**FMM Institute**
Co. No: 199901000527 (475427-W)
Perak Branch

REGISTERED
HRD CORP
TRAINING PROVIDER

# WORKPLACE AUTOMATION WITH AI & TOOLS

📅 **March 11-12, 2026 (Wednesday-Thursday)**
🕐 **8.45 am – 5.00 pm** 🏛 **FMM Institute, Perak**

In today's fast-paced digital era, organizations are under constant pressure to work smarter, faster, and more efficiently. Repetitive tasks, manual reporting, and scattered communication often consume valuable time and reduce overall productivity. Artificial Intelligence (AI) and automation tools are transforming the way we work by enabling employees to focus on strategic, high-value activities while machines handle routine tasks.

This course introduces participants to the fundamentals of AI and workplace automation, highlighting practical applications that can be adopted immediately in daily work. Through real-world examples, hands-on exercises, and guided practice, participants will explore how AI assistants (like Microsoft Copilot, ChatGPT, and Notion AI) and automation platforms (such as Power Automate and Zapier) can streamline workflows, improve collaboration, and support better decision-making.

**At the end of the session, participants will be equipped with the knowledge and confidence to identify opportunities for automation, leverage AI tools effectively, and build a productivity-focused mindset that balances human creativity with machine efficiency.**

> **Participants to bring own laptop or tablet with Microsoft 365 installed and have access to Power BI (64-bit), Canva (Basic) and ChatGPT (Basic).**

## COURSE CONTENTS

**Module 1: Introduction to AI & Automation**
- What is Artificial Intelligence (AI) and Automation
- Benefits of AI & Automation in the workplace
- Key differences between traditional automation and AI-driven automation
- *Real-world examples across industries*

**Module 2: AI Tools for Everyday Productivity**
- Microsoft Copilot (Word, Excel, PowerPoint, Outlook, Teams)
- ChatGPT & other AI assistants for drafting, summarizing, and brainstorming
- Notion AI / Google Duet AI for workflow and note management
- *Case study: Automating reporting with AI-powered tools*

**Module 3: Workflow Automation Essentials**
- Introduction to no-code/low-code platforms
- Microsoft Power Automate basics (flows, triggers, connectors)
- Zapier & Make (Integromat) for cross-app automation
- *Hands-on: Automating repetitive tasks (e.g., email sorting, approvals, notifications)*

**Module 4: AI-Powered Data Analysis & Decision Making**
- Using AI for quick insights in Excel/Power BI

- Predictive analytics for business scenarios
- Automating dashboards and reporting workflows
- *Case study: AI-assisted sales and customer data analysis*

**Module 5: Collaboration & Communication Automation**
- AI in Microsoft Teams & Outlook (meeting summaries, smart replies)
- Automated task creation from emails/chats
- Document collaboration with AI support (versioning, drafting, reviewing)
- *Hands-on: Auto-generate meeting minutes & task assignments*

**Module 6: Building an AI & Automation Mindset**
- Identifying repetitive tasks suitable for automation
- Designing workflows with productivity in mind
- Balancing human judgment with AI-driven decisions
- Ethical & security considerations

**Module 7: Practical Hands-On Exercises**
- *Create a simple automation flow (email to Excel/SharePoint)*
- *Use AI to summarize documents & generate reports*
- *Automate scheduling and reminders with AI tools*
- *Design a mini-AI-powered workflow for your department*

## OBJECTIVES

By the end of this training, participants will be able to:
- Understand the concepts of Artificial Intelligence (AI) and automation, and how they impact workplace productivity.
- Identify repetitive and time-consuming tasks that can be streamlined using AI and automation tools.
- Apply AI assistants (e.g., Microsoft Copilot, ChatGPT, Notion AI) to draft, summarize, analyse, and enhance everyday work tasks.
- Build simple automation workflows using platforms such as Microsoft Power Automate or Zapier to improve efficiency.
- Utilize AI-powered analytics for reporting, decision-making, and data insights.
- Enhance collaboration through automated communication, task assignments, and meeting management.
- Adopt an AI and automation mindset that balances human judgment with machine efficiency while considering ethical and security aspects.
- Demonstrate hands-on skills in creating at least one AI-assisted workflow applicable to their own work environment.

## WHO SHOULD ATTEND

This course is ideal for Managers, Executives & Team Leaders, HR, Finance & Admin Professionals, Project Managers & Coordinators, Business & Data Analysts, IT & Digital Transformation Teams, Customer Service, Marketing & Sales Staff and anyone eager to boost productivity with AI & automation.

