HATI Academy
LEARN · BUILD · BELONG

PRACTICAL AI TRAINING / MALAYSIA

Put AI to work.

For your workplace, classroom and business.

TRAINING PROGRAMME CATALOGUE



Human at heart. Engineered for impact.

01 / YOUR STARTING POINT

One useful task. A clearer next step.

Practical AI capability starts with work people recognise. Choose a focused workshop or build a deeper programme around the tasks your team needs to do better.



HOW TO USE THIS CATALOGUE

1 **Choose your need**

Start with the audience and pathway guide, then compare the programme menus.

2 **Review the scope**

Each programme sets out contact time, practice tasks, outputs and readiness requirements.

3 **Plan delivery together**

Confirm tools, trainers, participants, language, dates and a written quotation before booking.

Contents: pathways 03 | Quick Session menus 04-05 | applied programmes 06 | team training 07 | delivery standards 08 | faculty 09 | full syllabuses 10-46 | planning 47 | contact 48

02 / FIND THE RIGHT PATHWAY

Start where your work is.

You do not need to learn every AI tool at once. Begin with an agreed task, use one appropriate platform and build from there.

Government, GLCs & corporate teams

Use the AI already provided. Practise correspondence, minutes, summaries and management briefs.

QS02-QS06 / HAI201

Entrepreneurs & business owners

Create useful business communication, posters, business cards and a starter online presence.

QS07-QS09 / QS13 / HAI203-204

Teachers, lecturers & campus teams

Prepare teaching resources, learning activities, rubrics and reviewed feedback.

QS11-QS12 / HAI202

University & adult learners

Build study and presentation skills, or prepare a portfolio around approved work.

QS10 / QS09 / HAI101

Managers & process owners

Agree adoption priorities, review needs and the next practical step for the organisation.

HAI110 / HAI201

Prepared builders & AI champions

Move into bounded automation and agentic prototypes after a readiness check.

QS14 / HAI301 / HAI401

School-age delivery needs a separate age-appropriate brief, supervision and approved account arrangements. Adult programmes are not automatically suitable for primary or secondary pupils.

03 / PROGRAMME MENU

Quick Sessions. Real work, in focus.

3-6 contact hours. Choose a practical workshop independently, with one agreed tool environment and a reviewed result.

PROGRAMME / CONTACT TIME		PUBLIC	IN HOUSE	PAGE
QS01	AI Starter 3h | cap 20	RM199	RM2,500	10
QS02	Use Your Paid AI at Work 4h | cap 20	RM349	RM3,900	11
QS03	Better Emails and Formal Letters with AI 3h | cap 20	RM249	RM2,900	12
QS04	Meeting Minutes and Action Lists with AI 3h | cap 20	RM249	RM2,900	13
QS05	Reports Briefs and Presentation Outlines 4h | cap 20	RM349	RM3,900	14
QS06	Excel and Google Sheets with AI 4h | cap 15	RM349	RM3,900	15
QS07	Posters and Business Cards with AI 4h | cap 20	RM299	RM3,500	16

Suggested fees in RM. Public: per participant for the whole programme; Quick Sessions are live online. In house: one on-site cohort at the client venue, within the stated cap. Availability and final fees require an accepted quotation.

Excludes applicable taxes, travel, venue/catering, participant subscriptions and continuing platform/API/domain/hosting costs unless expressly included. Hours are learning contact time; breaks are additional.

03 / PROGRAMME MENU

Create. Teach. Build confidence.

Focused options for business assets, education, customer work and management. QS14 requires a basic automation readiness check.

PROGRAMME / CONTACT TIME		PUBLIC	IN HOUSE	PAGE
QS08	Business Content and Social Posts with AI 3h | cap 20	RM249	RM2,900	17
QS09	Website and Portfolio Starter 6h | cap 15	RM590	RM5,500	18
QS10	Study Research and Presentation Skills with AI 3h | cap 20	RM149	RM2,300	19
QS11	Lesson Plans and Teaching Materials with AI 4h | cap 20	RM249	RM3,200	20
QS12	Lecture Preparation Rubrics and Feedback 4h | cap 20	RM349	RM3,900	21
QS13	Customer Replies Proposals and FAQs 4h | cap 20	RM349	RM3,900	22
QS14	Your First Workflow Automation 6h | cap 12	RM790	RM6,500	23
HAI110	AI for Managers Adoption Clinic 4h | cap 15	RM490	RM4,500	24

Suggested fees in RM. Public: per participant for the whole programme; Quick Sessions are live online. In house: one on-site cohort at the client venue, within the stated cap. Availability and final fees require an accepted quotation.

Excludes applicable taxes, travel, venue/catering, participant subscriptions and continuing platform/API/domain/hosting costs unless expressly included. Hours are learning contact time; breaks are additional.

03 / PROGRAMME MENU

More time. Deeper capability.

Applied programmes give participants more time to practise, review their work and build reusable assets or controlled prototypes.

PROGRAMME / CONTACT TIME		PUBLIC	IN HOUSE	PAGE
HAI101	AI Essentials for Work and Business 7h | cap 20	RM690	RM5,900	26
HAI201	Your Organisation's AI Put to Work 14h | cap 20	RM1,490	RM12,800	28
HAI202	AI for Educators and Campus Teams 14h | cap 20	RM1,290	RM10,800	31
HAI203	AI Design and Business Content Studio 14h | cap 20	RM1,190	RM9,800	34
HAI204	Build Your Website and Portfolio with AI 14h | cap 15	RM1,490	RM12,800	37
HAI301	Practical Workflow Automation 14h | cap 15	RM1,890	RM15,800	40
HAI401	Agentic AI Builder Lab 21h | cap 12	RM2,990	RM23,800	43

Suggested fees in RM. Public: per participant for the whole programme; Quick Sessions are live online. In house: one on-site cohort at the client venue, within the stated cap. Availability and final fees require an accepted quotation.

Excludes applicable taxes, travel, venue/catering, participant subscriptions and continuing platform/API/domain/hosting costs unless expressly included. Hours are learning contact time; breaks are additional.

04 / FOR ORGANISATIONS

Already paying for AI? Help your team use it.

From a subscribed tool to a task your staff can complete, check and reuse. The starting point is your actual environment and recurring work.

FLAGSHIP ADOPTION PROGRAMME

HAI201 | Your Organisation's AI Put to Work

14 contact hours | 2 days | two agreed departmental task families

A TRAINING BRIEF BUILT AROUND YOUR TEAM

01 **Choose the work**

Agree the audience, their current skill level and two priority task families.

02 **Check access**

Confirm one approved platform, account features, licences and source materials.

03 **Practise together**

Use relevant supplied or approved examples, with guided tasks and feedback.

04 **Review and hand over**

Keep the reviewed outputs, assessment evidence and a clearly owned next step.

