



GENERATIVE AI & THE FUTURE-READY TEAM TRAINING



MTBM Group Sdn. Bhd. (1600656-M)

Level 8, MCT Tower, Sky Park, One City, Jalan USJ 25/1, 47650 Subang Jaya, Selangor

Course Title: Generative AI & The Future-Ready Team Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training equips teams and leaders with the mindset, skills and practical tools to embrace Generative AI as a catalyst for productivity, innovation and future-readiness. The programme covers AI fundamentals, workflow automation, collaborative AI tools, problem-solving techniques, digital transformation mindset and team capability development. Participants will learn how to build AI-driven team culture, redesign work processes, and leverage Gen AI to stay competitive in a fast-changing digital environment. Workshops focus on practical implementation and real workplace use cases to future-proof teams.

OBJECTIVE(S):

- Understand how Generative AI transforms teams and future work environments
- Learn AI-driven workflows to increase team productivity and efficiency
- Develop skills in AI-assisted problem-solving, planning and communication
- Understand digital readiness, change adoption and future-skills development
- Learn how to build team culture that embraces innovation and AI collaboration
- Strengthen organisational capability to implement Gen AI across team functions

TARGET GROUP(S):

- Team leaders and supervisors
- Managers and executives
- HR, L&D and transformation teams
- Project teams and operational groups
- Employees seeking future-ready digital skills
- Any organisation preparing for AI-enabled work environments

ENTRY REQUIREMENT(S):

- Able to read, write, and communicate in Malay/English
- Basic computer or mobile device literacy

TOPIC(S):

1. Introduction to Generative AI and the Future of Work
2. AI-Driven Team Productivity and Smart Workflows
3. Collaborative AI Tools for Communication, Planning and Decision-Making
4. AI-Enabled Problem-Solving and Creative Thinking
5. Digital Mindset, Change Adoption and Team Culture Transformation
6. AI for Documentation, Reporting and Knowledge Management
7. Workflow Automation and Day-to-Day Efficiency Boosters
8. Future Skills for AI-Empowered Teams
9. Building a Future-Ready Team Capability Framework
10. Case Studies and Best Practices in AI-Enabled Teams

LIST OF REFERENCE BOOK(S):

- Digital empowerment and upskilling guides
- AI tools and productivity manuals
- Generative AI application references

LIST OF TEACHING AID(S):

- LCD projector
- Computer
- Whiteboard with accessories

METHODOLOGY(S):

- Lecture
- Group discussions
- Case studies
- Hands-on practical workshop

TRAINING SCHEDULE

Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 9:45 am	Topic 1: Generative AI and the Future of Work Landscape
9:45 am – 10:30 am	Topic 2: AI-Driven Productivity Tools and Team Workflows
10:30 am – 10:45 am	Morning Tea Break
10:45 am – 11:30 am	Topic 3: Collaborative AI Tools for Teams
11:30 am – 12:30 pm	Topic 4: AI-Enabled Planning and Problem-Solving
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 2:30 pm	Topic 5: Building Digital Mindset and Change Adoption
2:30 pm – 3:30 pm	Topic 6: Documentation, Reports & Knowledge Management Using AI
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Workshop: Designing AI-Enhanced Team Workflows

TRAINING SCHEDULE

Day 2

Time	Activity / Topic
8:30 am – 9:00 am	Recap of Day 1
9:00 am – 9:45 am	Topic 7: Workflow Automation for Daily Operations
9:45 am – 10:30 am	Topic 8: Future Skills Required for AI-Enabled Teams
10:30 am – 10:45 am	Morning Tea Break
10:45 am – 11:30 am	Topic 9: Creating a Future-Ready Team Development Roadmap
11:30 am – 12:30 pm	Topic 10: Best Practices from AI-Enabled Organisations
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 2:30 pm	Workshop: Building a Team AI Capability Framework
2:30 pm – 3:30 pm	Workshop: AI-Driven Collaboration & Communication Simulation
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Final Workshop: Future-Ready Action Plan & Q&A