

Driving Productivity With AI Tools



7-8 July 2025



CeDR Corporate Consulting

PROGRAM FEE:

RM1,150*

PER PERSON
subject to 8% SST

INTRODUCTION

This training program is designed to equip the workforce with the essential knowledge and skills needed to effectively utilize AI tools in the workplace. It addresses the growing need for AI literacy in various professional domains, ensuring participants can harness AI for tasks like report writing, research, presentation creation, project management, and developing marketing materials. The course offers practical, hands-on learning experiences to make graduates AI-proficient in their respective fields.

PROGRAM OBJECTIVES

By attending the program, the participants will be able to:

- Confidently use AI tools for various professional tasks.
- Gain the ability to create AI-driven reports, presentations, and marketing materials
- Enhanced skills in managing projects using AI technologies.

WHO SHOULD ATTEND

Anyone who aspires to use AI to empower themselves in the workplace.



Mike Cheong

TRAINER

Michael Cheong is a graduate of the School of Mass Communication and a passionate advocate of finding ways to use zero-cost digital marketing for businesses. He is passionate about community empowerment.

His main areas of expertise are SEO writing, copywriting, and social media marketing - he has trained and worked with various industries, including government and non-profits. He also provides practical skill training to seniors and emerging communities. In his training, he reverses engineers marketing processes in layman's terms to empower the training participants. He is passionate about human psychology and NLP.

**COMPETENCY
DEVELOPMENT
IS ALL WE DO.**

PROGRAM CONTENT

Module 1 Introduction to AI in the Workplace

- Introduction to fundamental AI concepts: Machine Learning, Deep Learning, NLP
- Exploration of different AI technologies and platforms
- How does people relate to AI: Things that AI can do and Jobs that can and cannot be replaced
- Future Trends – a peek into the wave.

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.

Group activity & presentation

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.

Group activity & presentation

Module 7 Utilizing AI for video creation

- Exploring platforms for AI-powered video creation like InVideo and CapCut
- Creating and developing AI-driven videos based on text prompts.
- Practical hands-on exploring various AI-driven video tools and platforms.

Group activity & presentation

Module 2 Introduction to Generative AI: Overview

- 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.

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.

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 copilot (Dall-e) and Night Cafe.
- 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.


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.

Group activity & presentation

For further information, please contact CeDR at 03-3344 7310 or lgrouplearning@cedr.com.my

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