For government, GLC, corporate, school, college and university enquiries: the proposal can include the agreed scope, trainer profile, delivery plan, assessment, quotation and any verified registration details requested by your organisation. Procurement eligibility is not assumed.

05 / LEARNING & COMPLETION

Learn it. Practise it. Explain the result.

A useful output matters more when participants understand how it was produced and what still needs checking.

BEFORE THE SESSION

Confirm individual access, an appropriate laptop, stable internet, approved tools and accessible sample material.

DURING THE SESSION

A short explanation, a demonstration, guided practice and a reviewed output. Use approved or synthetic examples.

AFTER THE SESSION

Retain the reviewed prompts, files or workflow configuration where the platform permits export. Agree who owns the next step.

COMPLETION CRITERIA

At least 90% attendance and 70% on the practical assessment. The rubric covers usefulness (25%), accuracy and source checking (25%), task completion (20%), appropriate information/access handling (15%) and explanation/handover (15%). HAI401 also requires correction of any critical permission or approval failure.

CERTIFICATE STATUS

The intended award is a HATI Academy Certificate of Completion stating the course, hours and assessed work, once the operating entity and certificate process are approved. Attendance acknowledgement and assessed completion are distinct. No external professional certification, vendor exam, MQA qualification or HRD Corp claimability is asserted.

A full training day contains seven contact hours. Selected applied programmes include one 60-minute cohort clinic within 30 days; the individual programme states the arrangement. School-age delivery, supervision and account access are scoped separately.

06 / TRAINERS & FACULTY

Human guidance. Practical confidence.

Meet the academics, technology coaches and developers connecting AI learning with practical digital work.



AI & DATA

Ts. Dr. Muhammad Faiz Zaki

Agentic AI, Data & Intelligent Systems

PhD · Universiti Malaya | MBOT Professional Technologist



AGENTS & AUTOMATION

Ts. Dr. Mohamad Hazim Hanif

Agentic AI, Automation & Cybersecurity

PhD · Imperial College London | MBOT Professional Technologist



LEARNING & SYSTEMS

Radiatul Aisyah Abdullah

Technology Coaching & Software Engineering

Information Technology (Hons) · UiTM | Technology Coach & Software Engineer



WEB & DIGITAL PRODUCTS

Muhammad Syahmi Kamarudin

Web Development & Business Automation

Computer Science · UiTM | Websites & Full-stack Applications

Explore complete biographies, qualifications and selected experience on the Academy trainer page. Trainer allocation is confirmed in the training proposal. Project examples describe individual experience, not HATI Academy client case studies.

QUICK SESSION / QS01

AI Starter

3 CONTACT HOURS | FOUNDATION | UP TO 20 PARTICIPANTS

Better prompts, a reviewed work sample and a practical place to begin.

PUBLIC FEE		IN-HOUSE COHORT	
RM199	per person / live online	RM2,500	up to 20 participants

TIMED SYLLABUS / GUIDED PRACTICE

30 MIN	Recognise useful AI categories and choose an appropriate work example.
45 MIN	Practise a task-context-source-format prompt method in one approved assistant.
60 MIN	Complete a guided email or summary exercise and refine the response.
45 MIN	Check facts, correct an error and prepare a seven-day practice plan.

YOUR REVIEWED OUTPUT

Two reusable prompts, one reviewed work sample and a practice plan.

PRACTICAL CHECK

Explain the source, correct a planted mistake and identify information that should not be entered.

WHO IT IS FOR

Office staff, entrepreneurs and adult beginners

SCOPE

A foundation sampler; other AI categories are demonstrations. It is narrower than the seven-hour HAI101.

QUICK SESSION / QS02

Use Your Paid AI at Work

4 CONTACT HOURS | FOUNDATION | UP TO 20 PARTICIPANTS

Two reviewed workplace tasks using one approved AI platform.

PUBLIC FEE		IN-HOUSE COHORT	
RM349	per person / live online	RM3,900	up to 20 participants

TIMED SYLLABUS / GUIDED PRACTICE

30 MIN	Confirm the approved account, the selected use case and available features.
45 MIN	Learn the relevant parts of one enabled Copilot, Gemini, ChatGPT or Claude setup.
105 MIN	Practise two prepared work tasks such as correspondence and summarisation.
60 MIN	Review accuracy, sharing and handover; complete one individual output.

YOUR REVIEWED OUTPUT

A task-specific prompt pack and two reviewed workplace examples.

PRACTICAL CHECK

Demonstrate a task in the approved environment and explain the review steps.

WHO IT IS FOR

Government, GLC, corporate and institutional staff with existing AI access

SCOPE

One platform and two prepared tasks. Account/IT preflight happens before delivery; no tenant administration or rollout project.

QUICK SESSION / QS03

Better Emails and Formal Letters with AI

3 CONTACT HOURS | FOUNDATION | UP TO 20 PARTICIPANTS

Write a clearer email and formal letter, with a reusable prompt template.

PUBLIC FEE		IN-HOUSE COHORT	
RM249	per person / live online	RM2,900	up to 20 participants

TIMED SYLLABUS / GUIDED PRACTICE

30 MIN	Select audience, purpose, key facts and appropriate BM/English tone.
45 MIN	Draft a reply, request or formal letter from supplied information.
60 MIN	Revise tone, clarity, completeness and difficult-response wording.
45 MIN	Verify names, dates, commitments and attachments; submit a reviewed final version.

YOUR REVIEWED OUTPUT

One polished email, one formal-letter draft and a reusable prompt template.

PRACTICAL CHECK

Correct an invented fact and show that the final message matches the approved brief.

WHO IT IS FOR

Government officers, office staff, HR and business owners

SCOPE

Drafting and review using one assistant; the participant or organisation approves and sends the correspondence.

QUICK SESSION / QS04

Meeting Minutes and Action Lists with AI

3 CONTACT HOURS | FOUNDATION | UP TO 20 PARTICIPANTS

Turn an approved meeting record into reviewed minutes and an action tracker.

PUBLIC FEE		IN-HOUSE COHORT	
RM249	per person / live online	RM2,900	up to 20 participants

TIMED SYLLABUS / GUIDED PRACTICE

30 MIN	Understand the source transcript and distinguish discussion, decision and action.
45 MIN	Create structured minutes with clear agenda sections.
60 MIN	Build an action log with owners and deadlines; compare it against the source.
45 MIN	Resolve ambiguous items and produce a final reviewed minutes pack.

YOUR REVIEWED OUTPUT

Reviewed minutes and an action tracker from a supplied meeting record.

PRACTICAL CHECK

Trace each decision and action to the source; flag missing owners or dates instead of inventing them.

WHO IT IS FOR

Administrators, secretariats, project teams and institutional staff

SCOPE

Use a synthetic or approved transcript. Live recording/transcription setup is outside scope unless agreed in advance.

