

GEN AI & PROMPT ENGINEERING FOR THE WORKPLACE



5 & 6 October 2026



9 AM – 5 PM



Malaysian HR Forum

RM2,800



100% HRDC Claimable
CERTIFICATE OF ATTENDANCE

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DAY 1

AI Fundamentals & Practical Workplace Usage

Module 1: Introduction to AI

- AI Explained: Simple, non-technical overview of Generative, and Automation AI.
- Organizational Impact: Real-world cases in HR, and Admin within the Malaysian.
- Activity:
 - Explore interface and function of multiple AI tools
 - Essential settings customization for the AI user (data privacy considerations)

Module 2: AI Tools & Use Cases

- Tool Selection: Overview of popular general vs. task-specific AI platforms.
- Strategic : Choosing the right tool based on strengths and limitations.
- Activity:
 - 10-minute Research: Case study & peer sharing for effectiveness of AI tools usage around us

Module 3: Prompt Engineering for Professionals

- Effective Frameworks: Specific, and outcome-based prompts.
- Practical Workflows: Drafting emails and summarizing documents.
- Avoid Pitfalls: Identifying and correcting common prompting mistakes.
- Activity:
 - Identify a specific step in the professional workflow suitable for AI tool integration
 - Applying multiple prompting frameworks to the same task

Module 4: Applying AI Outputs Effectively

- Review & Refine: Knowing when to rewrite, or reject AI-generated content.
- Human-First Approach: Using AI as a productivity assistant, not a primary decision-maker.
- Activity:
 - Identify quality issues with AI outputs & rewriting/adjusting prompts

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DAY 2 Business Application & Responsible AI

Module 5: Analysis & Critical Thinking

- Strategic Support: Using AI for analysis, risk identification, and idea validation.
- Smart Inquiry: Formulating better questions to extract deeper business insights.
- Critical Evaluation: Balancing AI speed with necessary human judgment.
- Activity:
 - Practice using AI for one (1) analysis approach, apply judgement & presenting the output & AI usage process

Module 6: Documents, Excel & Presentations

- Report & Slide Creation: Building professional outlines, structures, and content quickly.
- Data Efficiency: Generating Excel formulas, summaries, and automated tables.
- Activity:
 - Apply AI for at least one workplace-focused outcome (e.g. formulas in spreadsheets, generating presentations, producing workplace documents)

Module 7: Safe & Ethical AI Use

- Risk Mitigation: Addressing data privacy, confidentiality, and accuracy issues.
- Responsible Adoption: Navigating bias and organizational usage guidelines.
- Best Practices: Establishing a framework for ethical and reliable AI integration.
- Activity:
 - 10-minute Research: Case study & peer sharing for ethical and reliability issues with AI usage in the past & changes implemented by the AI company to address said issues

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