

## GENERATIVE AI IN THE WORKPLACE: PRODUCTIVITY, PRIVACY AND GOVERNANCE

HRD Corp registered training program ID: 10001707654



*Boost Productivity with  
Responsible AI*



Face to face  
Instructor-Led Training



10 AUG 2026  
(MON)



9:00 AM  
5:00 PM



Jazz Hotel,  
Penang



**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 and capabilities of generative AI.
- ✓ Understand how prompt structures influence AI-generated outputs.
- ✓ Apply effective prompting techniques to generate workplace content.
- ✓ Use generative AI tools to support professional communication and operational tasks.
- ✓ Generate workplace documents such as emails, SOPs, and summaries using AI.
- ✓ Apply AI tools to create visual content and presentation materials.
- ✓ Identify potential risks associated with generative AI usage in the workplace.
- ✓ Understand privacy considerations when using AI tools.
- ✓ Apply responsible practices for the safe use of generative AI.
- ✓ Recognise the importance of governance and guidelines for organisational AI adoption.

## 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

This training uses expert-led presentations, case studies, hands-on exercises, and group discussions. Real-world scenarios, live demonstrations, and Q&A sessions enhance understanding, while guided workshops equip participants with practical strategies for seamless implementation and compliance within their organisations.

## Training Duration

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

## HRD Corp Registered Program ID Nos

10001707654

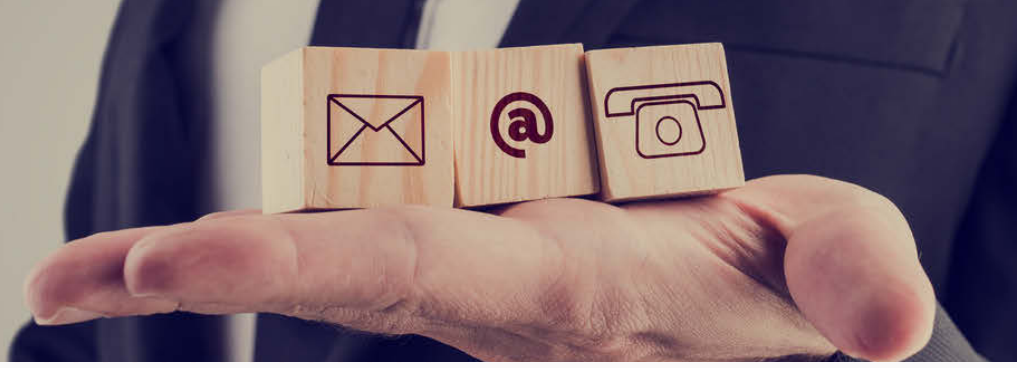
## Public Program Course Fee

Single Registration – RM 1,480.00 nett per participant

Group Registration – RM 1100.00 nett per participant  
(For 4 participants or more from the same organization)

*(The fee covers training materials, lunch, coffee/tea, snacks, supplementary notes, a detailed training report with assessment and a Certificate of Completion)*

Scan  
for more  
information



## In-House Training Enquiry

For more information regarding our In-House/ Public Program courses, please email us your inquiry at [sales@progresslink.com.my](mailto: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/](http://www.progresslink.com.my/events/)

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



### **PROGRESS LINK TRAINING & CONSULTANCY SDN BHD (880988-H)**

Address: C-3-1, Vantage Desiran Tanjung, Jalan Tanjung Tokong,  
10470 Tanjung Tokong, Penang, Malaysia.

Tel : +6 04- 297 6881 Fax : +6 04- 297 6882

Email: [sales@progresslink.com.my](mailto:sales@progresslink.com.my)

Website: [www.progresslink.com.my](http://www.progresslink.com.my)

# ONE DAY COURSE MODULE

## **Module 1: Foundations of Generative AI and Prompting Techniques**

- Introduction to generative AI and workplace applications
- Overview of AI tools such as ChatGPT and similar platforms
- Understanding prompt structures: role, input, and instruction layers`
- Prompt building techniques: zero-shot and structured prompting

*Practical Exercise:*

*Participants practise crafting prompts to generate workplace summaries and instructions.*

## **Module 2: AI for Professional Communication and Workplace Operations**

- Using AI to draft professional emails and messages (Complain, Approval, Clarification)
- Generating Standard Operating Procedures (SOPs) using AI
- Improving tone, clarity, and structure in workplace communication
- Developing simple policy frameworks using AI tools