QUICK SESSION / QS05

Reports Briefs and Presentation Outlines

4 CONTACT HOURS | FOUNDATION | UP TO 20 PARTICIPANTS

Create a one-page management brief and a five-slide content outline.

PUBLIC FEE		IN-HOUSE COHORT	
RM349	per person / live online	RM3,900	up to 20 participants

TIMED SYLLABUS / GUIDED PRACTICE

30 MIN	Define the reader, purpose and evidence in a supplied source pack.
45 MIN	Create a clear report or management-brief structure.
105 MIN	Draft a one-page brief and turn its key points into a five-slide outline.
60 MIN	Check claims, numbers, quotations and consistency; revise and present.

YOUR REVIEWED OUTPUT

A reviewed one-page management brief and a five-slide content outline.

PRACTICAL CHECK

Support the main conclusion with source evidence and remove unsupported claims.

WHO IT IS FOR

Officers, executives, coordinators and managers

SCOPE

A short report and slide outline, not a fully designed corporate deck or long research report.

QUICK SESSION / QS06

Excel and Google Sheets with AI

4 CONTACT HOURS | FOUNDATION | UP TO 15 PARTICIPANTS

Understand formulas, check a small spreadsheet and explain the results.

PUBLIC FEE		IN-HOUSE COHORT	
RM349	per person / live online	RM3,900	up to 15 participants

TIMED SYLLABUS / GUIDED PRACTICE

30 MIN	Inspect a small synthetic spreadsheet and define the task.
45 MIN	Use AI to explain fields, suggest cleaning steps and draft simple formulas.
105 MIN	Apply formulas and summaries in the chosen spreadsheet tool; check totals and exceptions.
60 MIN	Test edge cases and produce a short, verified explanation of the results.

YOUR REVIEWED OUTPUT

A checked practice spreadsheet, formula explanations and a brief findings note.

PRACTICAL CHECK

Verify calculations inside the spreadsheet and demonstrate a blank/error case.

WHO IT IS FOR

Administrative, finance-support and operations staff

SCOPE

Basic spreadsheet ability required. Choose Excel or Google Sheets before delivery; no advanced modelling or financial sign-off.

QUICK SESSION / QS07

Posters and Business Cards with AI

4 CONTACT HOURS | FOUNDATION | UP TO 20 PARTICIPANTS

Build an editable poster and business-card layout with your approved assets.

PUBLIC FEE		IN-HOUSE COHORT	
RM299	per person / live online	RM3,500	up to 20 participants

TIMED SYLLABUS / GUIDED PRACTICE

30 MIN	Prepare the brief, approved logo, colours and verified contact information.
45 MIN	Draft concise copy and learn the chosen editor/template basics.
105 MIN	Build one poster and one simple double-sided business-card layout.
60 MIN	Review readability, claims, real links/QR codes and export requirements.

YOUR REVIEWED OUTPUT

One editable poster and one editable business-card layout with a print-check note.

PRACTICAL CHECK

Proofread all details and test the actual link/QR destination.

WHO IT IS FOR

Entrepreneurs, communications staff and event organisers

SCOPE

Prepared templates and approved assets; no logo redesign. Printer approval remains necessary before production.

QUICK SESSION / QS08

Business Content and Social Posts with AI

3 CONTACT HOURS | FOUNDATION | UP TO 20 PARTICIPANTS

Prepare three reviewed captions and a simple one-week content calendar.

PUBLIC FEE		IN-HOUSE COHORT	
RM249	per person / live online	RM2,900	up to 20 participants

TIMED SYLLABUS / GUIDED PRACTICE

30 MIN	Define the audience, offer, channel and facts that can be used.
45 MIN	Generate and improve headlines, captions and calls to action.
60 MIN	Adapt three posts to an approved brand voice and plan a one-week calendar.
45 MIN	Check claims, contact details and consistency; prepare an approval-ready set.

YOUR REVIEWED OUTPUT

Three reviewed post captions, a message prompt and a one-week content calendar.

PRACTICAL CHECK

Show that each post has a clear audience/action and no invented offers or results.

WHO IT IS FOR

Entrepreneurs, SME teams and programme organisers

SCOPE

Text and content planning; full poster design is QS07 and full asset production is HAI203.

QUICK SESSION / QS09

Website and Portfolio Starter

6 CONTACT HOURS | FOUNDATION | UP TO 15 PARTICIPANTS

Create a simple template-based page for your business, ideas or work.

PUBLIC FEE		IN-HOUSE COHORT	
RM590	per person / live online	RM5,500	up to 15 participants

TIMED SYLLABUS / GUIDED PRACTICE

30 MIN	Choose a business or portfolio brief and one desired visitor action.
60 MIN	Prepare verified copy, approved assets and the selected website template.
120 MIN	Build a simple three-section page in one provisioned platform.
90 MIN	Check mobile layout, headings, links and the selected contact route.
60 MIN	Publish a training review link and document remaining launch requirements.

YOUR REVIEWED OUTPUT

One simple business/portfolio review page, contact route and short launch checklist.

PRACTICAL CHECK

Demonstrate the page on mobile and verify all visible contact links.

WHO IT IS FOR

Entrepreneurs, freelancers and adult college/university learners

SCOPE

A template-based starter with pre-prepared assets. No ecommerce, login, custom backend or full business-site implementation.

QUICK SESSION / QS10

Study Research and Presentation Skills with AI

3 CONTACT HOURS | FOUNDATION | UP TO 20 PARTICIPANTS

Build a checked study brief or presentation outline and a useful study plan.

PUBLIC FEE		IN-HOUSE COHORT	
RM149	per person / live online	RM2,300	up to 20 participants

TIMED SYLLABUS / GUIDED PRACTICE

30 MIN	Agree permitted AI assistance and choose a supplied reading or study task.
45 MIN	Explain concepts, summarise a reading and generate self-test questions.
60 MIN	Create a study brief or presentation outline and trace the supporting references.
45 MIN	Check understanding, verify citations and document the AI assistance used.

YOUR REVIEWED OUTPUT

A reviewed study brief or presentation outline, self-test questions and a study plan.

PRACTICAL CHECK

Explain the material in the learner's own words and locate the cited sources.

WHO IT IS FOR

College and university students; separate secondary-school adaptation by agreement

SCOPE

Default adult cohort. Under-18 editions require suitable separate groups and approved tool/account/guardian arrangements; primary learners need a distinct design.

QUICK SESSION / QS11

Lesson Plans and Teaching Materials with AI

4 CONTACT HOURS | FOUNDATION | UP TO 20 PARTICIPANTS

Prepare a lesson outline, learning activity and checked answer guide.

