

AI at Work

Turn Everyday Tasks into Smart Workflows

TWO-DAY CORPORATE TRAINING PROGRAMME



A practical, hands-on programme that helps teams reduce repetitive work, improve the consistency of business outputs and build responsible AI habits for everyday operations.

DURATION	DELIVERY	FOCUS	PARTICIPANT OUTPUTS
2 days	Interactive workshop with live demos and hands-on practice	Generative AI and basic no-code workflow automation	Prompt templates, business outputs, a workflow prototype and a 90-day action plan

◆ Why This Programme

Many teams spend valuable time rewriting messages, compiling information, preparing documents and repeating manual steps. This programme turns those everyday tasks into practical opportunities for improvement using Generative AI and basic no-code automation.

Practical: Participants work with workplace examples and trainer-provided templates instead of learning AI in the abstract.

Results-oriented: Each participant creates reusable prompts, business outputs and a simple workflow prototype that can be reviewed with their team.

Responsible: The programme emphasizes data confidentiality, output verification, human review and sensible implementation choices.

What Participants Will Do

- Identify repetitive and time-consuming tasks that are suitable for AI assistance.
- Map a current process and prioritize opportunities to work smarter.
- Write structured prompts with clear context, instructions and output requirements.
- Create and review emails, reports, meeting summaries, SOPs, forms and FAQs.
- Summarize business information and check AI-assisted results before use.
- Prepare a 90-day implementation plan with measurable workplace goals.

◆ Learning Outcomes

1. Explain practical Generative AI use cases in everyday workplace settings.
2. Identify and prioritize workflow improvement opportunities.
3. Develop effective prompts for consistent business outputs.
4. Use AI to support communication, reporting, documents and team collaboration.
5. Build a basic AI-assisted workflow prototype using a trainer-provided template and sample data.
6. Set measurable goals and prepare a practical 90-day workplace action plan.

Who Should Attend

Administrative, operations, human resources, sales, business development, marketing, customer service and project executives; supervisors; team leaders; department managers; coordinators; and SME business owners.

Delivery Approach

Interactive presentations, live demonstrations, hands-on exercises, group discussions, workplace case studies and a practical AI workflow project. The programme can be tailored to the client organization's industry, team size and current level of AI adoption.

Target Industries

Professional services, manufacturing, retail and wholesale, financial services, ICT, healthcare, education, hospitality and tourism, logistics, and real estate.

Why Origin Alpha Solutions

Origin Alpha Solutions helps Malaysian SMEs make digital transformation practical and affordable through AI consulting, workflow automation and corporate training. Our training approach connects practical learning with real business needs so teams can apply new skills immediately and continue improving after the session.

◆ Course Content Outline

Day 1: Using AI for Everyday Work

Module 1: Introduction to Generative AI

- What Generative AI is and how it produces workplace content.
- Common AI applications in administration, HR, sales, marketing and operations.
- Identifying everyday tasks that AI can support.

Module 2: Finding Opportunities to Work Smarter

- Reviewing current work processes and identifying friction points.
- Spotting repetitive and time-consuming tasks.
- Selecting suitable tasks for AI assistance.

Module 3: Writing Effective AI Prompts

- Key elements of a clear and effective prompt.
- Providing context, instructions and the desired output format.
- Practising and improving prompts for workplace tasks.

Module 4: AI for Business Communication

- Drafting emails, meeting minutes, proposals and reports.
- Improving the tone, clarity and structure of business writing.
- Reviewing and refining AI-generated content.

Module 5: AI for Team Collaboration

- Using AI for brainstorming and idea generation.
- Supporting team discussions and decision-making.
- Creating and summarising content together.

Day 2: Applying AI to Practical Business Tasks

Module 6: AI for Data Analysis and Reporting

- Extracting and summarising information.
- Using AI to support S.W.O.T analysis and identify trends.
- Preparing clear business summaries and checking results.

Module 7: AI for Documents and Forms

- Creating forms, surveys, SOPs and FAQs.
- Developing templates for proposals and job descriptions.
- Customising documents for different business needs.

Module 8: AI for Visual and Multimedia Content

- Introduction to AI-generated images, voiceovers and design.
- Creating content for marketing and business communication.
- Practical Activity: Developing sample campaign content.

Module 9: Putting AI into Practice

- Evaluating the usefulness of AI-assisted work processes.
- Setting measurable productivity improvement goals.
- Preparing a 90-day workplace action plan.

FREE BONUS: Kick-start Your AI-Powered Workplace!

Get These 2 Exclusive AI Resource Packs **FREE** with Your Training!

✓ **100 Ready-to-Use Corporate AI Prompts** – Save time, boost productivity, and simplify everyday business tasks with prompts you can use immediately.

✓ **10 Practical ChatGPT Guides** – Step-by-step guidance to help you unlock ChatGPT's potential and apply AI more effectively at work.

Engage Your Team

Give your people a practical starting point for AI adoption. Contact Origin Alpha Solutions to discuss an in-house programme tailored to your organisation's workflows and goals.

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