

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 reporting• Benefits of AI for accuracy & efficiency
MODULE 2: USING AI FOR WRITING & SUMMARIZATION	Topics Covered: <ul style="list-style-type: none">• Generating outlines using AI• AI-powered summarizing techniques• Drafting professional content• Improving grammar & clarity with AI
MODULE 3: AI FOR DATA & INFORMATION HANDLING	Topics Covered: <ul style="list-style-type: none">• Organizing information using AI• Fact-checking and detecting inaccurate content• Citation & referencing tools• Ethical AI usage in reporting
MODULE 4: BUILDING PROFESSIONAL REPORTS WITH AI	Topics Covered: <ul style="list-style-type: none">• Report structuring using AI• Visualizing data (charts, tables)• Turning AI outputs into polished final reports• Hands-on activity: Full report creation

WHO SHOULD ATTEND

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

CONTACT US

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