PUBLIC FEE		IN-HOUSE COHORT	
RM249	per person / live online	RM3,200	up to 20 participants

TIMED SYLLABUS / GUIDED PRACTICE

30 MIN	Start from teacher-supplied learning outcomes and approved sources.
45 MIN	Draft a lesson structure, explanation and age-appropriate activity.
105 MIN	Create and adapt a worksheet or short teaching resource with a checked answer guide.
60 MIN	Review accuracy, language and suitability; revise the teaching pack.

YOUR REVIEWED OUTPUT

A lesson outline, an editable worksheet/activity and a reviewed answer guide.

PRACTICAL CHECK

Confirm alignment against the teacher's actual outcomes and sources.

WHO IT IS FOR

School teachers and teaching-support staff

SCOPE

Adult teacher training; no identifiable pupil records and no claim of automatic curriculum approval.

QUICK SESSION / QS12

Lecture Preparation Rubrics and Feedback

4 CONTACT HOURS | FOUNDATION | UP TO 20 PARTICIPANTS

Develop a lecture outline, rubric and feedback template for educator review.

PUBLIC FEE		IN-HOUSE COHORT	
RM349	per person / live online	RM3,900	up to 20 participants

TIMED SYLLABUS / GUIDED PRACTICE

30 MIN	Define the topic, learning outcomes and permitted assessment use.
45 MIN	Create a concise lecture outline and organise a verified reading/source set.
105 MIN	Build a rubric and draft feedback against a synthetic student-work example.
60 MIN	Check references, fairness and criteria; finalise the resource pack.

YOUR REVIEWED OUTPUT

A lecture outline, one rubric and a reusable feedback template.

PRACTICAL CHECK

Verify source references and show that feedback follows the stated rubric.

WHO IT IS FOR

Lecturers, tutors and academic-development teams

SCOPE

Educator review remains essential; no automated final grading or upload of identifiable student submissions.

QUICK SESSION / QS13

Customer Replies Proposals and FAQs

4 CONTACT HOURS | FOUNDATION | UP TO 20 PARTICIPANTS

Create five response templates and a proposal outline using verified facts.

PUBLIC FEE		IN-HOUSE COHORT	
RM349	per person / live online	RM3,900	up to 20 participants

TIMED SYLLABUS / GUIDED PRACTICE

30 MIN	Prepare a verified offer, product/service facts and common enquiries.
45 MIN	Draft clear responses and escalation rules in an appropriate tone.
105 MIN	Build a small FAQ set and a proposal outline using supplied terms/prices.
60 MIN	Check promises and figures; test difficult enquiries and revise the response pack.

YOUR REVIEWED OUTPUT

Five response/FAQ templates and a short proposal outline.

PRACTICAL CHECK

Identify when a human must confirm price, availability, eligibility or a commitment.

WHO IT IS FOR

Business owners, sales, service and small-company teams

SCOPE

Templates for human use. No autonomous outbound messages, CRM integration or quotation approval system.

QUICK SESSION / QS14

Your First Workflow Automation

6 CONTACT HOURS | NEXT STEP | UP TO 12 PARTICIPANTS

Build and test one template-based workflow in a prepared sandbox.

PUBLIC FEE		IN-HOUSE COHORT	
RM790	per person / live online	RM6,500	up to 12 participants

TIMED SYLLABUS / GUIDED PRACTICE

30 MIN	Map one small process and define a successful test run.
60 MIN	Confirm a provisioned workflow platform and approved sandbox connections.
120 MIN	Build one form-to-register-and-test-notification workflow from a prepared template.
90 MIN	Add a condition or optional AI draft step and test failure/duplicate inputs.
60 MIN	Demonstrate the workflow, export/document it and assign an owner.

YOUR REVIEWED OUTPUT

One working sandbox workflow, a small test log and an ownership note.

PRACTICAL CHECK

Show a successful case, a failed input and a duplicate without an unapproved action.

WHO IT IS FOR

Confident office users, business owners and process coordinators

SCOPE

An introductory next-step clinic, not a general AI beginner session. No production deployment or agentic-system mastery.

MANAGEMENT CLINIC / HAI110

AI for Managers Adoption Clinic

4 CONTACT HOURS | 0.5 TRAINING DAY(S) | MANAGEMENT FOUNDATION

Help managers select useful AI opportunities, support staff adoption and decide what evidence would justify wider use.

PUBLIC FEE		IN-HOUSE COHORT	
RM490	per person / live online	RM4,500	up to 15 participants

WHAT PARTICIPANTS LEARN

- Identify whether the main issue is access, skill, process or oversight.
- Prioritise a small set of use cases with a named owner and measurable task.
- Set realistic training expectations and review arrangements.
- Prepare a 30-day adoption plan without assuming guaranteed productivity or staff reductions.

WHAT THEY TAKE AWAY

- Task-priority matrix and tool/access questions for IT
- One-page AI adoption charter with owners and boundaries
- Baseline and follow-up measurement worksheet
- A training and next-step decision brief

WHO IT IS FOR

Heads of department, business owners, school leaders, deans, HR/L&D managers and digital adoption sponsors.

READINESS

No technical knowledge required. Bring a list of existing tools/licences and two or three work bottlenecks; no confidential documents are needed.

TOOLS & ACCESS

A facilitator-led demonstration and practical decision worksheets. This is not tenant administration or a legal/compliance certification.

ASSESSMENT & FOLLOW-UP

Present a short adoption decision and explain the chosen measures, owners and review points. Completion requires participation and a satisfactory action plan.

HAI110 / FULL SYLLABUS

AI for Managers Adoption Clinic

DAY 01 / 4 CONTACT HOURS

60m

AI opportunity and existing access

Learn: Business needs, current subscriptions and the difference between licence access and adoption.

Practise: Separate two symptoms into access, skills or process issues.

60m

Prioritise useful work cases

Learn: Frequency, review burden, data suitability and consequence of error.

Practise: Score three possible tasks and select one bounded trial.

60m

People ownership and review

Learn: Staff enablement, permission, review roles and a proportionate operating charter.

Practise: Assign sponsor, process owner, IT contact and reviewer.

60m

Measure and decide

Learn: Baseline, task quality, time, cost and a 30-day review; training vs implementation scope.

Practise: Present a one-page action plan and the recommended next decision.

Contact time excludes breaks. Practice uses one agreed environment, approved source materials and the access confirmed before delivery.

APPLIED PROGRAMME / HAI101

AI Essentials for Work and Business

7 CONTACT HOURS | 1 TRAINING DAY(S) | FOUNDATION

Understand the AI landscape, choose an appropriate tool and complete everyday tasks with a repeatable checking method.

PUBLIC FEE		IN-HOUSE COHORT	
RM690	per person / whole programme	RM5,900	up to 20 participants

WHAT PARTICIPANTS LEARN

- Distinguish conventional AI, generative AI, automation and agentic systems using practical examples.
- Choose tools by task, permitted data, account access and output requirements.
- Write a clear prompt, refine it and identify errors or unsupported claims.
- Produce a reviewed workplace output and a realistic personal adoption plan.

