SKILLS FUTURE & ARTIFICIAL INTELLIGENCE (AI) ACADEMY



HALF-DAY LIVE ONLINE WORKSHOP

LIVE ONLINE VIA ZOOM · HRD CORP CLAIMABLE

CHATGPT vs COPILOT vs GEMINI

MAKING THE RIGHT AI INVESTMENT DECISION FOR YOUR ORGANISATION

TRAINER
Ts. Dr. Muhamad Hariz Muhamad Adnan

METHOD
Live Online via Zoom

DATE
23 December 2026 (Wednesday)

TIME
9.00 am – 1.15 pm

DURATION
Half Day · 4 Training Hours

COURSE FEE
RM 399.00 / pax

HRD Corp No. Siri Kursus:
TBC

- Certificate of Attendance provided
- Training materials provided

WHAT YOU WILL COVER

01 The Enterprise AI Assistant Landscape
02 Side-by-Side Capability Test (Hands-on)
03 Security, Data Governance and Compliance
04 Cost, Licensing and Return on Investment
05 Decision Framework and Adoption Roadmap

ORGANISER
SKILLS FUTURE & ARTIFICIAL INTELLIGENCE (AI) ACADEMY
MyCoID: 202603288686
A-17-11 Neu Suites Ampang, Jalan Nipah,
Off Jalan Ampang, 55000 Kuala Lumpur

Fariz +6016 2402 246 · Farven +6014 7043 566
academy.skillsfuture@gmail.com
skillsfuture.com.my

01 Course Summary

This half-day programme equips decision makers to choose the AI assistant platform that best fits their organisation. Participants compare ChatGPT, Microsoft Copilot and Google Gemini side by side on the same real workplace tasks, then examine each option through the lenses that matter for an investment decision: integration with the existing productivity suite, data security and governance, PDPA alignment, licensing models, total cost of ownership and measurable return on investment. The session ends with each group applying a weighted decision matrix and a 30-60-90 day pilot plan to their own organisation, so participants leave with a defensible, evidence-based recommendation rather than a vendor-driven choice.

02 Learning Objectives

Upon completion of this training programme, participants will be able to:

1. Explain the key features, capabilities and differences between ChatGPT, Microsoft Copilot and Google Gemini, including their respective business and enterprise applications.
2. Evaluate and compare the capabilities of the three AI platforms by performing practical workplace tasks, assessing their accuracy, relevance, productivity benefits, ease of use and integration with existing organisational systems.
3. Assess the data security, privacy, governance and compliance considerations of each platform, including enterprise data protection, access controls and alignment with Malaysia's Personal Data Protection Act 2010 (PDPA).
4. Analyse the licensing structures, subscription costs and total cost of ownership (TCO) associated with adopting each AI platform within the organisation.
5. Calculate and evaluate the potential return on investment (ROI) of AI adoption by identifying productivity gains, time savings, operational efficiencies and measurable business outcomes.
6. Apply a weighted decision-making matrix to assess and select the most suitable AI assistant platform based on organisational requirements, budget, existing technology infrastructure and strategic priorities.
7. Develop a practical 30-60-90 day AI adoption and implementation roadmap, incorporating pilot testing, success indicators, risk management and organisational readiness.

03 Who Should Attend

- ✓ Senior managers and heads of department
- ✓ IT managers
- ✓ Digital transformation leads
- ✓ Procurement and finance managers
- ✓ Executives involved in technology selection or budgeting

MINIMUM QUALIFICATION

Diploma or above; basic computer literacy. Working experience with Microsoft 365 or Google Workspace is an advantage.

04 Methodology

- Interactive lectures and live demonstrations of AI tools
- Hands-on practice using participants' real work tasks and scenarios
- Mini projects and build-along workflow demonstrations
- Pre-assessment and post-assessment to measure improvement

50% Theory & Demo | **50% Hands-on**

COPYRIGHT RESERVED BY SKILLS FUTURE & ARTIFICIAL INTELLIGENCE (AI) ACADEMY 2026

HALF DAY · COMPARING ENTERPRISE AI ASSISTANTS AND BUILDING THE INVESTMENT CASE

Course Outline & Schedule

9.00 – 9.45 am · 0.75 hour

Module 1 · The Enterprise AI Assistant Landscape

- How generative AI assistants work: language models, context, and grounding on organisational data.
- Positioning of ChatGPT, Microsoft Copilot and Google Gemini across personal, business and enterprise tiers.
- Ecosystem fit: matching each platform to the organisation's existing productivity suite and workflows.

9.45 – 11.00 am · 1.25 hours

Module 2 · Side-by-Side Capability Test (Hands-on)

- Same prompt, three tools: email drafting, report summarisation, data analysis and presentation drafting.
- Integration depth: Outlook, Teams and Excel versus Gmail, Docs and Sheets versus a standalone workspace.
- Scoring each tool with a rubric covering accuracy, relevance, speed, ease of use and output quality.

