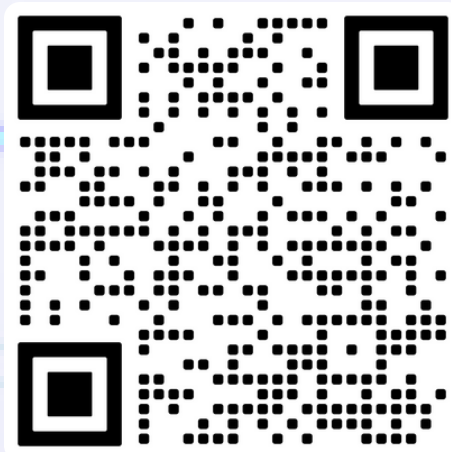




Maximizing CHATGPT for Admin Professionals

REGISTER NOW!

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✓ **APRIL 26, 2024** | **KUCHING**
Raia Hotel & Convention Center

✓ **MAY 16, 2024** | **KUALA LUMPUR**
Seri Pacific Hotel

PROGRAM BENEFITS

- Gain robust insights into ChatGPT applications for administration, paralleling its impact on business operations and marketing.
- Develop proficient skills in crafting compelling prompts, generating automated responses, and optimizing communication workflows.
- Streamline documentation processes and enhance data analysis through advanced AI integration, ensuring efficiency across departments.
- Elevate administrative support through personalized content and innovative AI-driven strategies, mirroring strategies employed in marketing.



INTRODUCTION

Revolutionize your administrative workflows with a comprehensive 1-day training module dedicated to maximizing the potential of ChatGPT. Dive deep into the dynamic world of AI, focusing on how ChatGPT can enhance daily administrative operations and optimize processes for increased productivity.

TARGET AUDIENCE

- Specifically tailored for Administrative Professionals and Support Staff.
- Ideal for those looking to enhance administrative processes through AI integration.



Meet our Trainer
YATHAVAN

Yathavan is a distinguished social media strategist, digital marketing professional, and HRD Corp-certified trainer with over 15 years of hands-on experience. Holding a BSc (Hons) in Software Engineering, he has established himself as a sought-after speaker, known for his expertise in crafting and implementing effective digital marketing strategies. Currently providing consultancy services in digital marketing and ecommerce, he actively contributes to the growth of SME clients. Dedicated to driving businesses towards the frontier of digital innovation, Yathavan ensures they are well-equipped to achieve groundbreaking success.

LEARNING MODULES

Module 1: Introduction to ChatGPT for Administration

- Overview of ChatGPT: Tailored insights into features and functionalities relevant to administrative tasks.
- The Role of AI in Administration: Understanding how AI can transform and optimize administrative workflows.

Learning Outcome: Gain a comprehensive understanding of ChatGPT's applications in administrative operations, supported by real-world examples.

Module 2: Efficient Prompt Design for Administrative Tasks

- Foundations of Prompt Design: Principles for crafting effective prompts in an administrative context.
- Prompt Engineering: Techniques for optimizing prompts to yield accurate and efficient responses.

Learning Outcome: Master the art of creating prompts for ChatGPT, essential for maximizing its potential in administrative tasks.

Module 3: ChatGPT for Streamlining Communication and Documentation

- Automated Responses: Utilizing ChatGPT for generating standardized responses and communication.
- Documentation Optimization: Streamlining administrative documentation processes with AI.

Learning Outcome: Acquire skills to leverage ChatGPT for efficient communication and documentation in administrative roles.

Module 4: Advanced AI Integration in Administration

- Integrating ChatGPT with Administrative Tools: Enhancing workflows through seamless integration.
- Data Analysis Support: Leveraging AI for data analysis and decision-making in administrative tasks.

Learning Outcome: Develop a comprehensive understanding of AI integration to optimize administrative processes.