WHAT THEY TAKE AWAY

- AI task-and-tool selection map
- Three reusable task prompts
- One reviewed email or letter and one document summary
- One-page checklist and a seven-day practice plan

WHO IT IS FOR

Government and private-sector staff, GLC teams, entrepreneurs and adult learners starting with AI.

READINESS

Basic laptop, browser, email and file-handling skills. No programming or previous AI course required.

TOOLS & ACCESS

A client-approved AI assistant is the main practice tool. Other tool categories are short demonstrations rather than separate account sign-ups.

ASSESSMENT & FOLLOW-UP

Complete an individual writing or summarisation task with a supplied source; explain what was checked and correct a planted error. The task sits within the final module.

HAI101 / FULL SYLLABUS

AI Essentials for Work and Business

DAY 01 / 7 CONTACT HOURS

45m

AI landscape and useful applications

Learn: Text, research, images, audio/video, data, websites and automation; what each category can and cannot support.

Practise: Match six common work tasks to suitable AI categories.

45m

Accounts access and responsible inputs

Learn: Work versus personal accounts, subscription limits, approved information and safe sample data.

Practise: Confirm access and classify sample information before use.

90m

A prompt method that beginners can repeat

Learn: Task, context, source material, constraints, format and review criteria; iteration and follow-up questions.

Practise: Improve a vague request into a reusable task prompt.

90m

Writing and document practice

Learn: Email, BM/English tone, letters, summaries and action lists; checking names, dates and meaning.

Practise: Create a reviewed email and summary from supplied material.

75m

Research and basic information checking

Learn: Trace claims to sources, inspect quotations, check dates and validate simple numbers.

Practise: Find and correct an unsupported claim and a numerical error.

75m

Creative demonstrations and practical assessment

Learn: Short design/website/automation examples; individual task, review and next-step planning.

Practise: Submit the task, explain checks and select one weekly use case.

Contact time excludes breaks. Practice uses one agreed environment, approved source materials and the access confirmed before delivery.

APPLIED PROGRAMME / HAI201

Your Organisation's AI Put to Work

14 CONTACT HOURS | 2 TRAINING DAY(S) | FOUNDATION TO APPLIED WORKPLACE USE

Help employees use the AI platform their organisation already provides to complete the work they actually do.

PUBLIC FEE	IN-HOUSE COHORT
RM1,490 per person / whole programme	**RM12,800** up to 20 participants

WHAT PARTICIPANTS LEARN

- Operate the features actually enabled in the selected platform and identify access issues needing IT support.
- Create and verify correspondence, minutes, summaries, basic analysis and management briefs.
- Adapt reusable prompts to two agreed departmental task families.
- Compare a baseline task with a reviewed AI-assisted version and plan adoption with an accountable owner.

WHAT THEY TAKE AWAY

- Departmental prompt pack for the selected cases
- Reviewed correspondence and minutes/action log
- Checked spreadsheet exercise and management brief/deck outline
- Two department-specific task templates and a 30-day adoption plan

WHO IT IS FOR

Government, GLC and private-sector administration, HR, finance, operations, communications and service teams.

READINESS

Basic digital skills. HAI101 is helpful but not mandatory; the first modules establish a shared foundation. Account and licence readiness must be confirmed before delivery.

TOOLS & ACCESS

One primary edition per cohort: Microsoft Copilot, Google Workspace/Gemini, ChatGPT or Claude in the approved organisational setup. A short landscape comparison is included; full training across all platforms is not.

ASSESSMENT & FOLLOW-UP

Individual or paired capstone on a supplied work case; submit source, prompt, draft, checks and corrected final output. Individual contribution must be visible. One 60-minute cohort follow-up clinic within 30 days is included.

HAI201 / FULL SYLLABUS

Your Organisation's AI Put to Work

DAY 01 / 7 CONTACT HOURS

60m

Access readiness and a baseline task

Learn: Organisation rules, work accounts, licences, sample data and a short before-training task.

Practise: Record starting time, quality and difficulties without exposing live confidential records.

90m

Use the selected AI platform

Learn: Navigation, chat, file/source handling and enabled application features; when to ask IT for access.

Practise: Run a task using the same approved setup participants will use after training.

90m

Emails letters and professional communication

Learn: BM/English tone, response structure, clear instructions and factual verification.

Practise: Prepare and improve an email or formal letter from an approved brief.

90m

Documents minutes and action tracking

Learn: Summarise source packs, organise minutes and separate decisions, owners and deadlines.

Practise: Turn a supplied transcript into minutes and an action register.

90m

Research with traceable evidence

Learn: Build an evidence table, distinguish source claims from AI suggestions and check dates.

Practise: Prepare a source-backed briefing from a controlled document pack.

Contact time excludes breaks. Practice uses one agreed environment, approved source materials and the access confirmed before delivery.

HAI201 / FULL SYLLABUS

Your Organisation's AI Put to Work

DAY 02 / 7 CONTACT HOURS

90m

Spreadsheets and operational information

Learn: Structure data, draft formulas, interpret results and verify totals in a spreadsheet.

Practise: Check a synthetic table and explain one anomaly without relying on AI arithmetic.

90m

Presentations and management briefs

Learn: Audience, message hierarchy, slide outlines, charts and source notes.

Practise: Produce a five-slide outline or a two-page decision brief.

120m

Department-specific task lab

Learn: Two pre-agreed task families from the sector menu, with role-specific source packs.

Practise: Build two reusable task templates in small role groups.

45m

Sharing and human review

Learn: Approved storage, sharing permissions, version control and who signs off the result.

Practise: Use a review checklist and a clearly owned handover.

75m

Capstone and 30-day adoption plan

Learn: Complete the task, compare with baseline, demonstrate checks and identify next actions.

Practise: Submit assessed work and nominate a process owner for the follow-up clinic.

Contact time excludes breaks. Practice uses one agreed environment, approved source materials and the access confirmed before delivery.

APPLIED PROGRAMME / HAI202

AI for Educators and Campus Teams

14 CONTACT HOURS | 2 TRAINING DAY(S) | FOUNDATION TO APPLIED EDUCATION WORK

Support teaching preparation and institutional administration through practical AI use with human review.

PUBLIC FEE	IN-HOUSE COHORT
RM1,290 per person / whole programme	RM10,800 up to 20 participants

WHAT PARTICIPANTS LEARN

- Draft materials aligned to teacher-supplied outcomes and actual source content.
- Create differentiated activities, rubrics and feedback drafts for educator review.
- Prepare clear institutional communications and administrative documents.
- Describe appropriate AI-use boundaries, academic-integrity checks and a realistic departmental rollout.

