Sarawak Skills

CORPORATE TRAINING
UNIT
SARAWAK SKILLS KUCHING

In collaboration with

MIMOS
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COURSE OUTLINE FOR:

AI For Office Productivity: Training for the Workplace

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**Sarawak Skills
Jalan Canna, Off Jalan Wan Alwi,
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Program Title	:	**AI For Office Productivity: Training for the Workplace**
Time	:	**830am – 430pm**
Date	:	**4 – 5 FEBRUARY 2026**
Duration	**:**	**2 days**
Venue	:	**Sarawak Skills/PPKS, Jalan Canna, Tabuan Jaya, Kuching**

INTRODUCTION

The AI Training for Office Productivity program is designed to equip professionals with the practical skills to leverage Artificial Intelligence (AI) for enhanced efficiency, creativity, and decision-making in the workplace. Through hands-on sessions using tools such as ChatGPT, Gemini, and NotebookLM, participants will learn to automate tasks, create engaging presentations, and streamline office operations. This program is ideal for executives, managers, educators, administrators, and office professionals seeking to integrate AI into their daily workflows and drive productivity in the digital era.

OBJECTIVES

Upon completing the course, participants will be able to:
- **Promote AI Awareness & Adoption:** Deliver foundational knowledge and practical exposure to AI tools that enhance workplace effectiveness.
- **Enable Digital Transformation:** Equip participants with the skills to leverage AI for automation and data-driven decision-making
- **Customize AI Applications:** Provide training that can be adapted to various sectors, ensuring relevance and practical value.
- **Encourage Responsible AI Use:** Advocate for ethical AI development and use, emphasizing governance and regulatory considerations.

COURSE CONTENTS

DAY 1	
DURATION	**TOPICS**
830am – 1230pm	**Introduction & Housekeeping** • Trainers Introduction • Session Plan and Course Introduction **Introduction to AI** • Artificial Intelligence (AI) – Large Language Model (LLM) • ChatGPT Privacy Configuration **AI for Office Productivity (Artificial Intelligence & AI Tools)** • Demonstration of AI productivity tools (Word extraction, file combination, programming) • ChatGPT as a personal assistant

	• AI for task generation (research, prediction, summarization)
LUNCH BREAK	
130pm – 430pm	**Office Productivity Module #1** • AI in Meeting Preparation (Minutes at Meeting) ➢ Google Doc ➢ Handwriting ➢ Text-to-Speech Recording • Preparing Presentation Materials Using AI ➢ GPT with Canva ➢ GPT with PowerPoint ➢ Slide Generation Using Gamma.AI ➢ GPT with Excel **Office Productivity Module #2** • AI for Logo Generation and Design • AI for Text-Based Image Creation

DAY 2	
DURATION	**TOPICS**
830am – 1230pm	• Recap of Day 1 ➢ Housekeeping reminders ➢ Summary of Day 1 learnings **Office Productivity Module #3** • AI in Meeting Preparation (Minutes of Meeting) ➢ Google Doc ➢ Handwriting ➢ Text-to-Speech Recording **Office Productivity Module #4** • AI in HTML Application ➢ AI for Educator ➢ AI for Travel Agency **Office Productivity Module #5** • AI for Media Content Creation • AI-generated graphics & videos for presentations VBA-powered automation in PowerPoint • AI-driven website/portal development (PHP & HTML)

LUNCH BREAK	
130pm – 430pm	**Practical Training Session** • Dashboard Creation • Quizzes **Closing Session** • Training wrap-up & course conclusion • Feedback session

METHODOLOGY

- Lecture, Q&A Sessions, Presentation, Activity

DURATION

- **Course duration is 2 days** (8.30am – 4.30pm)

TARGET PARTICIPANTS

- Office professionals, academicians, government servants, working adults and university students

PREREQUISITE

1. **Laptop with Required Specifications**
   - Participants must bring their own laptop with at least:
   - Windows 10 / macOS 10.15 or newer
   - Minimum 8GB RAM (16GB recommended for AI-related tasks)
   - Stable internet connection for cloud-based AI tools (Provided by Sarawak Skills)
   - Google Chrome / Microsoft Edge browser for optimal performance

2. **Active ChatGPT / OpenAI Account**

   - Participants should register for a ChatGPT (OpenAI) account before the session.

   - Free or Pro versions are acceptable.