The programme adopts an interactive online learning approach combining instructor-led presentations, live demonstrations of generative AI tools, guided hands-on exercises, case discussions, and collaborative activities. Participants will practise using AI tools to create workplace documents, visual content, and presentations while discussing responsible and secure AI usage.

Training Preparation

Participants are required to have a laptop or computer equipped with a camera, microphone, and speakers, as well as a stable internet connection to participate effectively in this online session conducted via Zoom. Participants should also ensure that they have active accounts for Microsoft Copilot, Google Gemini, and ChatGPT to facilitate the hands-on exercises during the training.

Training Duration

Full 1 day training (9:00 am-5:00 pm)

Public Program Course Fee (HRD Corp Focus Area)

Single Registration – RM 1,200.00 nett per participant

Group Registration – RM 900.00 nett per participant
(Minimum 4 participants from the same organization)

(The fee covers training materials, supplementary notes, a detailed training report with assessment and a Certificate of Completion)



In-House Training Enquiry

For more information regarding our In-House/ Public Program courses, please email us your inquiry at sales@progresslink.com.my

or to speak to our Sales Consultant at +604- 297 6881 or 011-1289 6881

For public program schedules, please visit our website: www.progresslink.com.my/events/

Register
TODAY
TRAINING FEES ARE ELIGIBLE FOR
HRD CORP CLAIMABLE COURSE SCHEME.



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ONE DAY COURSE MODULE

Module 1: Introduction to Generative AI in the Workplace

- Overview of generative AI concepts
- Capabilities and limitations
- Workplace use cases and applications

Module 2: Prompt Engineering Fundamentals

- Principles of effective prompting
- Structuring prompts for accuracy and relevance
- Prompting techniques and examples

(Activity: Construct structured prompts using different formats (role, instruction, context) to generate workplace outputs)

Module 3: Practical Applications of Generative AI in the Workplace

- AI-assisted email drafting
- Report writing and summarisation
- Content generation for workplace tasks

(Activity: Use AI tools to generate workplace content)

Module 4: AI for Productivity and Content Development

- AI for presentation development
- AI-assisted document creation
- Productivity enhancement through AI tools

(Activity: Develop a short presentation or document using AI tools)

Module 5: AI Ethics, Privacy and Governance

- Data privacy considerations
- Responsible AI use
- Governance and workplace guidelines

(Discussion: Analyse case scenarios related to AI misuse and responsible adoption)