

A.I Builder For Work

Unlock Your Potential. Innovate. Create

1-Day Practical AI Workshop for Beginner.
1-Day Practical AI Workshop for Intermediate.
Designed to Automate Tasks and Boost Efficiency.



25 MARCH 2026 (BEGINNER)
26 MARCH 2026 (INTERMEDIATE)
9:00am - 5.00pm



Contact us
+6011-2922 5298



Venue
ARMADA HOTEL, PJ



Master Your Workday with AI Builder for Work

This program is designed specifically for non-technical individuals and first-time AI users. Whether you're an office professional, a manager, or a freelancer, if you're looking to enhance your productivity without the need to learn coding, this course is perfect for you.

You Will:

- Learn **practical skills** you can use right away in your job.
- Get good at **Prompt Engineering** to make clear prompts that get accurate AI answers.
- Use **AI tools** to help create emails, reports, and engaging content.
- Make visuals and slides to **communicate more effectively**.
- Create your "**Digital Helper**" by making easy prompts and simple AI tools to automate tasks.
- Set up **AI workflows** to combine different AI results into useful work tools, making tasks smoother and more efficient.

Your Career Edge:

- **Boost Efficiency:** Reduce time spent on routine administrative tasks by automating drafting and summarization
- **Professional Quality:** Improve the clarity, tone, and visual impact of your emails, reports, and slides.
- **Future-Ready Skills:** Gain the confidence to adopt AI responsibly and effectively in your daily operations.
- **Competitive Advantage:** Transition from understanding AI theory to producing professional, usable outputs immediately.
- **Workflow Mastery:** Learn to integrate multiple AI tools into a seamless, end-to-end work process.



COURSE OUTLINE

Day 1 Workshop, you will learn how to:

- Write better prompts to generate clear, professional AI outputs for work.
- Generate AI-assisted content, visuals, and slides for work use.
- Create AI assistants to improve daily work efficiency.
- Integrate multiple AI outputs into a simple end-to-end work use case.

Day 2 Workshop, you will learn how to:

- Design smart AI-enabled forms to capture inputs and guide workplace processes.
- Build and deploy AI chatbots to support workplace or customer-facing tasks.
- Prototype a simple AI-powered application using no-code platforms.
- Integrate multiple AI components into a functional workplace use case.

Who Should Attend:

- **Administration staff** - looking to streamline routine tasks
- **Marketing teams** - seeking to produce faster, high impact content that captures attention and drives results.
- **Sales professionals** - looking to boost customer engagement and achieve higher conversion rates.
- **Coordinators** - managing multiple workflows and team updates
- **Everyone** - seeking practical, beginner friendly AI skills for daily work

OUR LIFE-CHANGING SUCCESS STORIES



Betty Phua

Embrace AI in Admin Work

Ricky showed us how AI tools could make admin work easier and efficient. Learning how to write better and faster using AI has saved us so much time.

"Suddenly, AI didn't seem so scary. It felt doable."



James Chong

"Passion Pioneer" for AI

The program taught me to turn ideas into presentations, create chatbots, and automate boring tasks. Now I can finish work faster and create better content.

"AI is like my helper every day. It shows me new ways to do things."



Johnny Lim

From Tech Novice to AI Enthusiast

I'm not the most tech-savvy person, but Ricky quickly put my worries to rest. We actually got hands-on with the tools, making every session engaging and fun!

"It's not just a one-time course. It's like being part of an ongoing learning community."



Karen Lee

Automate Compliance with AI

I used to feel overwhelmed by paperwork as a Company Secretary. Now I create custom GPTs, build AI workflows, and handle complex tasks with ease.

"AI has made a huge difference in my job. I've saved time, improved accuracy, and increased quality of



Maxine Chan

AI as My Digital Sidekick

Creating content about my own story used to feel like climbing a mountain with one wheel stuck. But ever since AI joined my adventure, everything changed.

"A prompt can turn my daily challenges into powerful moments."



Tan Siew Li

Change Work & Life with AI

I created custom ChatGPTs for finance tasks, MBA studies, and Toastmasters speeches. I also built a website with a chatbot to boost my businesses.

"Time-saving? Absolutely! AI is like my helper every day."