WHAT THEY TAKE AWAY

- Reviewed lesson/activity pack or institutional administration pack
- Rubric/feedback template or programme/event proposal template
- Editable presentation/handout and source notes
- A staff workflow and a 30-day practice plan

WHO IT IS FOR

School teachers, college/university lecturers, academic support staff and institutional administrators. These are adult staff cohorts.

READINESS

Basic digital skills and approved access to the chosen AI environment. No coding required. Select the educator or administration capstone before delivery.

TOOLS & ACCESS

One approved organisational AI assistant, existing document/presentation tools and optional approved design or source-analysis tools. Identifiable student records are not classroom practice inputs.

ASSESSMENT & FOLLOW-UP

Present an educator or administration capstone, explain source checks and document revisions. Teachers retain responsibility for curriculum alignment, grading and final teaching decisions. A 60-minute cohort follow-up clinic is included.

HAI202 / FULL SYLLABUS

AI for Educators and Campus Teams

DAY 01 / 7 CONTACT HOURS

60m

AI access and education work boundaries

Learn: Approved tools, intellectual property, source material and privacy-aware examples.

Practise: Create a permitted-input checklist for the staff cohort.

90m

Learning outcomes and lesson structure

Learn: Turn supplied outcomes and references into a draft lesson or staff workshop plan.

Practise: Produce a lesson outline with explicit outcomes and checks.

90m

Activities differentiation and explanations

Learn: Adjust reading level, examples and activity difficulty; check accuracy and accessibility.

Practise: Develop two versions of an activity from the same verified material.

120m

Assessment rubrics and feedback

Learn: Question construction, rubric criteria, model-answer checking and feedback drafting.

Practise: Create and review a rubric and a small question set; no automated final grading.

60m

Source packs and reference checking

Learn: Organise sources, verify quotations and avoid invented references.

Practise: Produce an evidence-linked teaching or programme resource note.

Contact time excludes breaks. Practice uses one agreed environment, approved source materials and the access confirmed before delivery.

HAI202 / FULL SYLLABUS

AI for Educators and Campus Teams

DAY 02 / 7 CONTACT HOURS

90m

Presentations handouts and multilingual communication

Learn: Readable slides, handouts and BM/English adaptation with terminology review.

Practise: Create an editable mini presentation or staff handout.

90m

Institutional administration tasks

Learn: Meeting minutes, notices, event proposals, programme summaries and parent/student communication drafts.

Practise: Complete one administrative case using a synthetic source pack.

60m

Academic integrity and appropriate student use

Learn: Teacher judgement, declared assistance and proportionate review; no reliance on AI-detector scores alone.

Practise: Draft practical staff guidance for a selected activity.

120m

Educator or administration capstone

Learn: Choose one agreed track; assemble the outputs into a usable work pack.

Practise: Demonstrate the pack and explain where human approval remains necessary.

60m

Peer review and rollout planning

Learn: Correct issues, define owners and plan a small trial.

Practise: Submit revised work and a 30-day action plan.

Contact time excludes breaks. Practice uses one agreed environment, approved source materials and the access confirmed before delivery.

APPLIED PROGRAMME / HAI203

AI Design and Business Content Studio

14 CONTACT HOURS | 2 TRAINING DAY(S) | FOUNDATION

Create coherent business or institutional communication materials using AI assistance and editable design tools.

PUBLIC FEE		IN-HOUSE COHORT	
RM1,190	per person / whole programme	RM9,800	up to 20 participants

WHAT PARTICIPANTS LEARN

- Translate a business brief into clear, factual BM/English copy.
- Apply layout, typography, colour hierarchy and brand consistency.
- Produce editable posters, business cards and social templates.
- Check contact details, claims, links, image permissions and export settings before release.

WHAT THEY TAKE AWAY

- Two poster drafts: one product/service and one event or campaign
- One double-sided business-card layout
- Three reusable social-post templates and a content calendar
- A short presentation or one-page brochure, selected before training

WHO IT IS FOR

Entrepreneurs, SME teams, communications staff, student enterprise groups and institutional programme organisers.

READINESS

Basic laptop skills and access to the agreed design plan. Bring a real or sample business brief and approved logo/brand assets where available.

TOOLS & ACCESS

An approved AI writing assistant and Canva or an agreed equivalent. Specific premium features and generation credits depend on the provisioned plan.

ASSESSMENT & FOLLOW-UP

Present a coherent mini communication pack, revise after critique and complete the quality checklist. Outputs are editable drafts; final publishing and print production require owner/printer approval. One 60-minute cohort review clinic is included.

HAI203 / FULL SYLLABUS

AI Design and Business Content Studio

DAY 01 / 7 CONTACT HOURS

45m

Business brief and brand assets

Learn: Audience, offer, evidence, existing logo, palette and intended channels.

Practise: Prepare a one-page communication brief without replacing approved brand assets.

75m

AI-assisted copy and messaging

Learn: Headlines, captions, calls to action, BM/English adaptation and fact checking.

Practise: Create a small message set from verified business information.

120m

Design foundations and the editor

Learn: Layout, typography, spacing, alignment, templates, layers and contrast.

Practise: Build a reusable branded layout in the agreed design tool.

90m

Poster design workshop

Learn: Visual hierarchy, event/product details, image selection and calls to action.

Practise: Produce a first poster and inspect it at realistic viewing size.

90m

Business-card design workshop

Learn: Front/back hierarchy, legibility, contact information and real QR/link testing.

Practise: Create a double-sided card layout with a print-check checklist.

Contact time excludes breaks. Practice uses one agreed environment, approved source materials and the access confirmed before delivery.

HAI203 / FULL SYLLABUS

AI Design and Business Content Studio

DAY 02 / 7 CONTACT HOURS

90m

AI image assistance and asset editing

Learn: Generate or edit supporting imagery within permitted rights and brand boundaries.

Practise: Improve a visual and document its source/permission status.

90m

Social templates and institutional communication

Learn: Adapt a visual system across three post formats or announcement types.

Practise: Produce three editable templates with consistent hierarchy.

60m

Presentation or brochure build

Learn: Choose a five-slide mini deck or one-page brochure, not both.

Practise: Assemble the agreed communication item.

90m

Campaign content and repurposing

Learn: Content calendar, captions, product/event consistency and channel adaptation.

Practise: Plan a two-week calendar and complete the second poster.

90m

Export critique and approval

Learn: Proofreading, factual claims, links, output dimensions and printer requirements.

Practise: Present the pack, revise issues and export review files.

Contact time excludes breaks. Practice uses one agreed environment, approved source materials and the access confirmed before delivery.

APPLIED PROGRAMME / HAI204

Build Your Website and Portfolio with AI

14 CONTACT HOURS | 2 TRAINING DAY(S) | FOUNDATION WITH GUIDED BUILD

Plan, build and test a simple business landing page or portfolio using AI assistance and one selected website platform.

