



**SKILL**  
Accelerate Your Talent with Skill

A Brand Of PEOPLElogy



# MASTERING AI: UNLOCKING THE FUTURE OF INTELLIGENCE

AI is transforming industries and reshaping economies, making it crucial to understand its fundamentals. This course covers core AI concepts like machine learning, neural networks, and ethics. Whether you're new or experienced, you'll gain skills to harness AI's potential for the future.





# AI FOR END USER PROGRAM



## GenAI

To empower you with the knowledge and practical skills needed to leverage the latest in GenAI for elevating productivity



## Copilot

To utilize CoPilot to efficiently automate processes, produce content, and gain insights in Word, Excel, PowerPoint, and Outlook, among other Microsoft 365 apps



## ChatGPT

Empower participants with the knowledge and tools required to harness the potential of ChatGPT and conversational AI, enabling them to create intelligent and effective chatbot solutions that meet the needs of businesses and customers in a wide range of applications.



## Artificial Intelligence

Complete coverage of the key aspects and topics in Artificial Intelligence today, including how all the technologies fit together into a complete solution, the applications of AI such as image and speech recognition, search, clustering, optimization, prediction, and understanding data, and how executives can start on their AI journeys.



# Artificial Intelligence

## for Executives

### Overview

The term artificial intelligence (AI) refers to a set of computer science techniques that enable systems to perform tasks normally requiring human intelligence, such as visual perception, speech recognition, decision-making and language translation. Machine learning and deep learning are branches of AI which, based on algorithms and powerful data analysis, enable computers to learn and adapt independently.

Artificial intelligence (AI) is no longer the future. For businesses, it is the here and now, and executive suites and boardrooms around the world see it as such. They might be expected to be wary, given that much is unknown, even among scientists, about how AI capabilities might develop in the coming years. Or that policymakers

### Course Objectives

- Acquire an understanding of the key trends in AI and how these are influencing the future of business
- Identify which areas of your business are ripe for automation and digital transformation
- Gain confidence in the management of AI projects
- Identify the pitfalls and ethics concerns associated with AI

### Duration

2 Days

### Who Should Attend

- C-level executives
- Senior Level Managers.

### Prerequisites

- Exposure to Business Intelligence
- Exposure to Data Storage Solutions/Databases



# Artificial Intelligence

## for Executives

### Course Topics

- |          |   |
|----------|---|
| Module 1 | : Introduction to Artificial Intelligence |
| Module 2 | : AI in Recent Times                      |
| Module 3 | : Machine Learning and Deep Learning      |
| Module 4 | : AI Application in Business              |
| Module 5 | : Model Creation and Validation           |
| Module 6 | : Data Visualization                      |
| Module 7 | : AI In Action                            |
| Module 8 | : Starting an AI Journey                  |
| Module 9 | : AI Prototyping                          |



# GenAI and Prompt Engineering

## Overview

This is a comprehensive 2-day course on harnessing the power of Generative AI (GenAI) to supercharge productivity across various domains, with a special focus on finance. In the digital era, the ability to streamline workflows, generate insights, and automate tasks is paramount. Tools like ChatGPT and Gemini have revolutionized how professionals approach problem-solving, content creation, and data analysis. This course delves into the nuances of these AI models, including the differences between GPT-3, GPT-3.5, GPT-4, and the capabilities of Gemini and Gemini Advanced. You will learn the art of prompt engineering to interact effectively with AI, enhancing your productivity and efficiency. We'll also explore the integration of AI tools like GitHub Copilot in coding and development workflows. Whether you're looking to elevate your personal productivity or seeking to implement AI solutions in your organization, this course offers the knowledge and skills to leverage GenAI effectively.

This course is meticulously designed to empower you with the knowledge and practical skills needed to leverage the latest in GenAI for elevating productivity. Through a mix of theory, hands-on practice, and project-based learning, participants will leave well-equipped to apply AI solutions like ChatGPT, Gemini, and GitHub Copilot in their professional endeavors. Beyond the immediate skills and knowledge, this course aims to inspire a forward-thinking mindset, preparing you to navigate and lead in the evolving landscape of AI-enhanced workflows and innovation. and regulators have barely begun to study its potential implications for markets and workforces.



