SKILLS FUTURE & ARTIFICIAL INTELLIGENCE (AI) ACADEMY

1-DAY HANDS-ON WORKSHOP



PUBLIC PROGRAMME · HRD CORP CLAIMABLE

MASTERING AI IN 2026

CHATGPT 5, GROK, CLAUDE, GEMINI, AGENTS & AUTOMATION

TRAINERS
Coach Buvna & Coach Nanda

METHOD
Face to Face (Public)

DATE
21 December 2026 (Monday)

TIME
9.00 am – 5.00 pm

VENUE
Renaissance Hotel, Kuala Lumpur

COURSE FEE
RM 999.00 / pax

HRD Corp No. Siri Kursus:
10001794663

- Certificate of Attendance provided
- Training materials provided
- Lunch, coffee & tea breaks provided

COURSE HIGHLIGHTS

01 AI Landscape 2026 – Understanding Modern AI Tools
02 Prompting Mastery for Workplace Productivity
03 Using AI for Daily Work Tasks
04 AI Agents & Automation Fundamentals
05 Building AI Workflows for Productivity
06 AI Use Cases by Department
07 Implementing AI in the Workplace

ORGANISER
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01 Introduction

This 1-day, hands-on workshop is designed to help professionals leverage the latest AI capabilities in 2026, including advanced prompting, multi-tool usage and AI agents. Participants will be guided through realistic workplace scenarios to improve productivity, automate repetitive tasks and design simple AI-powered workflows. The session focuses on direct workplace application with continuous hands-on practice.



02 Course Objectives

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

1. Understand the capabilities of modern AI tools and when to use each effectively
2. Apply structured prompting techniques to generate high-quality outputs
3. Automate daily work tasks such as emails, reports and summaries
4. Design simple AI workflows and agent-based processes
5. Integrate AI into existing work processes for productivity gains
6. Identify automation opportunities to reduce manual workload

03 Who Should Attend

- ✓ Managers and Executives across all departments
- ✓ Administrative and Operations Personnel
- ✓ Sales and Marketing Professionals
- ✓ HR and Training Personnel
- ✓ Finance and Reporting Staff
- ✓ Business Owners and Entrepreneurs
- ✓ Anyone who wants to improve productivity using AI tools

04 Methodology

Participants will engage in guided hands-on exercises, real-world simulations, group activities and individual practice. Each concept is immediately followed by practical application to ensure relevance and retention.

Hands-on exercises | **Real-world simulations** | **Group activities** | **Individual practice**

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PART 1 · MORNING SESSION

Course Outline & Schedule



09.00 am – 10.30 am

MODULE 1 AI Landscape 2026 – Understanding Modern AI Tools

- Evolution: Chatbots → AI Co-workers → AI Agents
- Overview of key tools: ChatGPT, Claude, Gemini, Grok
- Strengths and best-use scenarios for each tool
- Identifying productivity opportunities in daily work

Practical Exercise: Participants list 3 current work tasks and identify how AI tools can improve efficiency and output quality.

MODULE 2 Prompting Mastery for Workplace Productivity

- Structured prompting: Role → Task → Context → Output
- Writing clear and effective prompts for business use
- Improving output quality through prompt refinement
- Avoiding common prompting mistakes

Practical Exercise: Improve a poorly written prompt / Generate a professional email response / Create a structured report from simple inputs.

10.30 am – 10.45 am · Coffee Break

10.45 am – 01.00 pm

MODULE 3 Using AI for Daily Work Tasks

- Automating email responses and communication
- Summarising meeting notes and generating action items
- Creating reports, summaries and structured documents
- Enhancing speed and consistency in routine tasks

Practical Exercise: Convert an email thread into a clear response / Turn meeting notes into a summary and action plan / Generate a short report from bullet points.

MODULE 4 AI Agents & Automation Fundamentals

- Understanding AI agents vs prompts vs workflows
- How AI performs multi-step tasks
- Workflow logic: Input → Process → Output
- Identifying repetitive tasks suitable for automation

Practical Exercise: Identify a repetitive task in your role / Break it into a step-by-step workflow / Convert it into an AI-assisted process.