*Hands-On Activity:*

*Participants create a sample SOP or operational guideline using AI.*

## **Module 3: Visual Creativity and Content Development with AI**

- Introduction to AI tools for visual content generation
- Prompt crafting for text-to-image tools
- Reverse engineering images into descriptive prompts
- Overview of AI tools for multimedia content creation

*Practical Exercise:*

*Participants generate visual content using AI prompts.*

## **Module 4: AI-Assisted Presentation Development**

- Structuring presentations for stakeholder communication
- Drafting presentation outlines using AI
- AI-enhanced slide generation using tools such as Gamma, Napkin, and Microsoft 365 AI features

*Hands-On Activity:*

*Participants generate a short presentation from AI prompts.*

## **Module 5: Privacy, Risk Awareness, and AI Governance**

- Data privacy considerations when using generative AI
- Risks of sharing sensitive organisational information
- Responsible AI practices in the workplace
- Establishing organisational AI usage guidelines

*Discussion:*

*Participants analyse case scenarios related to AI misuse and responsible adoption.*

# PROGRESS LINK

## REGISTRATION FORM

### GENERATIVE AI IN THE WORKPLACE: PRODUCTIVITY, PRIVACY AND GOVERNANCE

10th AUGUST 2026 (MON)

The Manager  
PROGRESS LINK TRAINING & CONSULTANCY SDN BHD  
C-3-1, Vantage Desiran Tanjung, Tanjung Tokong, 10470 Tanjung Tokong, Penang, Malaysia.  
Tel: 04-297 6881; Fax: 04-297 6882  
Email: sales@progresslink.com.my

Dear Sir/Madam,

Please register the following participant(s) for this program as follows:-

Course Title: GENERATIVE AI IN THE WORKPLACE: PRODUCTIVITY, PRIVACY AND GOVERNANCE

Date: 10th AUG 2026 (MON)

Venue: JAZZ HOTEL, PENANG

**Registration (Please tick (✓) accordingly)**

Single registration (1 x participant) = RM1,480.00     2 x participants = RM2,960.00     3 x participants = RM4440.00

Group registration discount (Minimum 4 participants or more from the same organisation)

No. of participants \_\_\_\_\_ x RM 1,110.00 per pax = Total RM \_\_\_\_\_

**Payment Method (Please tick (✓) accordingly)**

Claim under HRD Corp Claimable Courses scheme (Program ID:10001707654- Public Program)

Enclosed cheque nos. \_\_\_\_\_ being payment made in favour of "PROGRESS LINK TRAINING & CONSULTANCY SDN BHD"

Online transfer / Direct bank-in to PUBLIC BANK BERHAD account number 3194 100 708 (please email us the bank-in slip)

Requested by:

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

Designation: \_\_\_\_\_

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

Company name: \_\_\_\_\_

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

Tel No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

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

Date: \_\_\_\_\_

Company Stamp

Terms & Conditions:-

Kindly forward the payment to us at least one week before the commencement of the program. A completed registration form submitted by fax, mailed, or e-mailed to Progress Link & Consultancy Sdn Bhd would be confirmed. All cancellations must be made in writing. There will be no charge for cancellations received 14 or more working days before the start of the program. Cancellation received between 7 – 13 working days before the start of the program is subject to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the program is subject to a full 100% cancellation fee of the course fees. If the full course fees are payable if the participant fails to attend the program. However, a replacement may be accepted at no additional cost, subject to approval. Progress Link Training & Consultancy Sdn Bhd reserves the right to change the facilitator, reschedule or cancel the program and all efforts will be taken to inform participants of the changes. Should the program be cancelled or postponed, Progress Link Training & Consultancy Sdn Bhd is not responsible for covering airfare, hotel, other travel costs, or any additional costs incurred by the participants.

1. Participant Name :

IC or Passport No :

Designation :

Mobile No:

Email address :

2. Participant Name :

IC or Passport No :

Designation :

Mobile No:

Email address :

3. Participant Name :

IC or Passport No :

Designation :

Mobile No:

Email address :

4. Participant Name :

IC or Passport No :

Designation :

Mobile No:

Email address :

5. Participant Name :

IC or Passport No :

Designation :

Mobile No:

Email address :

*(If there are more participants, please attach a separate list)*