# GenAI and Prompt Engineering

## Course Objectives

Participants will:

- Understand the foundational concepts of GenAI and its applications in various industries, with an emphasis on finance
- Differentiate between GPT-3, GPT-3.5, GPT-4, Gemini, and Gemini Advanced in terms of capabilities and use cases
- Master prompt engineering techniques to maximize efficiency and output quality when interacting with AI models
- Explore the application of ChatGPT and Gemini in automating and optimizing financial analysis, reporting, and forecasting
- Learn to integrate AI tools like GitHub Copilot in development projects for code suggestion, error correction, and documentation
- Develop strategies to implement GenAI solutions in business processes to enhance productivity and innovation
- Gain insights into managing AI ethics and bias to ensure responsible use of GenAI technologies

## Duration

2 Days

## Prerequisites

- Basic familiarity with AI and machine learning concepts
- Interest in productivity tools and automating workflows
- For sections on GitHub Copilot, basic programming knowledge is beneficial



# GenAI and Prompt Engineering

## Course Topics

- |          |  |
|----------|--|
| Module 1 | : Overview of Generative AI                            |
| Module 2 | : Deep Dive into ChatGPT and Gemini                    |
| Module 3 | : Prompt Engineering for Enhanced Productivity         |
| Module 4 | : Application in Finance                               |
| Module 5 | : Integrating AI in Development with GitHub Copilot    |
| Module 6 | : Implementing GenAI Solutions in Business             |
| Module 7 | : Ethics, Bias, and Responsible AI Use                 |
| Module 8 | : Looking Ahead: The Future of Productivity with GenAI |
| Module 9 | : Hands-On Projects and Interactive Sessions           |





# CHAT AI

# Introduction to ChatGPT and Conversational AI

## Overview

This comprehensive one-day course is designed to provide participants with a solid understanding of ChatGPT and conversational AI technologies. Conversational AI is transforming industries by enabling chatbots, virtual assistants and more. In this course, the participant will dive into the foundations of ChatGPT, learn how to build conversational systems and explore the practical applications of these technologies. This course will empower participants with the knowledge and tools required to harness the potential of ChatGPT and conversational AI, enabling them to create intelligent and effective chatbot solutions that meet the needs of businesses and customers in a wide range of applications.

## Course Objectives

- By the end of the course, participants should be able to:
- Understand the fundamentals of conversational AI and its applications
- Interact with ChatGPT and pre-trained models effectively
- Build and fine-tune chatbots and virtual assistants
- Apply best practices for conversation design
- Address ethical considerations and potential bias in conversational AI
- Deploy and integrate ChatGPT into real-world applications
- Identify industry-specific use cases and future trends in conversational AI



# CHAT AI

# Introduction to ChatGPT and Conversational AI

## Duration

1 Day

## Who Should Attend

This course is ideal for:

- Software developers interested in building chatbots and virtual assistants
- Product managers exploring conversational AI for their products
- Entrepreneurs and business professionals seeking to leverage conversational AI for customer engagement
- AI enthusiasts and students looking to deepen their knowledge of conversational AI technologies

## Prerequisites

A basic understanding of artificial intelligence and machine learning concepts is recommended. The participants should have a laptop or desktop computer with internet access for hands-on exercises.

## Course Topics

Module 1	: Introduction to Conversational AI
Module 2	: Fundamentals of ChatGPT
Module 3	: Building Chatbots and Virtual Assistants
Module 4	: Advanced Topics in Conversational AI
Module 5	: Real-World Applications



# Mastering AI At Work:

## MS Office 365 with Copilot

### Overview

This course gives you a thorough overview of Microsoft CoPilot for Microsoft 365, a technology that integrates cutting-edge AI capabilities with well-known Microsoft products to increase productivity. The course will teach participants how to utilise CoPilot to efficiently automate processes, produce content, and gain insights in Word, Excel, PowerPoint, and Outlook, among other Microsoft 365 apps. have a laptop or desktop computer with internet access for hands-on exercises.

### Course Objectives

- Understand the Basics of AI Integration in MS Office 365
- Familiarize with MS Office 365 Copilot Features
- Enhance Productivity with AI Tools
- Develop Skills for Advanced Data Analysis in Excel
- Improve Document Creation and Editing in Word
- Enhance Presentation Skills with PowerPoint AI Tools
- Optimize Email Management in Outlook
- Improve Collaboration and Communication with AI
- Implement Best Practices for Security and Privacy
- Stay Updated with Latest AI Features and Updates



# Mastering AI At Work:

## MS Office 365 with Copilot

### Duration

1 Day

### Prerequisites

- Basic familiarity with Microsoft 365 suite including Word, Excel, PowerPoint and Outlook.
- General understanding of office workflows and document management.
- Access to Microsoft 365 with CoPilot capabilities.

### Course Topics

Module 1	: Introduction to Microsoft CoPilot
Module 2	: Getting Started with CoPilot in Word
Module 3	: Utilizing CoPilot in Excel
Module 4	: Enhancing Presentations with CoPilot in PowerPoint
Module 5	: CoPilot in Outlook
Module 6	: Module 6 Cross-application Capabilities
Module 7	: Best Practices and Tips
Module 8	: Future of AI in Microsoft 365



Accelerate Your Talent  
with Skill

## Contact Us



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