MALAYSIA HR FORUM

TRANSFORMING WORKPLACE EFFICIENCY WITH COPILOT AI

INTERMEDIATE TO ADVANCED

15 October 2025 | 9 am – 5 pm

ONLINE: ZOOM

RM 1,300

HRD CORP REGISTERED TRAINING PROVIDER

HRD CORP CLAIMABLE

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MODULE OVERVIEW

A comprehensive one-day intensive training program designed to empower professionals with advanced AI-assisted productivity tools across Microsoft Office applications. It is a transformative one-day course that provides an in-depth exploration of Microsoft Copilot's capabilities across Excel, Word, and PowerPoint, focusing on practical applications, workflow optimization, and AI-driven productivity enhancement.

LEARNING OBJECTIVES

Participants will be able to:
1. Establish Foundational Understanding
2. Master Microsoft Copilot Integration
3. Advanced AI Productivity Techniques
4. Strategic Efficiency Development
5. Practical Application and Scenario Exploration

The objectives are designed to provide a comprehensive, practical, and transformative learning experience that empowers professionals to harness the full potential of AI-assisted productivity tools.

LEARNING OUTCOME

By the end of the program, participants will:
1. Possess advanced skills in AI-assisted productivity tools.
2. Understand strategic implementation of Copilot across Office applications.
3. Develop confidence in leveraging AI for complex professional tasks.
4. Optimize workflow efficiency and output quality.
5. Gain competitive advantage in workplace productivity.

TARGETED PARTICIPANTS

The target audience is wide-ranging, including professionals from various fields like business, education, and technology who want to improve their workplace productivity. This encompasses everyone from office workers and managers to students, entrepreneurs, and IT professionals, with the common goal of finding tools or solutions that can help them work more efficiently.

PRE-REQUISITE

Participants are expected to have the following:
1. Technical Competency
2. Software and Access Requirements
3. Cognitive and Learning Preparedness

These prerequisites ensure participants can effectively engage with and benefit from the comprehensive training program, maximising their learning potential in AI-assisted productivity techniques.

BENEFITS

The program delivers comprehensive benefits that boost workplace performance. Participants will enhance productivity, improve work quality, develop advanced tech skills, gain a competitive advantage, and acquire valuable capabilities through a cost-effective training approach. The program uniquely combines practical AI-driven tools with strategic workflow optimization to help professionals transform their work efficiency.

COURSE OUTLINE

MODULE 1: INTRODUCTION TO AI ASSISTED PRODUCTIVITY
- Understanding AI's role in modern workplace productivity.
- Overview of Microsoft Copilot's core capabilities.
- Ethical considerations and responsible AI usage.
- Comparing traditional methods vs. AI-assisted workflows.

MODULE 2: COPILOT IN EXCEL
- Basic Data Entry and Manipulation.
- Simple Data Cleaning
- Introductory Data Visualization
- Fundamental Formula Generation
- Quick Data Summarization
- Basic Spreadsheet Organization

MODULE 3: COPILOT IN WORD
- Smart Content Creation
- Quick Drafting and Editing
- Writing Style Perfection
- Multilingual Magic

MODULE 4: COPILOT IN POWERPOINT
- Quick Presentation Creation
- Automatic Design Improvements
- Content Summarization
- Data Visualization
- Storytelling Assistance
- Multilingual Support