

Data Analysis and Work Productivity with AI

PART 3 OF THE

DSS DATA
STORYTELLING
SERIES

WE ARE
Online 
JUNE 2025
9AM-5PM
MODE: VIRTUAL



100% HRDC Claimable

Transform Your Workflow: Leverage AI for Enhanced Productivity and Data Insights.

This 2-day training program equips professionals with the practical skills to integrate AI tools into daily workflows, focusing on data analysis, report generation, and productivity enhancement. Learn to leverage AI for research, presentations, project management, and marketing materials.

Program Highlights:

- **AI Fundamentals:** Understand core AI concepts, including machine learning, deep learning, and NLP.
- **Generative AI Mastery:** Explore applications of generative AI and gain hands-on experience with tools like ChatGPT.
- **Prompting Techniques:** Learn to effectively communicate with AI using various prompting strategies.
- **AI for Productivity:** Utilize AI for brainstorming, problem-solving, and efficient content creation.
- **AI for Content Creation:** Master AI tools for text, image, and video generation.

Key Benefits:

- Confidently use AI tools for diverse professional tasks.
- Create AI-driven reports, presentations, and marketing materials.
- Enhance project management skills with AI technologies.
- Improve data analysis and insight generation.
- Boost productivity and efficiency in AI-driven environments.

Data Storytelling Series

This program is Part 3 of the Data Storytelling Series. Earn a valuable certification upon completion of the Data Storytelling Series.



Module Overview

This program trains employees to use AI tools for data analysis and productivity, addressing the need for AI literacy in professional fields. Participants will gain practical skills for tasks like report writing, research, presentations, project management, and marketing. The course provides direct learning to build AI proficiency.

Learning Outcome

Upon completion of the program, participants will be able to:

- Provide AI tool understanding and application in professional settings.
- Develop AI proficiency for research, reporting, project management, and marketing.
- Enable critical evaluation and effective implementation of AI solutions.
- Enhance workforce AI skills and facilitate a smooth transition to AI-driven environments, boosting productivity and innovation.

Target Participants

Professionals within data-driven departments such as Technology, Finance, and Marketing, as well as those in emerging AI-integrated sectors like Healthcare and E-commerce. It targets roles from entry-level analysts to senior managers.

Method of Training

This program will be delivered using multiple methodologies as the program is designed to be theoretical and practical hands-on sessions.

- Facilitative
- Gamification
- Theoretical (Lecture style)
- Live demonstrations
- Hands-on practical work (technical)
- Group discussion & presentation

Duration

2 Days



Day 1 : 9:00 PM - 5:00 PM

Module 1: Introduction to AI in the Workplace

- Introduction to basic AI concepts: Machine Learning, Deep Learning, NLP
- Exploration of different AI technologies and platforms
- Brief history of AI development – how it started and why it now plays in modern work productivity.
- Activity: Group activity & presentation

Module 2: Introduction to Generative AI

- Introduction to Generative AI: Concepts and Evolution
- Discovering AI applications in various domains – what are the applications of AI in domains such as text, image generation, industrial use and even video content.
- Hand-on usage of popular front-end AI tools like ChatGPT – Step-by-step guidance from registration to main functions.
- Activity: Group activity & presentation

Module 3: Prompting 101

- How to use AI the “right” way using the prompting techniques
- Uncovering the 6 prompting techniques of open, close, template, example-based, templates, fill-in-the-blanks, and information retrieval.
- Feeding it right: Get what you want through the right words and structure by training the model for the right output.
- Activity: Group activity & presentation

Module 4: Using AI for Work Ideation to Boost Productivity

- Tools and tips for brainstorming – Using ChatGPT and open models to generate ideas, concepts, and solutions.
- Creative problem-solving with AI – Participants will use real-world scenario issues and leverage AI to help solve them creatively.
- Incorporating solution-focused techniques: Developing innovative solutions with
- AI through ChatGPT using the right prompting methodology.
- Activity: Group activity & presentation

Day 2 : 9:00 PM - 5:00 PM

Module 5: AI in Text Generation

- Exploring AI tools for faster and better text creation and editing.
- Utilizing AI tools like Grammarly and Hemmingway.
- Practical session on AI-driven text creation – Hands-on activity where participants will undertake past work and utilize newly learned AI technology for text production.
- Activity: Group activity & presentation

Module 6: AI in Image Generation

- Image prompting 101: The magic of turning words into visuals – by turning text into image.
- Exploring AI tools for image generation and editing
- Using Canva as an image manipulation tool and its layout features to create
- stunning visuals.
- Discovering prompting basics to build captivating images that will capture your audience.
- Activity: Group activity & presentation

Module 7: Utilizing AI for Video Creation

- Exploring platforms for AI-powered video creation
- Creating and developing AI-driven videos based on text prompts.
- Practical hands-on exploring various AI-driven video tools and platforms.
- Activity: Group activity & presentation

Module 8: The great AI Challenge

- Using all newly learned knowledge, participants are tasked with a project.
- Mission: To work together, leveraging on all learned AI tools to complete the given mission.

Activity: Group activity & presentation

Q&A

- Debriefing

Data Storytelling Series

At Malaysia HR Forum, we are dedicated to empowering your workforce for the future with flexible online learning solutions. Our mission is to build a vibrant community of learners, empowering professionals with the skills and knowledge to accelerate their careers and drive organizational success. Our vision is to be the DE-FACTO online learning partner for HR professionals in Malaysia, delivering accessible, high-impact programs that fuel organizational growth and empower workforces to excel in the digital age.

We sincerely hope this proposal aligns with your requirements and that our Data Storytelling series will be a valuable asset in enhancing your team's expertise and contributing to your Organisations's continued success.

For further details or to discuss your specific needs, please do not hesitate to contact Azlan A. Aziz at 012-239 6815 or azlan@malaysiahrforum.com.

We assure you of our personalized attention and support at all times.

