GENERATIVE AI FOR EMPLOYMENT & DIGITAL EMPOWERMENT TRAINING

Course Title: Generative AI for Employment & Digital Empowerment Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training empowers individuals with the knowledge and practical skills to leverage Generative AI for career advancement, workplace productivity and digital empowerment. The programme covers AI tools for job search, résumé building, communication, content creation, problem-solving, online business support and digital literacy. Participants will learn how to use AI to improve employability, increase efficiency, enhance creativity and adapt to modern digital workplace expectations. Hands-on workshops guide participants in applying AI to real-life employment and digital empowerment scenarios.

OBJECTIVE(S):

- Understand the role of Generative AI in modern employment and digital skills
- Learn how to use AI tools for job applications, résumés and interview readiness
- Understand how to apply AI for communication, writing and productivity
- Learn to use AI tools to support freelancing, online business and gig work
- Develop digital confidence through practical AI workflows and everyday applications
- Strengthen employability and digital empowerment using AI-driven skills

TARGET GROUP(S):

- Job seekers and fresh graduates

- Employees seeking digital upskilling

- Community empowerment groups

- Entrepreneurs and freelancers

- Training and HR development participants

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 Digital Empowerment

2. AI Tools for Job Search, Career Guidance and Résumé Building

3. AI for Communication Skills: Email, Reports and Interview Prep

4. Enhancing Workplace Productivity with AI Tools

5. AI for Freelancing, Micro-Entrepreneurship and Online Businesses

6. AI for Content Creation: Writing, Design and Social Media

7. Digital Literacy, Online Safety and Responsible AI Use

8. Building Confidence with AI Workflows and Everyday Digital Skills

9. AI for Community Empowerment and Inclusive Opportunities

10. Case Studies and Success Stories of AI-Enabled Career Growth

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

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TRAINING SCHEDULE

Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 9:45 am	Topic 1: Overview of Gen AI for Employment & Digital Upskilling
9:45 am – 10:30 am	Topic 2: Using AI for Job Search & Résumé Enhancement
10:30 am – 10:45 am	**Morning Tea Break**
10:45 am – 11:30 am	Topic 3: AI for Communication, Email Writing & Interview Preparation
11:30 am – 12:30 pm	Topic 4: Workplace Productivity Tools Powered by AI
12:30 pm – 1:30 pm	**Lunch Break**
1:30 pm – 2:30 pm	Topic 5: AI in Freelancing & Gig Economy Opportunities
2:30 pm – 3:30 pm	Topic 6: AI for Content Creation & Digital Branding
3:30 pm – 3:45 pm	**Afternoon Tea Break**
3:45 pm – 5:00 pm	Workshop: Building an AI-Powered Career Toolkit

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: Digital Literacy & Responsible AI for Daily Use
9:45 am – 10:30 am	Topic 8: AI Tools for Online Business & Micro-Entrepreneurship
10:30 am – 10:45 am	**Morning Tea Break**
10:45 am – 11:30 am	Topic 9: Building AI Workflows for Everyday Productivity
11:30 am – 12:30 pm	Topic 10: Community Empowerment & Inclusive AI Opportunities
12:30 pm – 1:30 pm	**Lunch Break**
1:30 pm – 2:30 pm	Workshop: Applying AI to Real Employment Scenarios
2:30 pm – 3:30 pm	Workshop: AI Tools for Freelancing & Digital Income
3:30 pm – 3:45 pm	**Afternoon Tea Break**
3:45 pm – 5:00 pm	Final Workshop: Digital Empowerment Action Plan & Q&A