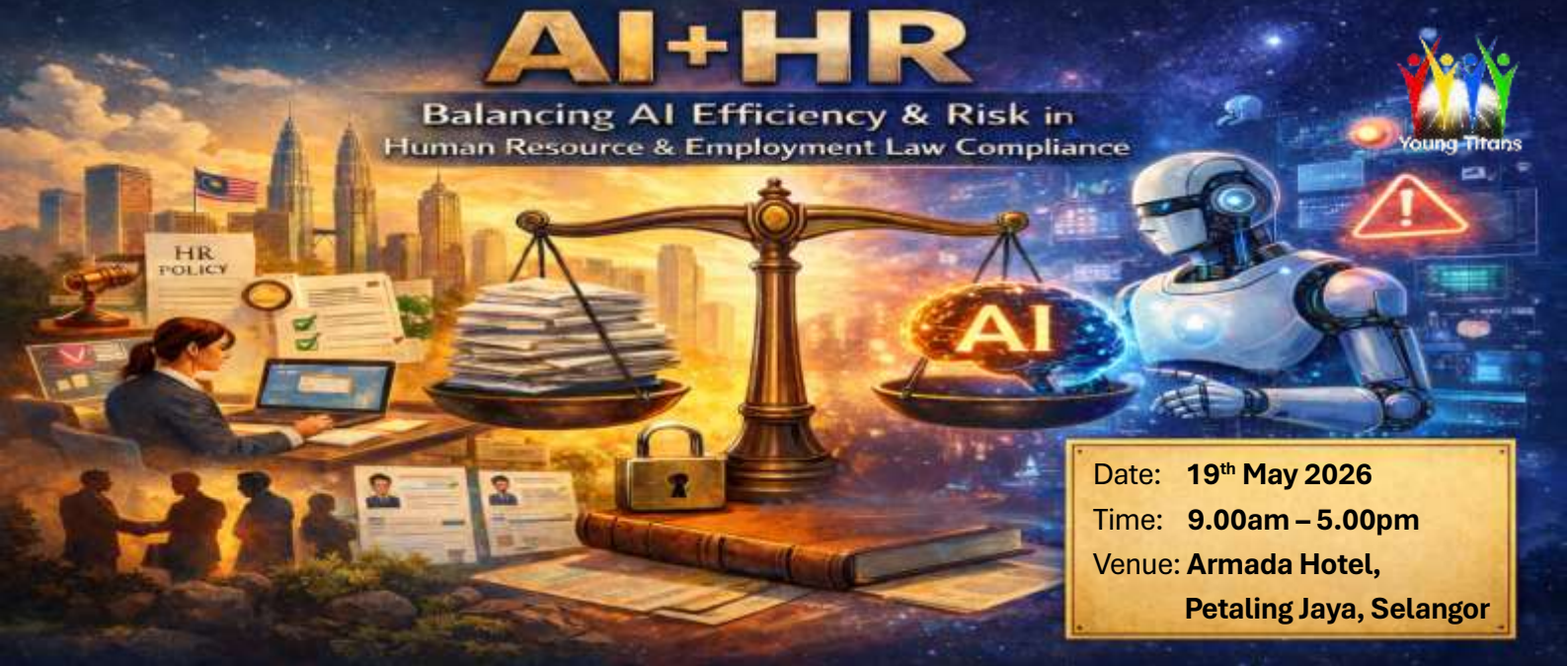


AI+HR

Balancing AI Efficiency & Risk in
Human Resource & Employment Law Compliance



Date: **19th May 2026**
Time: **9.00am – 5.00pm**
Venue: **Armada Hotel,
Petaling Jaya, Selangor**

OVERVIEW

This program will dive into balancing DO MORE FOR LESS to accelerate HR Transformation while acknowledging that “the algorithm did it” is not a valid legal defense. While AI automates mundane administrative tasks – freeing HR to focus on high-value strategic work, it is prone to errors if left unchecked. Today, drafting HR documentation has evolved into a hybrid “AI-assisted workflow”. However, practitioners must be vigilant to avoid misused, “hallucinated” clauses, non-compliant or misleading documentations.

This techniques’ sharing session is to ensure your AI-assisted HR process & documents are backed by human oversight, clear, enforceable, and fully compliant with the current Malaysian law. This workshop is customized to equip you with practical tips, prompts, real-life examples and risk mitigation, which can be applied immediately in your workplace.

COURSE OBJECTIVES

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

- Spend less time in drafting clauses and documents whilst ensuring compliance with the Employment Laws and Regulations.
- Distinguish between contractual documents and non-contractual HR documents.
- Avoid common drafting mistakes that expose employers to legal and financial risks.
- Understand the best practices in leveraging AI in drafting employment and HR documentations.
- Observe the best practices and Do’s & Don’ts in AI+HR workflow to maintain legal boundaries.
- Protect your organization’s interest by understanding the effects and implications of AI+HR hybrid workflow and steps to avoid misuse.