AUTOMATE WORK & BOOST EFFICIENCY – NO TECH SKILLS NEEDED

This HRDC-claimable workshop equips you and your team to use practical AI tools to create content, slides, chatbots, FAQs, and customer replies – **all without coding.**

Participants will walk away with ready-to-use outputs that can be applied immediately at work.

JOIN 1 DAY TO IMPROVE YOUR WORK EFFICIENCY

OR

JOIN ALL 2 DAYS TO BECOME CONFIDENT AND SKILLED IN USING AI

In Partner With



AICoach.my

Our Trainers

Trainer: Ms. Koh Li Hong

Beginner Class

Business Skills Trainer

- Coach emerging managers in communication, sales, and leadership through practical, real-world lessons.

No-Code AI Coach

- Equip professionals to leverage no-code AI for faster content creation, clearer communication, and seamless automation.

SME Talent & Growth Consultant

- Guide SMEs to align upskilling with business goals and embed AI into daily operations, future-proofing their workforce.



Trainer: Mr. Ricky Soo

Intermediate Class

MBA & Data Science Expert

- Apply his Master's degrees in Business and Data Science, Ricky connects technical expertise with practical business strategy.

AI Innovator

- Provide IT services and creating innovative solutions, Ricky is passionate about bringing cutting edge technology into everyday use.

Skilled Communicator

- Explain complex ideas in simple, useful ways, Ricky shares his knowledge as a speaker and mentor in Toastmasters.



COURSE FEE:

DAY 1 : RM 888/ PAX (BEGINNER)

DAY 2 : RM 988/ PAX (INTERMEDIATE)

2 DAYS SPECIAL: RM 1699/ PAX

*Special 15% early bird discount - register before 10/03/2026

(Registration Close - 17/03/2026)

Small Class Learning Limited Seats



HRDCorp Registered Company
(If Yes, please tick)



Workshop Title: **A.I Builder for Work (Beginner & Intermediate)**
Date & Time: **25th March 2026, Wednesday – Beginner Class 9am – 5pm**
26th March 2026, Thursday – Intermediate Class 9am – 5pm
Venue **Armada Hotel, Petaling Jaya, Selangor**

| Course Fee | No. of participants | Total Fees |
|---|---------------------|------------|
| Day 1 – Beginner Class | RM888.00/pax | |
| Day 2 – Intermediate Class | RM988.00/pax | |
| 2 Days Combo Special | RM1,699.00/pax | |
| <i>Early Bird Discount Extra 15% Off before 10/3/2026</i> | | |
| Total | pax | RM |

DETAIL

Company Name: _____ Industry: _____
Contact person: _____ Company Tel: _____
Company Mobile: _____ Email: _____
Address: _____

Vegetraian Meal

1. Full Name : _____ Designation _____
2. Full Name : _____ Designation _____
3. Full Name : _____ Designation _____

(In the event of additional participants kindly fill up another registration form)

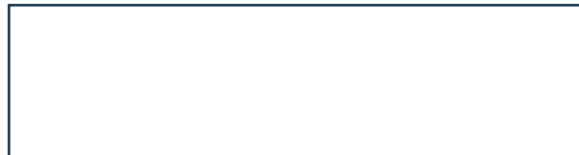
PAYMENT METHOD

- I / We hereby enclose Online Banking Transfer
 Claiming via HRDCorp Claimable Course SBL Khas Levy

Cheque should be crossed and made payable to **YOUNG TITANS ENTERPRISE**. Payments can be deposited into our account - **MBB: 512754-555 259**. A copy of the bank-in slip should be scanned and emailed to seminar.young.titans@gmail.com.

Cancellation/ transfer policy: Payment is refundable for cancellation if cancellation is in writing received 7 working days before the event. You can substitute an alternative participant, particulars of which should be given to us in writing before the event. If any participant is absent on the event day, full payment is chargeable.

YOUNG TITANS ENTERPRISE (YTE) reserves the right to change the venue(s), date(s) speaker(s) or cancel the event due to circumstances beyond its control. **YTE** also reserves the right to alternative arrangements whatsoever without prior notice to you, should it be necessary to do so. Upon signing the registration form, you are hereby deemed to have read and agreed to the terms and conditions herein.



Signature

and

company stamp

Date:

Should you have any further enquiries, please do not hesitate to contact us.

- Email : young.titans.pro@outlook.com
- Contact: **Mr Sean**
- Address: Petaling Jaya, Selangor

Contact No: **011- 2922 5298**