



MASTERPATH SDN BHD
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AI IN WORKFORCE PRODUCTIVITY

(2 DAYS)

Normal Fee : RM 2800 PER PAX

Early Bird Fee : RM 1900 PER PAX

Group Fee : RM 2050 PER PAX

(Min 3 PAX)

- Introduction to AI for Workplace Productivity
- Smart Email Writing & Internal Communication
- Create Custom GPTs for Internal Knowledge Use
- Mind Map Generation with Napkin
- AI Data Analysis & Dashboard Creation with Claude

REGISTER NOW



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TRAINER: CLARA TAN CHAI FENG

6 years of extensive experience in Microsoft Excel, AI and Data Analytics, worked with more than 30 brands





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COURSE OVERVIEW

This hands-on workshop helps professionals integrate powerful AI tools such as GPT Auto Bot, Notebook LM, Perplexity, Napkin, Claude AI, Sora, HeyGen, and Gamma (for slide creation) and Zapier into their daily workflows. Participants will learn how to automate communication, generate content, summarize knowledge, brainstorm ideas, manage projects, and create visual/audio presentations using real AI tools. The training emphasizes practical, real-world applications that enhance productivity, creativity, and team efficiency across diverse roles.

LEARNING OUTCOMES

- Automate content creation and communication using GPT Auto Bot and Claude
- Summarize long documents and insights using Notebook LM
- Generate task plans and outlines with Perplexity
- Create short videos and avatars with HeyGen
- Understand the power of AI video generation through Sora
- Use Gamma to create stunning, AI-generated slide presentations in minutes
- Combine multiple AI tools to build seamless, efficient workflows

COURSE CONTENT

- INTRODUCTION TO AI FOR WORKPLACE PRODUCTIVITY
- SMART EMAIL WRITING & INTERNAL COMMUNICATION
- WRITING MEETING MINUTES & SOPS
- CREATE CUSTOM GPTS FOR INTERNAL KNOWLEDGE USE
- RESEARCH, COMPARISON & SUMMARY WITH PERPLEXITY
- AI DATA ANALYSIS & DASHBOARD CREATION WITH CLAUDE
- MIND MAP GENERATION WITH NAPKIN