SPECIFIC TARGET MARKET

- Human Resource Practitioners / Executives / Supervisors / Officers / Assistants
- Heads of Department / Non-HR Managers / Branch Managers / Outlet Managers
- Non-HR personnel performing HR functions
- HR Service Providers
- Employers / Business Owners
- Upskilling

Course Fee:

Normal Price

Early Bird Promo (register before 15th May 2026)

If you come with a colleague or bring a friend

RM 1,288.00/pax

RM 1,088.00/pax

RM 988.00/pax

HRDCorp Claimable Course

****Price includes: Speaker Notes, Attendance e-Certificate, Tea Breaks and Lunch**



AI+HR: Balancing AI Efficiency & Risk in Human Resource and Employment Law Compliance

COURSE SCHEDULE

9.00am – 10.30am

❖ Artificial Intelligence + 'Human' Resource

- Roles and Functions in Hybrid AI+HR workflow
- Do's and Don'ts in AI+HR workflow
- Leveraging AI+HR safely, securely and ethically
- Applying HITL mandate (Human-in-the-Loop)
 - AI & Human Collaboration
- Prompting techniques to ensure Employment Law and HR Legality compliant
- Ensuring Data-privacy and Trade Confidentiality
- Avoiding common AI+HR Pitfalls

10.30am – 12.00pm

❖ AI+HR Employment Process & Documentation

- Writing effective Job Description efficiently
- Leveraging AI for Job Matching
 - Structure effective Interview questions for Job-matching
- Generating AI+HR Onboarding process to optimize efficiency and productivity
 - Automate your New Hire Induction and Orientation to free up HR time
- Making your Employee Handbook information and Company's policies safely accessible to your employee 24/7 to free up HR routine questions & answers time
- AI+HR Prompt to optimize effectiveness and outcome

1.00pm – 3.00pm

❖ AI+HR Performance Management Documentation

- Drafting Extension of Probationary Period
- Developing Confirmation of Employment Template
- Drafting Non-confirmation of Employment
- Developing Performance Improvement Plan and Template
- AI+HR Prompt to optimize effectiveness, outcome & compliance

3.00pm – 5.00pm

❖ AI+HR Misconduct and Disciplinary Documentation

- Managing Misconduct - Employment Act 1955, Section 14 (1) & (2)
 - Due Inquiry and Suspension
 - Drafting Suspension Template
- Managing Absenteeism - Employment Act 1955, Section 15 (2)
 - Developing Show Cause Template
 - Developing Job Abandonment / Termination Template
- Permitted Disciplinary Procedures and Documents
 - Drafting Show Cause Letter / Template
 - Drafting Warning Letter / Template
 - Drafting Domestic Inquiry Notice
- AI+HR Prompt to optimize effectiveness and compliance

Main Trainer: SERENE YAP



Serene Yap is a dedicated and passionate Human Resource Trainer and Consultant with over 20 years of experience in human capital development. Her greatest passion lies in sharing knowledge and uplifting the professionalism and competencies of organizations' human assets and the HR community at large. With an MBA in General Management, certification as an NLP Practitioner (ISNS), and accreditation by HRD Corp, Serene brings both academic depth and practical insight to her training.

Her corporate background across diverse industries—including construction, property, retail, hospitality, manufacturing, oil & gas, and consultancy—enables her to deliver content that is both theory-based and enriched with hands-on, real-life applications. This ensures that participants can immediately relate to and implement what they learn in the workplace.

Serene has successfully trained employees from numerous reputable organizations such as Proton, Perodua, Hartalega, Mr DIY, Petronas, Bank Negara, Standard Chartered, Telekom Malaysia, and many others. She is also actively involved in HR consultancy projects, including HR audits, policy and SOP development, retrenchment planning, and mentoring new HR departments.

Throughout her career, she has designed and conducted impactful HR programs including Employment Law & Industrial Relations, Payroll Management, HR Policies and SOPs, Behavioral Interviewing, Managing Absenteeism and Misconduct, Performance Management, Termination Procedures, and more. Her training has empowered many HR professionals and non-HR managers to enhance their capabilities and contribute effectively to their organizations.

With a proven track record and a genuine commitment to professional development, Serene continues to play a significant role in strengthening the HR ecosystem in Malaysia.

METHODOLOGY

- Interactive Presentation
- Competencies Exercises / Assignments
- Practical / Competency Exercises
- Quizzes
- Questions and Answers

HRDCorp Registered Company

(If Yes, please tick)



Workshop Title: AI+HR: Balancing AI Efficiency & Risk in Human Resource and Employment Law Compliance

Date & Time: 19th May 2026, Tuesday

Venue & Time: Armada Hotel, Petaling Jaya, Selangor (9.00AM – 5.00PM)

Course Fee	No. of participants	Total Fees
Normal Fee	RM1,288.00/pax	
Early Bird Rate (<u>Register before 15/05/2026</u>)	RM1,088.00/pax	
If you bring a friend or colleague	RM988.00/pax	
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

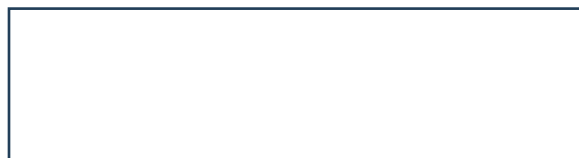
I / We hereby enclose Online Banking Transfer

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 : seminar.young.titans@gmail.com
- Contact: **Mr Teoh**
- Address: Petaling Jaya, Selangor

Contact No: **011- 1057 3088**