PUBLIC FEE	IN-HOUSE COHORT
RM1,490 per person / whole programme	RM12,800 up to 15 participants

WHAT PARTICIPANTS LEARN

- Define a realistic audience, page structure and conversion goal.
- Build a responsive landing page or portfolio with verified copy.
- Test navigation, contact routes, layout and basic accessibility.
- Explain domain/hosting costs, ownership and what remains before a public launch.

WHAT THEY TAKE AWAY

- One responsive single-page business site with about five sections, or a compact portfolio
- A working review link in the agreed training workspace
- A verified contact route and a completed basic QA checklist
- A simple maintenance and publishing handover note

WHO IT IS FOR

Entrepreneurs, freelancers, communications teams and adult university/college learners developing a portfolio.

READINESS

Basic laptop and file skills. A prepared business/portfolio brief and approved images/work samples. The training platform and publishing workspace must be provisioned in advance.

TOOLS & ACCESS

One visual website builder or an instructor-supported AI-assisted web workflow, agreed before training. AI supports planning, copy and iteration; it does not remove the need to test the site.

ASSESSMENT & FOLLOW-UP

Demonstrate the review site on desktop/mobile, test links/contact flow and explain the remaining launch actions. Custom ecommerce, membership, payment backends and enterprise applications are outside the two-day scope. A 60-minute cohort review clinic is included.

HAI204 / FULL SYLLABUS

Build Your Website and Portfolio with AI

DAY 01 / 7 CONTACT HOURS

60m

Purpose audience and a realistic site brief

Learn: Business or portfolio track, target action, asset rights and scope boundaries.

Practise: Define one visitor journey and the required page sections.

90m

Content architecture and AI-assisted copy

Learn: Navigation, section sequence, evidence-backed claims and clear calls to action.

Practise: Write and review the site content before layout.

120m

Build in the selected platform

Learn: Editor/workspace setup, reusable blocks, assets and consistent components.

Practise: Construct the main page layout in the provisioned workspace.

60m

Brand visuals and useful media

Learn: Approved identity, image choice, alt text and lightweight assets.

Practise: Apply the brand and optimise the supporting visual content.

90m

Core page sections and portfolio evidence

Learn: Hero, about, services/work, proof and contact; avoid invented testimonials.

Practise: Complete the first coherent review version.

Contact time excludes breaks. Practice uses one agreed environment, approved source materials and the access confirmed before delivery.

HAI204 / FULL SYLLABUS

Build Your Website and Portfolio with AI

DAY 02 / 7 CONTACT HOURS

90m

Responsive layout and accessibility

Learn: Mobile spacing, readable type, keyboard/focus checks and touch targets.

Practise: Review the site at small and large widths and correct major issues.

90m

Contact forms links and privacy

Learn: Contact routes, test submissions, clear handling and minimal data collection.

Practise: Test the agreed contact path and record the outcome.

60m

Basic SEO and page quality

Learn: Page title, description, headings, social image and image sizes.

Practise: Complete a page metadata and content-quality checklist.

90m

Publishing and ownership

Learn: Review link, domain options, hosting/platform charges and account ownership.

Practise: Publish to the approved training workspace and document live-launch requirements.

90m

Capstone and handover

Learn: Demonstration, functional tests, corrections and a maintenance note.

Practise: Submit the review site, QA checklist and handover summary.

Contact time excludes breaks. Practice uses one agreed environment, approved source materials and the access confirmed before delivery.

APPLIED PROGRAMME / HAI301

Practical Workflow Automation

14 CONTACT HOURS | 2 TRAINING DAY(S) | APPLIED AUTOMATION

Connect repeatable work steps, add a controlled AI task and build testable workflows with an accountable owner.

PUBLIC FEE	IN-HOUSE COHORT
RM1,890 per person / whole programme	**RM15,800** up to 15 participants

WHAT PARTICIPANTS LEARN

- Map a process and identify steps better handled by rules, AI or people.
- Configure triggers, actions, conditions and data fields in the chosen platform.
- Add an AI classification or summarisation step and an approval boundary.
- Test duplicates, errors and exceptions; document operation and likely usage costs.

WHAT THEY TAKE AWAY

- One form-to-register/notification training workflow
- One AI-assisted workflow with a human-review step
- A 10-case test log with error and duplicate handling
- Workflow export/configuration notes and an ownership/cost checklist

WHO IT IS FOR

Process owners, capable administrative staff, operations teams, IT coordinators and entrepreneurs with repeatable digital tasks.

READINESS

Confident file/spreadsheet skills, basic prompting and a simple process to map. HAI201 or equivalent ability. Complete an access/connector preflight before attendance.

TOOLS & ACCESS

One main platform per cohort: Power Automate or n8n, with Make as an alternative by prior agreement. Use approved training connections and a controlled model/API allowance where required.

ASSESSMENT & FOLLOW-UP

Run the two workflows with supplied test data, including a failure and a duplicate event; show that unapproved actions do not execute. Training produces working sandbox examples, not a supported production deployment. One 60-minute cohort follow-up clinic is included.

HAI301 / FULL SYLLABUS

Practical Workflow Automation

DAY 01 / 7 CONTACT HOURS

60m

Process selection and baseline mapping

Learn: Trigger, input, decision, action, owner and an observable completion condition.

Practise: Map a realistic three-to-five-step process.

90m

Platform connections and permissions

Learn: Workspace, connector access, credentials, least privilege and a first trigger.

Practise: Use approved training credentials without exposing secrets.

120m

Build a rules-based workflow

Learn: Form or scheduled trigger, structured register and controlled test notification.

Practise: Complete the first end-to-end workflow.

90m

Conditions and data mapping

Learn: Fields, filters, branches, basic JSON/CSV concepts and data validation.

Practise: Route a small set of test cases correctly.

60m

Approvals and an audit trail

Learn: Human review, decision status, logs and evidence of what ran.

Practise: Add an explicit approval step and an observable status.

Contact time excludes breaks. Practice uses one agreed environment, approved source materials and the access confirmed before delivery.

HAI301 / FULL SYLLABUS

Practical Workflow Automation

DAY 02 / 7 CONTACT HOURS

90m

Add a controlled AI step

Learn: Classify/summarise, require a predictable output shape and validate the result.

Practise: Add AI processing to a supplied synthetic enquiry or document task.

90m

Errors duplicates and retries

Learn: Failure paths, safe retries, duplicate prevention and escalation.

Practise: Test a malformed input, repeated event and disconnected service.

120m

Automation capstone

Learn: Apply the chosen workflow pattern to an agreed small process.

Practise: Build the second workflow with review and controlled actions.

60m

Testing usage and cost

Learn: A 10-case test set, operation/model use, limits and review effort.

Practise: Complete the test log and an indicative run-cost worksheet.