11.00 – 11.15 am · Break

11.15 am – 12.00 pm · 0.75 hour

Module 3 · Security, Data Governance and Compliance

- Data handling: enterprise data protection, use of customer data for model training, and data residency.
- Admin controls, access permissions and the risk of oversharing internal documents through AI.
- Alignment with the Personal Data Protection Act 2010 (PDPA) and an internal AI usage policy.

12.00 – 12.45 pm · 0.75 hour

Module 4 · Cost, Licensing and Return on Investment

- Licensing models: per-user subscriptions, add-on versus bundled licences, and pilot licences.
- Total cost of ownership: licences, training, change management and administration effort.
- Building an ROI worksheet: time saved per task, number of users and staff cost per hour.

12.45 – 1.15 pm · 0.50 hour

Module 5 · Decision Framework and Adoption Roadmap

- Weighted decision matrix tailored to the organisation's priorities and constraints.
- Pilot design: user groups, success metrics and a 30-60-90 day rollout plan.
- Group presentation of a platform recommendation for participants' own organisation, followed by post-assessment.

TOTAL TRAINING HOURS — **4.00 hours**

Note: Training hours exclude the 15-minute break. Participants need a laptop with a stable internet connection; trial or existing accounts for ChatGPT, Microsoft Copilot and Google Gemini are recommended for the hands-on comparison. The Zoom link will be shared upon registration.



YOUR TRAINER

TS. DR. MUHAMAD HARIZ MUHAMAD ADNAN

AI & Digital Transformation Trainer · HRD Corp Certified Trainer (TTT)

Senior Lecturer at the Faculty of Computing and Meta-Technology, Universiti Pendidikan Sultan Idris (UPSI), and a Professional Technologist (MBOT). Since 2017 he has trained more than 2,000 participants from the public and private sectors through a portfolio of 16 signature programmes, delivered in English and Bahasa Melayu.

EDUCATION

PhD in Information Technology, Universiti Teknologi PETRONAS

MSc & BSc (Hons) Computer Science, Universiti Sains Malaysia

AWARDS

Teaching & Learning Festival 2022 – Diamond Award

Winner, National Hackathon for Digitalising Government Services

HRD Corp Accredited Trainer · MDEC eUsahawan Certified Trainer · Google Ads Certified · Meta Blueprint Certified · AI & Data Science · Digital Marketing · Technopreneurship

COPYRIGHT RESERVED BY SKILLS FUTURE & ARTIFICIAL INTELLIGENCE (AI) ACADEMY 2026

REGISTRATION FORM

SKILLS FUTURE & ARTIFICIAL INTELLIGENCE (AI) ACADEMY

Topic: ChatGPT vs Copilot vs Gemini: Making the Right AI Investment Decision for Your Organisation

Date: 23 December 2026 (Wednesday)

Time: 9.00 am – 1.15 pm

Method: Live Online via Zoom

Course Fee: RM 399.00 / pax

HRD Corp No. Siri Kursus: TBC

BILLING DETAILS

Organisation			
Address			
Contact (Office)		**Contact (Mobile)**	
Contact Person (PIC)		**Email (PIC)**	

PARTICIPANT DETAILS

NO	PARTICIPANT NAME	NRIC NO	DESIGNATION	MOBILE	EMAIL
1					
2					
3					
4					
5					

Please scan and email this registration form to **academy.skillsfuture@gmail.com**
or WhatsApp it to **Fariz +6016 2402 246** | **Farven +6014 7043 566**

REGISTRATION GUIDELINES

Step 1 Download the brochure from our website: skillsfuture.com.my

Step 2 Fill in the registration form and send it to our team via email or WhatsApp.

Step 3 After receiving our email confirmation (including the proforma invoice and HRD Corp supporting documents), apply for the HRD Corp grant and email us the grant approval. No pre-payment is required for HRD Corp-registered companies.

Step 4 Non-HRD Corp registered companies: make payment directly to us and email the proof of payment.

Step 5 Upon training completion, we will submit the claim to HRD Corp.

PAYMENT

Bank: **OCBC Bank (Malaysia) Berhad**

Account No: **7041338275**

Account Name: **SKILLS FUTURE & ARTIFICIAL INTELLIGENCE AI ACADEMY**

Please email or WhatsApp us the payment proof and registration form.

Cancellation Policy: Any cancellation within one (1) week before the event is not refundable. Course fees are non-refundable once a reservation has been confirmed. Cancelled unpaid registrations will be liable for full payment of the course fees.

Replacements: Registrations are not interchangeable, but replacements are accepted. Please notify us at least five (5) days before the event.

Recording: Video / sound recording is strictly prohibited.

Disclaimer: All information contained in this brochure is correct and accurate at the time of printing. The Course Organiser reserves the right to cancel, amend and/or change the programme if warranted by circumstances beyond its control, and to make alternative arrangements without prior notice should it be necessary. Upon signing the registration form, you are deemed to have read and accepted these terms and conditions.

COPYRIGHT RESERVED BY SKILLS FUTURE & ARTIFICIAL INTELLIGENCE (AI) ACADEMY 2026