



# AIHQ Training and Consultancy

Empowering The Workforce Of The Future

## AI AND CHATGPT MASTERCLASS FOR HR PROFESSIONALS

**Presented by :**

Pang Sern Yong

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# AIHQ's Philosophy

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At AIHQ Training and Consultancy, our philosophy is rooted in the belief that AI tools like ChatGPT should **augment human skills**, not replace them. We're committed to integrating AI into professional workflows in a way that **enhances human capability and productivity**.

Our consultancy ethos is guided by the principle of '**Expertise meets Guidance**'. We are experts in AI tools and their application, while our clients are masters of their respective fields. Thus, we strive to empower them with **hands-on training and practical application strategies** for effective ChatGPT integration within their unique work environments. Our role is that of a catalyst, sparking a transformation that enables businesses to innovate from within.

When it comes to our training programs, we prioritise **active engagement and personal empowerment**. Each course is designed to allow participants to navigate ChatGPT in the **most productive and rewarding way**. Our training goes beyond rote learning of AI tools; we focus on helping individuals understand the landscape, industry trends, and practical applications of ChatGPT.

At the core of our philosophy is the idea of '**responsible AI**'. We understand the ethical implications of AI use, and emphasise the importance of security, safety, and competency in all our consulting and training engagements.

In essence, AIHQ is about empowering professionals to navigate the future with AI and ChatGPT confidently and responsibly.



# AI AND CHATGPT MASTERCLASS FOR HR PROFESSIONALS

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## Workshop Overview:

This two-day workshop is designed to equip HR professionals with the knowledge and practical skills needed to leverage AI and ChatGPT in their daily tasks.

Participants will gain a deep understanding of generative AI fundamentals, explore various AI tools, and learn how to effectively integrate these technologies into HR processes.

Through a combination of hands-on exercises, interactive sessions, and real-world examples, attendees will be empowered to enhance their efficiency, decision-making, and overall HR strategy.

## Learning Outcomes:

- Understand the fundamentals of generative AI and ChatGPT.
- Gain hands-on experience with ChatGPT and other AI tools.
- Learn to apply AI in data analysis and HR analytics.
- Discover how to use AI for crafting job descriptions and recruitment.
- Enhance HR workshops and employee engagement using AI.



# Workshop Schedule

## Day 1: Generative AI and ChatGPT Fundamentals

### 09:00 AM – 10:30 AM: Generative AI and ChatGPT Fundamentals

- Introduction to generative AI and its applications.
- Understanding the fundamentals of ChatGPT.

*10:30 AM – 10:45 AM: Morning Break*

### 10:45 AM – 12:30 PM: Understanding ChatGPT – Hands-on and Practical

- Practical exercises for hands-on applications with ChatGPT.
- Interactive sessions to explore different functionalities.

*12:30 PM – 01:30 PM: Lunch Break*

### 01:30 PM – 03:00 PM: Effective Use of ChatGPT

- Strategies for effectively using ChatGPT in work tasks.
- Real-world examples and best practices.
- Security awareness and best practices for using ChatGPT safely.

*03:00 PM – 03:15 PM: Afternoon Break*

### 03:15 PM – 05:00 PM: Introduction to Other AI Tools and LLMs

- Overview of additional AI LLMs such as Copilot, Gemini, and Claude.
- Hands-on exercises with various AI applications for HR.

# Workshop Schedule

## Day 2: Advanced Applications of AI in HR

### 09:00 AM – 10:30 AM: Using ChatGPT and AI for Excel

- Techniques for integrating ChatGPT and AI with Excel.
- Practical exercises on data analysis and AI usage in Excel.

10:30 AM – 10:45 AM: Morning Break

### 10:45 AM – 12:30 PM: AI in HR Analytics

- Employing AI in HR analytics for employee data analysis.
- Improving workforce management and strategic decision-making based on performance data.

12:30 PM – 01:30 PM: Lunch Break

### 01:30 PM – 03:00 PM: Crafting Job Descriptions with AI

- Utilizing AI to create detailed and engaging job descriptions.
- Streamlining the recruitment process for efficiency.

03:00 PM – 03:15 PM: Afternoon Break

### 03:15 PM – 04:30 PM: Designing HR Workshops with AI

- Leveraging AI to design and create content for HR workshops.
- Techniques to boost participant engagement and enhance learning outcomes.

### 04:30 PM – 05:00 PM: Conclusion, Q&A, and Wrap-up

- Recap of the day's sessions and key takeaways.
- Open discussion and Q&A to address any remaining questions.
- Feedback session and closing remarks.

# Trainer Profile



Pang Sern Yong, an HRD Certified Trainer with a degree in Communication Studies, and additional certifications from the government-led AI Untuk Rakyat programme, is a renowned speaker and thought leader in applying AI tools, particularly ChatGPT, in business and communication contexts.

Based in Kuala Lumpur, Pang is notable for founding the ChatGPT Malaysia Community, which boasts over 15,000 members, and authoring "ChatGPT – A Guide for Introverts", a pioneering guidebook in Malaysia.

