

DIGITAL & AI

Generative AI for Business

Beginner · 2 days · Online

Level	Beginner
Duration	2 days
Delivery	Online
Funding	HRD Corp SBL-Khas claimable subject to employer eligibility and approval. Corporate and self-pay options available.

Programme Overview

Generative AI is quickly becoming a practical productivity layer for modern organisations. This course introduces business users to safe, useful and repeatable ways to apply AI tools in daily work. Participants learn how large language models behave, where they add value, and where human judgement remains essential. The programme covers prompt design, document drafting, ideation, research support, meeting summarisation, workflow improvement and policy-aware use. Rather than focusing on hype, the course gives learners a grounded approach for using AI responsibly in Malaysian workplace contexts. Activities include developing prompts for HR, operations, sales, reporting and internal communication tasks. Participants leave with a personal prompt library and a practical adoption checklist for their teams.

Learning Outcomes

- Explain what generative AI can and cannot do
- Write structured prompts for common business tasks
- Improve documents, emails, proposals and summaries with AI support
- Identify privacy, bias and accuracy risks
- Build reusable prompt templates for team workflows
- Create an AI adoption checklist for the workplace

Programme Structure

Day 1

- Core concepts and workplace context
- Guided demonstrations and hands-on exercises
- Group work, review and implementation planning

Day 2

- Core concepts and workplace context
- Guided demonstrations and hands-on exercises
- Group work, review and implementation planning

Who Should Attend

Managers, executives, HR teams, operations staff, trainers, administrators and professionals who want practical AI productivity skills.

Prerequisites

No coding required. Participants should have basic digital literacy.

Assessment & Certification

Participants complete practical exercises, group activities and a post-course review. A Certificate of Attendance is issued by TVET Digital Academy upon completion.

Fees & HRD Corp Funding

HRD Corp SBL-Khas claimable subject to employer eligibility and approval. Corporate and self-pay options available.

To request a formal quotation, HRD Corp documentation pack, or to enrol, contact the Programme Secretariat on WhatsApp 013-394 2462 or email tvetdigital@gmail.com.