01.00 pm – 02.00 pm · Lunch Break

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PART 2 · AFTERNOON SESSION

Course Outline & Schedule

02.00 pm – 03.45 pm

MODULE 5 Building AI Workflows for Productivity

- Connecting AI to daily work processes (email, documents, systems)
- Designing repeatable workflows using AI
- Moving from one-time prompts to scalable automation
- Introduction to automation tools (conceptual understanding)

Practical Exercise:

1. Build a simple workflow: Input → AI → Output
2. Example: Raw data → AI summary → email / report
3. Improve an existing work process using AI

MODULE 6 AI Use Cases by Department

- **HR:** Recruitment, onboarding, documentation
- **Sales & Marketing:** Content creation, personalisation
- **Operations:** SOPs, process optimisation
- **Finance:** Reporting, summarisation, insights

Practical Exercise (Group Activity): Participants design one AI use case relevant to their department and present the problem, the AI solution and the expected productivity improvement.

03.45 pm – 04.00 pm · Tea Break

04.00 pm – 05.00 pm

MODULE 7 Implementing AI in the Workplace

- Identifying quick wins for immediate implementation
- Managing risks: accuracy, data privacy, governance
- Building sustainable AI usage habits
- Creating a personal or team AI action plan

Practical Exercise: Participants identify 3 tasks to automate immediately / Design 1 simple AI workflow / Estimate time saved and impact.

Question & Answer Session

Secure your seat today

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MEET YOUR TRAINERS

About the Trainers



PUVANESVARI @ COACH BUVNA

CERTIFIED HRD CORP TRAINER | AGILIST | DIGITAL MARKETING CONSULTANT

Coach Buvna is an experienced corporate trainer at QF4 Tech Asia Sdn Bhd, specialising in digital transformation and Agile / IR 4.0 training and consultation. With over 16 years of progressive experience in telecommunications and information technology, she is an accredited instructor for ICAgile, USA, coordinating Agile certifications, trainings, meetups and conferences for companies, professionals and fresh graduates. She holds a Master of Business Administration and a Bachelor of Engineering in Electronics & Communication.

ROLES & MEMBERSHIPS

- President, Malaysian Association for Women in Digital & Technology (MAWiD)
- Executive Council Committee, National Association of Women Entrepreneurs of Malaysia (NAWEM)
- Member, Kuala Lumpur & Selangor Indian Chamber of Commerce and Industry (KLSICCI)
- Co-Founder & Managing Director, Godigital Production

CERTIFICATIONS

DISC Professional Facilitator | ICP-ACC | Professional Scrum Master I | ICAgile Authorized Trainer | ICAgile Certified Professional | ICAgile Project Management | Certified Software Tester | HRDF Certified Trainer | Certified SAFe® 5 Program Consultant



MR NANDAGOBALAN VENGETTASAMY @ COACH NANDA

CERTIFIED HRD CORP TRAINER | AGILIST | DIGITAL MARKETING CONSULTANT

Coach Nanda is an award-winning digital media expert, certified agile coach and HRD Corp-accredited trainer with over 25 years of experience in the media and digital industry. With a strong background in videography, digital design and AI-driven content creation, he has evolved from an award-winning director into a leading figure in digital empowerment and education. As Co-Founder of Godigital Production, he has mentored more than 2,000 individuals in video production, digital marketing and AI for business.

KEY EXPERTISE

Digital Design & Creative Media | AI for Business & Content Creation | TikTok & YouTube Marketing | Videography, Video & Audio Editing | Digital Marketing Strategies | Data Visualization & Storytelling | Data Analytics | Augmented Reality (AR) & Virtual Reality (VR)

PROFESSIONAL HIGHLIGHTS

- 25+ years in media, digital production and training
- Mentored 2,000+ individuals in digital skills
- “Best Digital Media Coach”, Global Achievers Award 2022
- Digital Empowerment Icon Award 2024

CERTIFICATIONS

PSM I Certified | ICP-ACC, ICP, ICP-APM (ICAgile) | Certified Agile & Scrum Coach | HRD Corp Accredited Trainer

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REGISTRATION FORM

SKILLS FUTURE & ARTIFICIAL INTELLIGENCE (AI) ACADEMY

Topic: **Mastering AI in 2026: ChatGPT 5, Grok, Claude, Gemini, Agents & Automation**

Date: 21 December 2026 (Monday)

Course Fee: **RM 999.00 / pax**

Venue: Renaissance Hotel, Kuala Lumpur

HRD Corp No. Siri Kursus: **10001794663**

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.

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