AI AT WORK: DRIVING EFFICIENCY AND PRODUCTIVITY

22 JANUARY 2026 | 9.00AM-5.30PM
SECURITIES COMMISSION MALAYSIA

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HRD CORP REGISTERED COURSE/PROGRAMME NO: 10001641571
MyCoID:765264K

WHAT'S THE PROGRAMME ABOUT?

This one-day SIDC programme will help employees to learn how to use Artificial Intelligence (AI) in their daily work. It shows how AI can make work easier by helping with everyday tasks such as writing, organising information and making better decisions. Using simple examples and easy prompting techniques, participants will learn how to save time, improve communication, and work more efficiently.

The programme will also help participants understand how AI can be used responsibly to improve productivity and engagement within the organisations.

PROGRAMME OBJECTIVE

This programme aims to help participants use Generative AI in daily work, using simple prompts to complete tasks faster, communicate better, and improve work efficiency.

ICF COMPETENCY LEVEL

- Functional (Technical) - Digital Technology Application (Proficiency Level 2)
- Foundational (Product) - Market Analysis (Proficiency Level 2)
- Behavioural (Organisation Leadership) - Business Acumen (Proficiency Level 2)

LEARNING OUTCOMES

By the end of this programme, participants will be able to:

LO1   recognise the strategic capabilities of AI for reasoning, communication and planning
LO2   explain how Generative AI can enhance strategic foresight, reporting and decision-making
LO3   apply AI prompting techniques to automate tasks and generate customised content more efficiently
LO4   analyse potential AI applications to strengthen organisational efficiency, governance and stakeholders engagement

PARTICIPANTS PROFILE

This programme is designed for anyone interested to understand the potential of Generative AI tools and apply them confidently in their day-to-day work.

PROGRAMME OUTLINE

9.00 am — **Session 1:** Understanding AI and Strategic Prompting (LO1)
- Overview of AI and generative AI concepts
- Identifying quick wins using AI
- Understanding the various AI Models available in increasing productivity efficiency
- How simple operational prompts benefits employees at work

10.45 am — **Session 2:** Using Custom GPTs and other Gen AI Models (LO2)
- How to synthesize lengthy policy and strategy documents
- Building reusable AI assistants for operational tasks efficiency
- Supporting work oversight with an AI copilot and other Gen AI

Activity: Working on practical work and task examples

2.00 pm — **Session 3:** Refining Prompts for Operational Efficiency (LO3)
- Automating tracking, reporting and routine write-ups
- Enhancing content drafting for communications and campaigns
- Supporting compliance monitoring and policy alignment
- Applying AI in analysis and report writing
- Simulation of scenarios using Gen AI

3.45 pm — **Session 4:** The Future of Gen AI at Work (LO4)
- Current and emerging AI trends
- Transforming workflows using Gen AI in office tools
- Enhancing client-facing systems and interactions
- Planning for AI opportunities and task applications at work

5.30 pm — End of Programme

SPEAKER

ALI REZA AZMI
Founder and Chief Executive Officer, Twenty-Four Consulting

Ali Reza Azmi is a highly respected technology trainer and consultant with over 24 years of experience advancing Malaysia's digital capabilities. As Founder and CEO of Twenty-Four Consulting, he has played a key role in modernising government operations through hands-on training in AI, cloud computing, and workplace automation. Ali is trusted by ministries and public sector bodies to design and deliver practical programs that empower non-technical professionals, helping institutions achieve their digitalisation mandates. His ability to demystify complex tech and translate it into usable skills makes him a sought-after partner for national capacity-building efforts.

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* The SIDC reserves the right to amend the programme as deemed appropriate as without prior notice.

For enquiries on registration, please contact: **+603 6204 8439 / 8274** | Register today at **www.sidc.com.my**
Get in touch and speak to our friendly team:

Farith Jamal | +6014 653 2578 | Farith.Jamal@sidc.com.my
Sarah Dalina | +6011 2711 9658 | Sarah.Dalina@sidc.com.my
Wan Mohd Farid | +6012 641 7589 | FaridK@sidc.com.my

Abdul Qaiyum | +6017 871 3242 | Qaiyum.Ghazali@sidc.com.my
Syed Imran | +6017 743 0773 | imran.nasir@sidc.com.my