Module 5: ChatGPT for Future-Ready Administration

- Overview of Emerging AI Tools for Administration: Explore the evolving landscape of AI tools.
- Practical Insights: Understanding the basics of tracking ROI and optimizing AI-powered initiatives in administrative functions.
- Future Trends in AI for Administration: A glimpse into potential developments and trends.

Learning Outcome: Gain insights into emerging AI tools and trends, enabling future-ready administrative practices.

Please register me/us for the workshop on
MAXIMIZING CHATGPT FOR ADMIN PROFESSIONALS

- April 26, 2024 | Kuching
- May 16, 2024 | Kuala Lumpur



Do you intend to utilize HRDCorp Levy for this program? **Yes / No**

Upon submission of this form, I confirm I have read and accepted the terms and conditions of this registration.

Name :

Position :

Email :

Name :

Position :

Email :

Name :

Position :

Email :

Company :

Address :

Tel:..... Fax:.....

Email :

Nominating Person :

Position :

Approving Person :

Position :

Invoice Attention to:.....

Email :

Closing Date: April 19, 2024 (KCH) | May 9, 2024 (KL)

MRS MANAGEMENT SDN BHD (275222-P)

www.trainingprovider.org

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INVESTMENT FEE (Per Participant) *The fee is not yet inclusive of SST

EARLY BIRD RATE PER PAX PER COURSE	NORMAL RATE PER PAX PER COURSE	CLOSING DATE OF REGISTRATION
RM1,500 Applicable for registrations received and paid one month before commencement of the course	RM1,700 Applicable for registrations received and paid after the EBR Closing Date	EBR: One month before commencement of the course NR: One week before commencement of the course

TERMS & CONDITIONS:

- Fees are inclusive** of programme materials, refreshments, luncheons and certificate.
- Outstations participants** are advised to call MRS before making any air-travels and hotel payments. MRS shall not be liable for any loss or damage, costs or additional charges that may arise from the failure to confirm with us before making such arrangements.
- Payment, Confirmation & Admission**
An invoice shall be issued upon receipt of your registration form. Payment is required by the early bird rate closing date or other dates stated on the invoice, whichever is applicable. Full payment is expected prior to the commencement of the course. We reserve the right to refuse admission for registration that remains unpaid. A Letter of Undertaking may be acceptable with prior notice and consent.
- Substitution/Replacement of Participants**
Substitutions are allowed at no extra charge provided MRS is notified in writing at least 5 working days prior to the course wherein any substitution proposed thereafter, MRS may reserve its right to disallow such proposal, and any substitution which may be accorded thereafter (if any), MRS reserves its right to add an additional charge thereto.
- Cancellation of Participants**

For Paid Registrations	For Unpaid Registrations
<ul style="list-style-type: none"> • 30 days before course: Full refund or transferable • 14 days before course: Refund minus 15% admin fee or transferable • Less than 14 days before course: No refund but transferable • No show: No refund and not transferable 	<ul style="list-style-type: none"> • 30 days before course: No applicable admin fee • 14 days before course: 15% admin fee chargeable • Less than 14 days before course: Full fees chargeable and transferable • No show: Full fees chargeable and not transferable

*Transferable - to a similar or different course with the necessary top up fee should the course transferred to, is of a higher value

6. Postponement

While all care shall be taken to carry on the course as scheduled, there may be circumstances that may deem it necessary for MRS to postpone or merge with another similar course. In such instance, participants hereby indemnify and holds MRS harmless from any cost incurred. Payment received will not be refunded but can be credited to MRS's other courses.

7. Permanent Cancellation

In the event of a permanent cancellation by MRS of a course and provided the event is not postponed to a later date or merged with another course, a full refund shall be made for paid registrations and no applicable admin fee for unpaid registrations. Participants hereby indemnify and holds MRS harmless from any cost incurred.

8. Participants have read and consent to MRS processing the **registration data** in accordance with the Personal Data Protection Notice posted on www.trainingprovider.org. As such, they have discharged their responsibility of ensuring the information provided herein is the most up-to-date information as possible.

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