



HRDC
CLAIMABLE

ISO 29993
CERTIFIED
Learning Service Provider

Trusted by Government, GLCs
& Corporate Organisations

AI-POWERED PRODUCTIVITY & EFFICIENCY MASTERCLASS



WHAT WILL YOU GAIN



Automate Tasks and
Speed Up Daily Work



Make Better Decisions
with AI Insights



Improve
Communication with
AI-generated Content



Increase Productivity
through Smarter Work
Management

WHY THIS PROGRAMME MATTERS TODAY

AI is changing the way professionals write, research, analyse, communicate, and manage daily work. Employees who know how to use AI effectively can save time, improve output quality, and make better decisions, while those who do not may struggle to keep up with rising workplace expectations.

This 2-day hands-on masterclass equips participants with practical AI skills to automate routine tasks, improve communication, generate better content, support analysis, and optimise daily workflows responsibly.

WHO SHOULD ATTEND

Suitable for professionals, executives, managers, and administrators seeking to improve productivity, automate tasks, and work smarter with AI tools.

Participants are encouraged to bring their laptops for hands-on practice using AI tools and workplace-based exercises.



MEET OUR TRAINER

MS. K KAYATTHRI

She is a digital marketing consultant, trainer, and AI tools expert with over 15 years of experience. She specialises in AI-powered digital marketing, social media strategies, and workplace productivity solutions, helping organisations adapt and grow in an evolving digital landscape. She has worked with leading brands across multiple industries.



PROGRAMME SNAPSHOT

5-6 August, 2026

Kuching

2 Days

8.30 am - 5.00 pm

**LIMITED TO
25-30 PARTICIPANTS
PER COHORT**

*To ensure interaction, practice
& trainer feedback*

Reserved Your Seat Today!



WHY TRAIN WITH MRS?

• HRDC Claimable & ISO Certified • Corporate & Government Trusted • Practical & Business-focused • Industry-Expert Trainers

PROGRAMME OUTLINE

- 01 UNDERSTANDING AI IN ORGANISATIONAL CONTEXTS**
Understand the fundamentals of Generative AI, its workplace applications across business functions, and key considerations related to ethics, risks, privacy, and responsible AI usage.
- 02 MASTERING PROMPT ENGINEERING FOR BUSINESS USE**
Learn practical prompting techniques to generate more accurate, reliable, and high-quality AI outputs for business, marketing, and operational tasks.
- 03 AUTOMATING ADMINISTRATIVE WORKFLOWS**
Explore how AI can streamline administrative work through automated document creation, data analysis, reporting, presentations, and workflow efficiency.
- 04 AI FOR OFFICE COMMUNICATION & COLLABORATION**
Use AI tools to improve workplace communication through meeting summarisation, email automation, multilingual support, and collaboration management.
- 05 ENHANCING PUBLIC COMMUNICATION & TALENT OPERATIONS**
Leverage AI for content creation, branding, public communication, recruitment support, and the development of standardized operational workflows.
- 06 AI FOR STRATEGIC INSIGHT & LEADERSHIP**
Apply AI tools for strategic analysis, market research, business planning, sentiment analysis, and decision-making through real-world business simulations.



PROGRAMME DETAILS



DATE

5-6 August, 2026



TIME

8.30 am - 5.00 pm



VENUE

Kuching

FEE PER PAX

Early Bird Rate (EBR)	Normal Rate (NR)
RM 2180	RM 2580

Early Bird Rate applies for registrations confirmed 30 days before the program date.

**An additional 8% SST will apply*

WHAT THIS FEE INCLUDES

- Full training program as stated
- Participant materials and learning resources
- Practical templates, tools, or checklists
- Certificate of completion
- 2 Tea Breaks & Lunch each day
- HRDCorp claimable documentation support
- Guided action planning for workplace application

HRDC CLAIMABLE COURSE



We are HRDCORP registered training provider.

This course is 100% claimable. Subject to employer eligibility and HRDCorp approval.



**LIMITED SEATS.
REGISTER NOW!**

< Scan QR code >

MRS MANAGEMENT SDN BHD (275222-P)

KL CORPORATE OFFICE

Suite 33-01, 33rd Floor,
Menara Kech Seng, 203,
Jalan Bukit Bintang,
55100 Kuala Lumpur, Malaysia

+603 2116 5961

SARAWAK HEAD OFFICE

No. 48, 1st Floor, Milan Square,
Jalan Wan Alwi, 93350
Kuching, Sarawak

+082 265 628/9