60m

Handover and operational ownership

Learn: Export/configuration, credential ownership, monitoring and next approval steps.

Practise: Present the workflow and the checklist for any later production project.

Contact time excludes breaks. Practice uses one agreed environment, approved source materials and the access confirmed before delivery.

APPLIED PROGRAMME / HAI401

Agentic AI Builder Lab

21 CONTACT HOURS | 3 TRAINING DAY(S) | ADVANCED APPLIED BUILDING

Build a source-grounded assistant that can use a limited tool, test it against realistic cases and demonstrate controlled action.

PUBLIC FEE	IN-HOUSE COHORT
RM2,990 per person / whole programme	**RM23,800** up to 12 participants

WHAT PARTICIPANTS LEARN

- Distinguish a chatbot, a fixed automation and an agentic workflow.
- Configure source retrieval, structured responses and a tightly scoped tool.
- Control permissions, human approval, prompt-injection exposure and usage limits.
- Evaluate the agent on a 20-case test set and explain readiness gaps before any production use.

WHAT THEY TAKE AWAY

- A knowledge-grounded assistant using an approved source pack
- One tool-enabled sandbox workflow with an approval boundary
- A 20-case evaluation log including unsupported questions, failures and malicious instructions
- A versioned configuration/export and a pilot-readiness handover note

WHO IT IS FOR

AI champions, system engineers, technically confident process owners and automation practitioners.

READINESS

HAI301 or equivalent workflow-building experience; complete a short readiness task. Comfortable reading structured data, testing branches and managing permissions. This is not an introduction to AI.

TOOLS & ACCESS

One framework per cohort: n8n or Copilot Studio, selected against the client environment. A small approved knowledge pack, sandbox data and suitable model/tool access are required.

ASSESSMENT & FOLLOW-UP

Demonstrate source-grounded responses and correct tool behaviour; pass the test suite and explain failures, limits and owner responsibilities. A critical access/approval failure must be corrected before completion is awarded, regardless of total score. One 60-minute cohort follow-up clinic is included.

HAI401 / FULL SYLLABUS

Agentic AI Builder Lab

DAY 01 / 7 CONTACT HOURS

60m

Agents and suitable business problems

Learn: Chat, rules and goal-directed tool use; scope, acceptance criteria and when not to use an agent.

Practise: Select one bounded assistant use case and define success.

90m

Framework workspace and least-privilege access

Learn: Environment, model connection, credentials and separate test resources.

Practise: Confirm approved access and restrict the available tools.

120m

Knowledge preparation and grounded answers

Learn: Source selection, retrieval concepts, freshness, citations and unanswerable questions.

Practise: Prepare a small approved knowledge set and inspect retrieved evidence.

90m

Build the knowledge assistant

Learn: Instructions, retrieval, response format and uncertainty handling.

Practise: Create a first assistant that cites source material and abstains when needed.

60m

Initial evaluation

Learn: Expected answers, source checking and reproducible tests.

Practise: Run the first five cases and record corrections.

Contact time excludes breaks. Practice uses one agreed environment, approved source materials and the access confirmed before delivery.

HAI401 / FULL SYLLABUS

Agentic AI Builder Lab

DAY 02 / 7 CONTACT HOURS

90m

Tools and structured action contracts

Learn: Tool inputs/outputs, field validation and narrow permitted actions.

Practise: Add one read-only lookup or sandbox draft-creation tool.

120m

Control flow state and approval

Learn: Bounded steps, context, state and human review before external action.

Practise: Build a controlled tool workflow with an explicit stop/approval condition.

90m

Exception and adversarial testing

Learn: Malicious instructions, unsupported questions, wrong sources and failing services.

Practise: Show refusal/escalation and safe failure on supplied test cases.

60m

Limits logs and cost controls

Learn: Step/retry limits, operation/model use and observable run logs.

Practise: Configure limits and identify the cost owner.

60m

Improve and version the prototype

Learn: Change log, regression checks and named review decisions.

Practise: Save a reviewed version and rerun earlier tests.

Contact time excludes breaks. Practice uses one agreed environment, approved source materials and the access confirmed before delivery.

HAI401 / FULL SYLLABUS

Agentic AI Builder Lab

DAY 03 / 7 CONTACT HOURS

120m

Build the bounded capstone

Learn: Apply the approved knowledge and tool pattern to a selected process.

Practise: Complete one assistant-to-tool workflow in the training sandbox.

120m

Run a 20-case evaluation

Learn: Task success, source accuracy, tool inputs, failures and approvals.

Practise: Record evidence and correct failures without hiding unsuccessful cases.

90m

Pilot readiness and human operation

Learn: Operational owner, privacy/access review, monitoring, rollback and maintenance needs.

Practise: Prepare a pilot checklist; distinguish unresolved work from completed training.

90m

Demonstration and assessed handover

Learn: Explain design choices, show test evidence and document limits.

Practise: Present the prototype, exports/configuration and the handover note.

Contact time excludes breaks. Practice uses one agreed environment, approved source materials and the access confirmed before delivery.

DELIVERY PLANNING / COMMERCIAL SCOPE

Plan the room. Prepare the work.

A clear brief makes the learning more useful. Delivery is confirmed around the people, tools and tasks in your organisation.

BEFORE WE CONFIRM

Audience and headcount; two priority tasks; current skill level; one approved AI environment; account/feature access; delivery language; accessibility needs; venue/online arrangements; preferred dates.

INCLUDED WHEN QUOTED

Facilitation, guided exercises, agreed materials and assessment within the stated cohort cap. In-house practical courses include appropriate assistant support; HAI110 is facilitator-led. Any certificate or completion record follows the approved process.

FOLLOW-UP FOR APPLIED PROGRAMMES

HAI201, HAI202, HAI203, HAI204, HAI301 and HAI401 include one 60-minute online cohort clinic within 30 days, covering training tasks. HAI101 and HAI110 review action plans within the session. Quick Session follow-up is separately agreed.

QUOTED SEPARATELY UNLESS INCLUDED

Applicable taxes; travel and accommodation; venue and catering; participant subscriptions; API and automation usage; domains and hosting; production development, rollout, ongoing administration or maintenance.

APPROVAL AND SCHEDULING

All prices are indicative starting rates. Final scope, trainer, dates, payment/cancellation arrangements and any procurement documentation must be confirmed in writing. Higher headcounts require a revised delivery plan.

Bring approved or synthetic examples. Confidential operational records and unpublished client identities do not belong in demonstrations without the relevant permission.

HATI Academy
LEARN · BUILD · BELONG

LET US START WITH YOUR NEXT TASK

Make AI work for you.

Tell us who you want to train, the tools you already have and the work you want to improve.

SHARE A SHORT TRAINING BRIEF

Organisation / audience / group size
Priority tasks / approved tools
Preferred language / dates / delivery format

WHATSAPP HATI ACADEMY

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