Symphony Digest

HRD CORP CLAIMABLE



AI for HR:

Recruitment, Payroll Admin & People Analysis

Zenith Corporate Park

RM918
(registration before 23 Mar 2027)
RM1,030 normal price

6 April 2027

9am – 5pm

Make Smarter HR Decisions with AI

Leverage AI to streamline HR processes, boost efficiency and drive data-driven decisions.

018- 9482800 | 011- 70112800

corporate@symphonydigest.com

Symphony Digest Sdn Bhd 200901027257

www.symphonydigest.com
www.doshu.com.my

AI for HR:
Recruitment, Payroll Admin & People Analysis

COURSE OUTLINE

Module 1: Build Your AI Staff

- A clear, honest picture of what AI can and cannot do in the workplace today — where it creates real leverage, and where human judgement stays non-negotiable
- The shift from using a chatbot to running a system you own
- The 4.8-Star Lens — how your work is judged in seconds, and the self-audit that exposes the gaps
- Data safety boundaries: what may and may not go into an AI tool — client confidentiality, commercial data, internal IP
- Hands-on: A customised AI staff member trained on your company, your role and your tone. From this point, every task in the workshop runs through it — not a blank chat

Module 2: AI Productivity Sprint

- The Triple Platinum Prompt — the proprietary framework that turns the same AI subscription into a completely different calibre of output
- Prompt chaining for work too complex for a single instruction
- Function-tracked drills: Each department works on its own document types — same method, different outputs
- Hands-on: Reports, proposals, customer responses, SOPs, meeting summaries, project briefs and internal memos — produced from your own data
- Every output saved and reusable — finished work, not homework

Module 3: Advanced AI Image and Video

- A professional AI-generated portrait for every participant — the selfie-to-portrait activity
- Professional visuals for reports, proposals and internal communications from text prompts — without a designer
- AI video: the image-to-video pipeline for internal announcements, training clips and team updates
- Presentation generation: complete decks with structure, content and visuals at speed
- Hands-on: professional portraits for every participant, plus a visual or presentation for your own function

Module 4: AI Panel Method, Capstone and 90-Day Plan

- The AI Cheat Code — the quality-control framework that turns a 6/10 first draft into a document ready to send
- The AI Panel Method — cross-model review that catches blind spots and pressure-tests your work before it leaves your desk
- Verifying AI output: hallucination awareness and checking claims against source
- Capstone (hands-on): A complete business deliverable — written content, supporting visuals and a finished presentation — built from a real scenario, reviewed live, presented to the room
- The 90-day action plan: What each participant deploys at 30, 60 and 90 days

AI for HR:
Recruitment, Payroll Admin & People Analysis

Trainer's Profile

The Trainer is a HRDC-accredited trainer with over 20 years of experience in digital marketing strategy and AI implementation for multinational corporations, including HSBC, and Ogilvy. As a senior digital marketing professional and Answer Engine Optimisation (AEO) consultant, his expertise lies in AI-powered sales and marketing, AI training and capability building, and practical AI implementation. Presently, he is the founder and CEO of 10X Marketing, serving clients across Malaysia, Singapore, Australia, the UK, and the US.

Throughout his career, the Trainer has proven his ability through significant business growth via practical, systems-based solutions, focusing on strategic brand positioning, full-funnel marketing and automation, AI-powered content systems, lead generation for high-trust brands, and personal brand development. As a Trainer, he designs and delivers corporate training programmes that enable teams to develop and deploy AI solutions independently, implement AI systems for sales automation, lead generation, and performance marketing optimisation, and build and deploy working AI systems that deliver measurable business outcomes in operational efficiency and revenue growth. He has trained hundreds of participants, and maintains consistently high satisfaction and ratings across all workshops.

The Trainer is recognised as one of Malaysia's top strategists, and in 2018, he was awarded as the CMO Awards Gold Winner in the Finance category. He holds a Bachelor's of Media Innovation (Honours) from Multimedia University, and is a Havas Digital Certified Professional. Previously, he also served as the Lead Trainer for a Canadian AI Certification Programme.

PARTICIPANT DETAILS

Name:

Position:

Department:

Contact Number:

Email:

Name:

Position:

Department:

Contact Number:

Email:

ADMIN DETAILS

Name:

Position:

Department:

Company:

Contact Number:

Email:

Address:

Payment Method: ☐ Direct Payment ☐ Claim HRD

Notes:

- *Cancellations made less than 14 days before the training date or non-attendance on the day of training are non-refundable. Substitution is allowed.*
- *Once registration is confirmed, the client is fully liable for the course fee, regardless of whether payment is made directly or through the HRDC grant, and even if participants do not attend the training.*
- *Clients who opt for direct payment must ensure full payment is made before the training date.*
- *HRDC grant applications must be submitted and approved 14 days prior to the training day. The maximum claimable amount is RM1,750 per participant per day. Any shortfall between the approved grant and the course fee must be topped up by the client.*
- *Should the number of confirmed participants be too low to ensure a meaningful learning experience, Symphony reserves the right to postpone or cancel the training.*