## METHODOLOGY

Interactive Presentation, Group Discussions, Group Activities, Role Play, Simulation, Sharing Experience, Gamification Method, Case Studies

## TRAINER

**MS. LAXMI NAGENDRA RAO**, with over 14 years of teaching experience and a deep passion for empowering others, is an HRDCorp Accredited Trainer dedicated to fostering growth and development. Her career began in the classroom, where she developed effective pedagogical strategies that now shape her approach to working with adult learners.As a certified trainer, she specializes in delivering programs focused on essential digital tools such as Microsoft Office (Word, Excel, PowerPoint, Access, OneDrive, SharePoint, Teams, etc.) and Google Applications (Gmail, Calendar, Classroom, Sheets, Slides, Docs, Drive, etc.). Additionally, she incorporates advanced AI tools, including Gemini, ChatGPT, Canva, and others, to boost productivity and optimize workflows.

**MS. LAXMI NAGENDRA RAO** believes in an interactive, hands-on approach to training, where participants not only acquire technical skills but also learn how to apply them in real-world situations. Whether in corporate settings or educational institutions, her goal is to provide training that meets the practical needs of adult learners, supporting their personal and professional growth.

## COURSE DETAILS

Date:        **March 11-12, 2026 (Wednesday-Thursday)**
Time:        **8.45am - 5.00pm**
Venue:       **FMM Institute Perak**
             **No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak**
Medium of Instruction:        **English**
CPD:         **14 hours**
Fees:        ❑ **Members RM1,242.00/pax**  ❑ **Non-Members RM1,404.00/pax**
             *(Fees inclusive of Service Tax at 8%, Course Materials, Refreshment, Lunch and Certificate of Attendance)*

## ADMINISTRATIVE DETAILS

**HRD CORP CLAIMABLE COURSE DETAILS**
- Training Provider: **FMM Institute Perak** ▪ MyCoID : **475427W_PERAK**
- HRD Corp Programme No: **Provided upon confirmation**

**DISCLAIMER**
The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise.  All efforts will be taken to inform participants of the changes.

**REGISTRATION**
- Upon **Faxing/Mailing** the completed **Registration Form** to FMM Institute, you are **deemed** to have read and **accepted** the terms and conditions.  The **course** would also be **deemed** as **confirmed** unless informed otherwise.
- Will be based on First-Come-First served basis.

**PAYMENT**
- **Cheques** made in favour of "**FMM Institute**" should be forwarded to FMM Institute Perak.
- For **HRD Corp Claimable Course**, an **Attendance of 100% is a must**, in any case, **employers will be billed in full**.
- FMM Institute SST Registration No. **W10-1901-32000105**
- FMM Institute TIN No. **C10626805080**

**CANCELLATION**
Must be in Writing with Reasons ▪ 7 days before the course – No payment charged ▪ 3 – 6 days before the course - 50% payment charged ▪ < 3 days before the course – Full payment charged ▪ Participants who did not turn-up will be charged full payment ▪ Replacements can be accepted at no additional cost

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## ~ Registration Form ~

# WORKPLACE AUTOMATION WITH AI & TOOLS

FMM Institute
No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak                          Fax: 05-5488221

**Closing Date:**
**MARCH 4, 2026**

Dear Sir / Madam, please register the following participant(s) for the above programme.

| | | | | |
|---|---|---|---|---|
| 1. | Name | | Designation | |
| | | | HP No | |
| | NRIC | | Email | |
| 2. | Name | | Designation | |
| | | | HP No | |
| | NRIC | | Email | |
| 3. | Name | | Designation | |
| | | | HP No | |
| | NRIC | | Email | |

(*Please attach a separate list if space is insufficient*)

We hereby confirmed that (*Please tick (✓) in appropriate box)*:-

❑        We **will be claiming from HRD Corp** and full payment would made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances

❑        We will **NOT BE CLAIMING from HRD Corp**.  Enclosed cheque/bank draft No _____for RM _____ being payment for _____ participant(s) made in favour of the "**FMM Institute**".

*Submitted by:*

| | |
|---|---|
| Name: | Designation: |
| Company: | Tel: | Fax: |
| Address: | |
| Email: | FMM Membership No |

Enquiries – please contact **Ms Vaani / Pn Eda / Ms Harvindar** ☎ **(05) 548 8660** 🖷 **(05) 548 8221** ✉ **fmm_institute_perak@fmm.org.my**