

AI for the Workplace

Making Everyday Work Easier

1 day | 6 learning hours | English or Bahasa Malaysia

WHO IT IS FOR

Corporate staff, administrators, executives and educators who want a practical introduction to AI for everyday tasks.

Use AI to draft and improve workplace communication, turn information into action, and organise routine work.

Practise with the tools and account access agreed for your group.

BY THE END, PARTICIPANTS CAN

1. Write a prompt using context, task, format and tone.
2. Draft and improve an email, checking facts and appropriateness.
3. Summarise a sample report and extract owners and actions from meeting notes.
4. Organise a simple task table and identify errors or gaps in AI output.

WORKSHOP FLOW

09:00-10:30

Choose a task and prompt clearly

AI strengths and limits; context, task, format and tone. Exercise: improve a vague prompt using a sample workplace request.

10:45-12:15

Write with clarity

Draft and refine emails in a selected AI tool. Exercise: compare drafts for accuracy, tone and a clear next step.

13:15-14:45

Turn information into action

Summarise reports and extract meeting actions. Exercise: check every owner and deadline against the supplied source.

15:00-16:30

Organise, check and apply

Structure a task table in Sheets; review AI output. Exercise: complete one reusable workflow and a seven-day action plan.

PREPARATION

Laptop, internet and organisation-approved access to the selected tools. Google Workspace AI features may require eligible accounts; confirm access before delivery. Use supplied sample or anonymised data.

PRACTICE & TAKEAWAYS

Review a prompt, an email and an action table for accuracy and clarity. Participants leave with reusable prompts and a checked workflow.