

PUBLIC PROGRAM 2026

AI IN REPORTING SKILLS

(1-day Training Program)

TRAINING DETAILS

DATE: 12 FEBRUARY 2026

VENUE: Klang Valley

OBJECTIVES

- Understand how AI enhances modern reporting through faster data processing, automatic summaries, clear visuals, and smarter insights
- Explore data organization & verification
- Improve reporting speed, clarity & accuracy with AI
- Apply AI ethically in professional reporting workflow

COURSE FEES

PRICE:

RM 559

EARLY BIRD PRICE:

REGISTER BEFORE 1 JAN 2026

RM 500

Including:

Training Materials

E-Certificate of Completion

Meals (Coffee Breaks & Lunch)

Complimentary Training Kit

MODULE	COURSE CONTENT
MODULE 1: AI & MODERN REPORTING	Topics Covered: <ul style="list-style-type: none">What is AI in reporting?Types of AI tools for workplace reportingBenefits of AI for accuracy & efficiency
MODULE 2: USING AI FOR WRITING & SUMMARIZATION	Topics Covered: <ul style="list-style-type: none">Generating outlines using AIAI-powered summarizing techniquesDrafting professional contentImproving grammar & clarity with AI
MODULE 3: AI FOR DATA & INFORMATION HANDLING	Topics Covered: <ul style="list-style-type: none">Organizing information using AIFact-checking and detecting inaccurate contentCitation & referencing toolsEthical AI usage in reporting
MODULE 4: BUILDING PROFESSIONAL REPORTS WITH AI	Topics Covered: <ul style="list-style-type: none">Report structuring using AIVisualizing data (charts, tables)Turning AI outputs into polished final reportsHands-on activity: Full report creation

WHO SHOULD ATTEND

- Secretary & Administration
- Executives & Officers
- Team Leaders & Supervisors
- Professionals who produce reports regularly

CONTACT US

📞 Danieal : 017-994 9431

📞 Haidah : 016-223 2115

📞 Office : 03-6201 9505

✉️ danieal@seek-edu.com

✉️ haidah@seek-edu.com

✉️ corporate@seek-edu.com



JOIN NOW!!