MyCOID HRD Corp	: **1742(SELANGOR)**	HRDC CLAIMABLE SCHEME SBL-KHAS
Programme No.	: **10001510264**	
Focus Area	: Soft Skill	
Skill Area		
Micro Credential	: Digitalisation	
Indicator	: Non-Micro Credential	
Type of Training	: Non E-Learning	
Type of programme	: Non-Technical	

MIHRM

Since 1976
Malaysian Institute of
Human Resource Management

UNLEASHING THE USE OF CHATGPT

for HR Executives, HR Managers and Managers

Date : 6 & 7 February 2025 (2 Days)
Time : 9.00 am - 5.00 pm
Mode : Face-to-Face
Venue : Klang Valley, Selangor
Price (RM) : RM 960.00 (Member) | RM 1,200.00 (Non-Member)
Prices exclusive of 8% SST

📎 INTRODUCTION

In today's fast-evolving workplace, leveraging AI technologies like ChatGPT has become essential for companies in the corporate sector to stay competitive. ChatGPT is a powerful tool that can revolutionize company's functions, from automating routine tasks to enhancing employee engagement and decision-making. By integrating AI into the company's processes, organizations can streamline operations, reduce costs, and improve overall efficiency. This course is designed to provide corporate executives and managers with hands-on experience and insights into using ChatGPT for their daily work. This includes recruitment, onboarding, policy creation, drafting and replying emails, generating ideas & contents, personalize reports and content, designing, marketing & promotions, researching and more. Participants will also explore ethical considerations, data privacy, and future trends, equipping them to lead their organizations in an AI-driven landscape.

📎 OBJECTIVE

- ·Understand the basics of artificial intelligence (AI) and its potential applications in corporate settings.
- ·Familiarize participants with common Large Language Model AI tools (LLM AI) in the market, with special emphasis on ChatGPT.
- ·Explore practical use cases of ChatGPT in improving efficiency and effectiveness in day-to-day work.
- ·Provide hands-on experience in integrating ChatGPT into daily corporate functions.
- ·Enhance the employee experience using AI-driven engagement strategies.
- ·Explore the future of AI in the corporate landscape and prepare participants to lead the transformation.
- ·Address ethical considerations and best practices for Large Language Model AI tools utilization in corporate environments.

📎 COURSE OUTCOME

By the end of the training, participants will be able to:
- ·Demonstrate an understanding of AI concepts.
- ·Effectively utilize ChatGPT to enhance their day-to-day work, improving efficiency and effectiveness.
- ·Develop strategies to integrate AI into daily functions while addressing risks and challenges.
- ·Be equipped to lead innovations and transformations in their organizations.
- ·Evaluate ethical implications and adhere to best practices when using LLM AI in their work.
- ·Ultimately, participants will be able to do more with less time and effort as time is the most precious commodity anyone could have.

As for the organization that sends their staff for this training, they can
- ·Build a bigger business with less people (and less headache too)
- ·Utilize the power of LLM AI in their operational and administration functions
- ·Upgrade their staff from junior productivity to senior productivity

Organised by :

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(PPM-001-10-01061976)

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📎 COURSE CONTENT

Day 1
9.00am - 5.00pm

1) Introduction to AI and Its Applications in Corporate Environments
- What is Artificial Intelligence?
- Key Concepts of Artificial Intelligence: Machine Learning vs. Deep Learning.
- Everyday Examples of AI usage.
- Case studies of AI success stories in HR & other corporate operations.

2) Introduction to common LLM AI Tools in the market
- ChatGPT (by Open AI)
- Gemini (previously Bard) (by Google)
- Claude (by Anthropic)
- Co-Pilot (by Microsoft)
- Poe (by Quora)
- Perplexity (by Perplexity AI)

3) Hands-on Training with ChatGPT
- (A) Getting started with ChatGPT (From Basic Prompts to Higher Level Prompts Level 1 to 3)
  - PROMPT STRUCTURE
  - PROMPT MODIFIER
  - PROMPT QUESTIONAIRE

- (B) Fine tune ChatGPT to achieve the desired outcomes

4) Identifying AI Integration Opportunities
- (A) Getting started with ChatGPT (From Basic Prompts to Higher Level Prompts Level 4 to 6)
  - PROMPT JUSTIFIER
  - PROMPT SUCCESS CRITERIA
  - MULTI-MODAL PROMPTING

- (B) Harnessing ChatGPT for day-to-day work Applying the 6 levels of prompts to different work situations
- Drafting and replying emails,
- Generating ideas & contents,
- Personalize reports and content without compromising quality,
- Designing,
- Marketing & promotions,
- Researching,
- Automating recruitment: Job posting, resume screening, and scheduling interviews, etc.

5) Brainstorming & practical exercises on other potential applications in corporate processes

6) Q&A and Discussion Session

End of Programme

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📎 COURSE CONTENT

Day 2
9.00am - 5.00pm

1) Recap of Day 1 Learnings

2) Introduction to Role Model Prompts
- Using Role Model Prompts
- Master Prompts
- Grand Master Prompts

3) Image Creation with AI
- Getting started with Image Creation via Dalle and Mid Journey
- Fine tune Images created to achieve the desired outcomes
- How to create consistent images
- Practical usage of image creation

4) Enhancing Employee Engagement Using ChatGPT
- Using AI to personalize employee feedback and training.
- Addressing FAQs and providing 24/7 support.

5) Ethical and Legal Considerations
- Addressing data privacy and security concerns in AI usage.
- Navigating biases and ensuring fair decision making.
- Compliance with local and international regulations (e.g., GDPR, PDPA)

6) Building an AI-Ready Corporate Team
- Skills and mindset shifts needed for corporate executivess.
- Training HR& other teams to adopt AI tools effectively.
- Managing change and fostering a culture of innovation.

7) The Future of AI in the corporate setting
- Predictive analytics: Forecasting workforce trends with AI.
- Exploring next-gen AI tools and technologies for the corporate sector.
- Developing a strategic roadmap for long-term AI integration in the corporate setting.

8). Recap of Learnings over the 2 days

9) Q&A and Discussion Session

End of Programme