With a background in running a video marketing agency in Singapore, Pang has worked with high-profile clients such as Changi Airport Group, HSBC, and Unilever. His insights have garnered substantial online impact, achieving over 60,000 LinkedIn impressions in just three months, and he's a regular speaker on platforms like BFM 89.9 and The Star.

Pang excels as a trainer, leading webinars and training sessions on integrating AI tools into professional workflows. He has trained over 4,000 professionals from various industries, including ACCA, German Malaysian Institute, Lion Property Group, QR Retail Automation, and Media Prima Bhd.

His trainings are acclaimed for their clarity and effectiveness, underlining his commitment to empowering others with AI technology.

## Notable webinars for review:

1. <https://www.youtube.com/live/6mqiNBAYOHW> ("If in Doubt, Just Ask ChatGPT")
2. <https://www.youtube.com/live/tc0ttmW3kKw> (ChatGPT and the Future of Work)

## BFM 89.9 Interview:

<https://www.bfm.my/podcast/enterprise/enterprise-biz-bytes/how-to-tap-into-chatgpt-while-balancing-our-wellbeings>

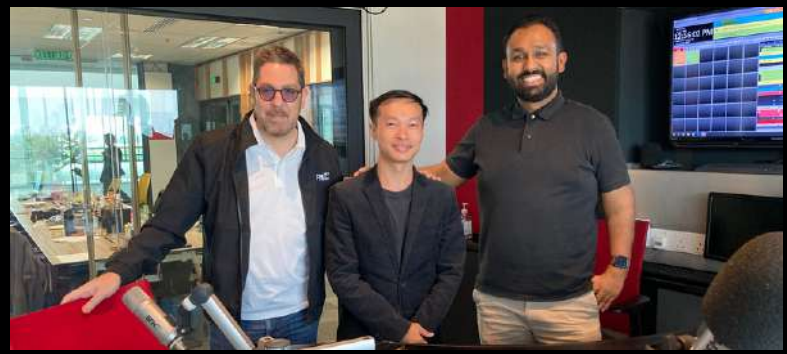
## Testimonials

*"Mr Pang's ChatGPT training was an excellent experience. His patience and expertise made complex concepts easy to understand, and I was able to start using ChatGPT confidently. I highly recommend Mr Pang to anyone interested in learning about AI and natural language processing."* – Kamarudin Azhar bin Ujang, Accounting Professional

*"Pang is an exceptional trainer with a passion for ChatGPT and AI. Pang's enthusiasm and expertise in training make him a true professional and a pleasure to work with."* – Hazman Syahmi bin Elias, HR Professional, UEM Edgenta Bhd

*"Pang has a unique ability to demystify complex AI concepts like ChatGPT. His practical method of harnessing AI for routine tasks and creative idea generation has been widely acclaimed. Pang's steadfast commitment to ethics in AI discussions sets him apart. I strongly recommend Pang to anyone interested in enhancing their understanding of ChatGPT and AI Tools."* – Prema Mehrotra, Business Advisor and former Group CEO, Core Six Sdn Bhd

# CHATGPT AND AI INVOLVEMENT



Free Online Webinar

## CHATGPT AND THE FUTURE OF WORK

7 Mar, Tues  
8:30pm - 9:15pm MYT

**REGISTER AT**  
<http://chatgptmalaysia7.peatix.com>



**Pang Sern Yong**  
FOUNDER, CHATGPT MALAYSIA (CO-MODERATOR) AIHQ

**Mel Chai**  
HEAD OF MARKETING, FOUNDATION

2023 VOL.1

### ADoption OF CHATGPT AND AI IN MALAYSIA

Disruptive or Productive?

**SPEAKER FOR THE DAY**



**MR. PANG SERN YONG,**  
FOUNDER OF CHATGPT MALAYSIA FACEBOOK & AIHQ

11:30 AM  
12:30 PM

REGISTER NOW



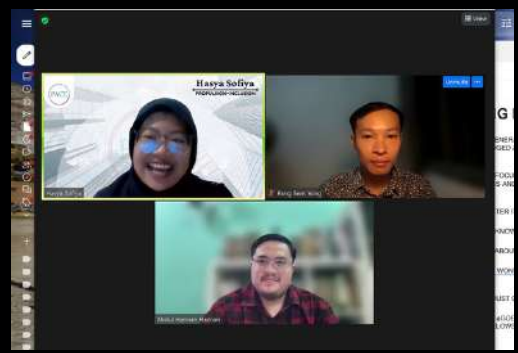
## BEGINNER'S GUIDE TO ChatGPT & AI

11 JUNE SUNDAY 3-7 PM

**WORQ TTDI**  
Level 1, Go Damansara Shopping Mall



Scan to Register:



**Speaker's Profile: Pang Sern Yong**

- Director of Career Centre, Shell
- Senior Lecturer at Universiti Teknologi Malaysia (UTM)
- Over 13 years of experience in the Singapore-based HR industry
- Co-moderator of the ChatGPT Malaysia Community (AIHQ)
- HRD Corp Certified Trainer
- Author of ChatGPT: A Guide for Introverts





**AIHQ**

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**For inquiries,  
contact us.**

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