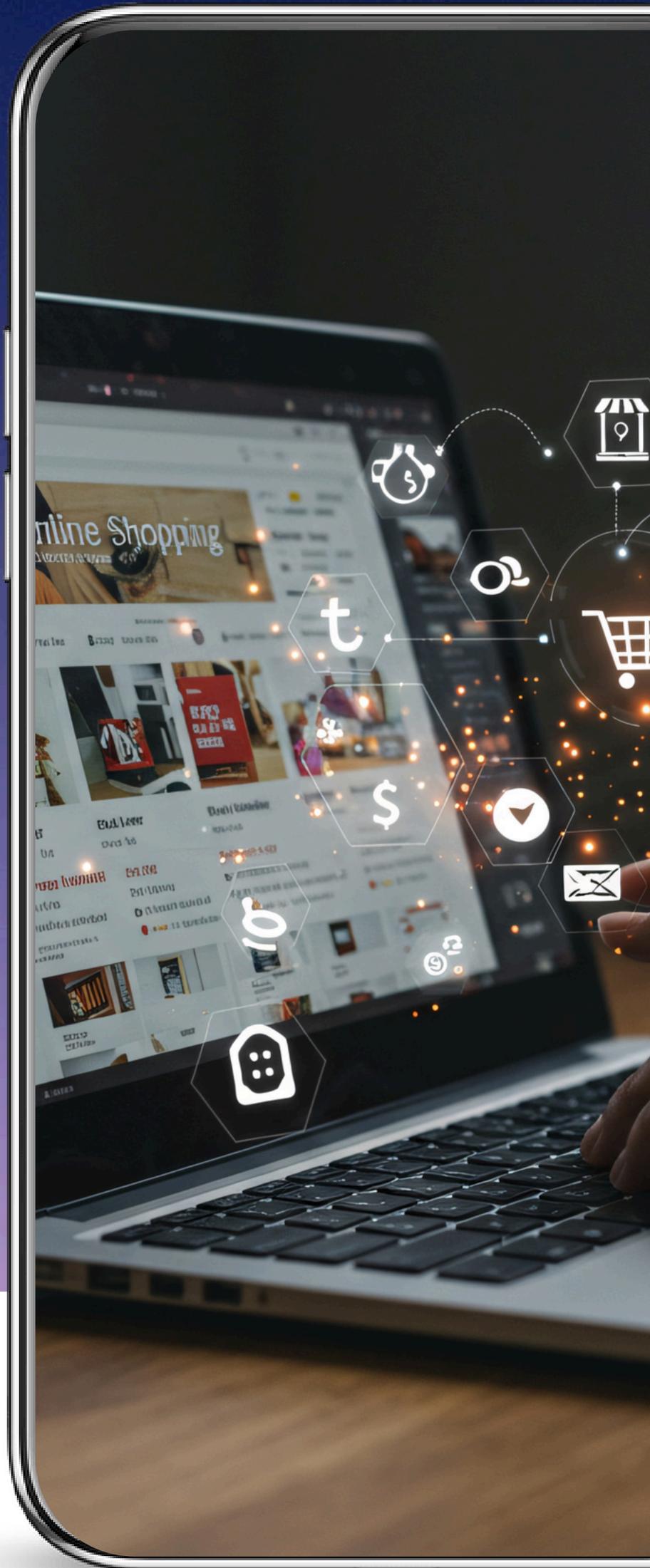# Generative AI for Business Productivity

DAY 1 — Foundations of Generative AI & Personal Productivity

Module 1: Introduction to Generative AI in Business

• What is Generative AI and how it works
• Key AI tools overview (ChatGPT, Claude, Gemini, Notion AI, Canva AI)
• AI opportunities across departments (HR, Sales, Admin, Marketing, Finance)
• Ethics, limitations & data protection awareness
Activity: AI capability mapping for participant's job role

Module 2: AI for Daily Work Automation

• Writing emails, reports & proposals using AI
• Meeting minutes & document summarization
• AI-powered brainstorming & idea generation
• Creating SOP drafts & templates
Hands-on:
 Participants practice generating emails, reports, SOPs

Module 3: Prompt Engineering Basics

• Structure of effective prompts
• Role prompting techniques
• Output control & refinement
• Prompt templates for business use
Workshop: Build personal prompt library

Module 4: AI for Marketing & Content Productivity
• Social media captions
• Presentation content creation
• Canva Magic Studio
• Simple visuals using AI
Hands-on: Create 1 marketing content piece

DAY 2 — Workflow Automation & Business Applications

Module 5: Smart Workflow Automation

• Introduction to automation concepts
 • Connecting AI with tools (Google Workspace, Notion, Zapier)
 • Automating repetitive tasks
 • Building simple automation flows
Demo: AI + Google Docs / Sheets workflow

Module 6: AI for Business Operations

• Customer response automation
 • Sales scripts & proposal creation
 • HR documentation assistance
 • Finance summary & data interpretation
Hands-on: Create automated workflows for own department

Module 7: AI for Decision Support

• Using AI for business analysis
 • SWOT & competitor research
 • Market insights generation
 • Risk identification

Module 8: AI Implementation Roadmap

• Selecting suitable AI tools
 • Internal adoption strategy
 • Productivity measurement
 • Creating 30-60-90 day AI action plan
• Group Activity: Draft AI Productivity Plan

Learning Outcomes

By the end of this programme, participants will be able to:

- Understand Generative AI fundamentals
- Apply AI to daily work tasks
- Automate simple workflows
- Improve documentation speed
- Create marketing & business content using AI
- Design productivity workflows
- Build a practical AI action roadmap

Investment:

Individual
RM2,299

Early Bird
RM1,840

BUNDLE (MIN.3 PAX)
RM1,380

CONTACT US

Office Address :
Level 27 & 28, MVS North Tower, Mid Valley Southkey, 1, Persiaran Southkey 1, Southkey, 80150 Johor Bahru, Johor Darul Ta'zim

Email : hello@thynkboundless.com

WhatsApp : +6017-213 0902

Website : skillsfutureacademy.com