



AI Essentials

Empower Your Future with Artificial Intelligence

LEARNING PATH OVERVIEW

In today's digital world, AI is essential for business success. The AI Essentials Learning Path helps you unlock AI's full potential, transforming how you work, collaborate, and make decisions.

LEARNING PATH OBJECTIVE

- Boost productivity by mastering AI tools and effective prompting techniques.
- Improve decision-making using AI-powered analysis and solutions.
- Enhance collaboration through AI-driven communication and project management tools.

RECOMMENDED FOR

Professionals seeking to enhance productivity, collaboration, and decision-making with AI tools.



COURSES



Prompt Engineering

Learn to create effective prompts for AI tools, boosting productivity and optimizing AI results for various tasks.



AI Application

Understand how to integrate AI into business processes to drive innovation and efficiency.





Course Outline

The AI Advantage - Mastering Prompts and Tools for Enhanced Productivity

1

Introduction to Artificial Intelligence

1. Overview of AI and its evolution.
2. Understanding AI's role in enhancing productivity.
3. Key applications of AI across industries.

2

Principles of Effective Prompting

1. Principles of clear and concise prompts for AI chatbots.
2. Techniques for structuring effective prompts.
3. Common pitfalls and how to avoid them.

3

Organising Problems for AI Solutions

1. Breaking down complex problems.
2. Techniques for simplifying tasks.
3. How to provide clear and concise problem descriptions.

4

Practical Applications of AI in Various Industries

1. Exploring AI use cases for various industries, e.g. marketing campaign generation, ideation, document summarisation.
2. Exploring AI tools, e.g. Gemini for Google Workspace, ChatGPT.

5

Hands-On Workshop: Prompting in Practice

1. Interactive session on crafting prompts for AI tools.
2. Practical session where participants craft prompts on various work-related tasks.
3. Practical session on integrated AI assistants within documents, spreadsheets and presentations.

For course customization and further discussion, feel free to reach out to us at marketing@matrixc.com



Course Outline

Leveling Up with AI - Collaborative Applications for Team Projects

1

Introduction to AI in Team Collaboration

1. Overview of AI's role in enhancing teamwork.
2. The impact of AI on modern project management.
3. Understanding how AI can transform communication and collaboration.

2

AI-Powered Communication and Project Management Tools

1. Explore AI tools like Gemini for real-time collaboration and enhanced communication.
2. Learn how AI automates and streamlines project management tasks.

3

AI for Decision-Making and Problem-Solving

1. Using AI to analyze data and inform decisions.
2. Demonstrations of various AI applications in facilitating team communication, e.g. meeting summaries, summarisation of internal knowledge.

4

Hands-On Workshop: AI Team Project

1. Teams will collaborate using AI tools like Gemini to create a project proposal tailored to their roles.
2. The workshop focuses on solving real-world business challenges, ending with a team presentation.

Trainers Profile

Mazlita Mat Hassan Director / Lead Trainer, MatrixC Academy



Mazlita Mat Hassan, known as "MEM," is an accomplished IT corporate trainer and data science expert with a BSc in Computer Science from University College London. With over a decade of experience, she has trained more than 10,000 professionals across Southeast Asia, specializing in Microsoft Office, Google Apps, and Tableau.

As the CEO of RECQA, she drives DeLIMA 2.0, Malaysia's National Digital Learning Platform, and leads MatrixC Academy's Change Management training with Google Tools. Globally recognized, she is the SEA & Pacific Leader for UNCTAD's "e-trade for women" initiative and received the 2023 Women in STEM award from Business and Professional Woman Malaysia for her contribution in co-developing DeLIMA 2.0 with MOE and Google Malaysia.

Ikmal Nordin Data & AI Lead, Matrix Connexion



A distinguished data analytics trainer, data scientist, and AI specialist with deep expertise in data science, AI, and economic analysis. Renowned for architecting cutting-edge data solutions, he translates complex concepts into practical, high-impact training for both corporate teams and individuals.

Ikmal has successfully trained and consulted for leading companies like Proton, Star Media Group, and BE International, empowering professionals across industries to harness the power of big data and AI for significant productivity gains and career advancement.

