PRIYA SUPER / WORKPLACE AI

AI That Simplifies Work

Practical Google AI, ChatGPT & Claude

2 days | 12 learning hours | English or Bahasa Malaysia

Too much time spent drafting, searching and reworking? Priya helps your team turn everyday tasks into clear, repeatable AI workflows. Start with the work your people need to finish, then choose and practise the tools that fit.

Help teams spend less effort on first drafts and information hunting, and more attention on decisions, service and follow-through.

WHO IT IS FOR

Teams in any industry: administration, HR, operations, sales, customer service, managers and educators. No coding background required.

WHAT YOUR TEAM WILL BE ABLE TO DO

1. Identify repetitive work and choose an appropriate AI-assisted workflow.
2. Use Gemini to improve emails, reports and meeting follow-through.
3. Use NotebookLM to question source documents and create a checked briefing.
4. Create a useful visual and test a reusable prompt in Google AI Studio.
5. Use ChatGPT and Claude to refine workplace outputs with clear review criteria.
6. Complete one workflow with human checks and a practical rollout plan.

BUILT AROUND YOUR WORK

Examples are tailored to the work, not limited to a sector: HR onboarding, operations SOPs, sales proposals, customer replies or management briefs. A focused one-day version covers a selected set of workflows agreed in advance.

PRACTICE & TAKEAWAYS

Leave with a task-selection map, reusable prompt bank, source-checked brief, visual draft and one documented workflow. Compare a before/after sample for clarity, completeness and time taken; agree what to measure at work.

PRIYA SUPER AI TRAINER | prip44@gmail.com | +60 17-714 8046
English & Bahasa Malaysia | KL & Klang Valley

WORKSHOP FLOW

AI That Simplifies Work

DAY 1 / 90 MIN

Find the work worth simplifying

Map repetitive tasks, review risks and choose a useful starting point. Practise a prompt with context, task, source, audience and output format. Takeaway: a task map and reusable prompt.

DAY 1 / 90 MIN

Write, summarise and follow through with Gemini

Turn a rough request into a clear email; convert meeting notes into a checked action table for Docs or Sheets. Confirm facts, owners and deadlines instead of accepting invented details.

DAY 1 / 90 MIN

Make documents easier to use with NotebookLM

Work from approved source documents: ask questions, compare information and produce an FAQ or briefing. Explore available Studio outputs and check source references. Example: an onboarding or SOP briefing.

DAY 1 / 90 MIN

Create visuals that explain the work

Write an image brief in Gemini for an internal campaign or service explainer. Refine style, audience and message; check text and brand suitability. Build a visual draft ready for human review.

DAY 2 / APPLY & BUILD

Turn practice into a workflow

DAY 2 / 90 MIN

Test repeatable tasks in Google AI Studio

Explore prompts and structured responses through a guided, non-coding demonstration and practice. Prototype a request-to-checklist workflow using sample data; distinguish a prototype from a deployed business system.

DAY 2 / 90 MIN

Use ChatGPT and Claude with purpose

Practise drafting, document synthesis and rewriting a proposal or report. Evaluate clarity, completeness and source accuracy; choose the tool that suits the task and company policy.

DAY 2 / 90 MIN

Build a workflow for your role

Combine approved tools to move from an input to a useful result: enquiry to response, notes to actions, or policy to briefing. Add a human review step and record how a colleague can repeat it.

DAY 2 / 90 MIN

Check quality and put it to work

Present the workflow, test against the original task, receive feedback and refine it. Agree ownership, a seven-day trial and a simple quality/time measure before wider use.

PREPARATION & DELIVERY

Laptop, internet and organisation-approved accounts. Confirm Gemini, NotebookLM, Google AI Studio, ChatGPT and Claude access before delivery; features vary by account. Practise with supplied or anonymised material.

Google is the core: Gemini, NotebookLM and its Studio outputs, Google AI Studio, image creation, and workflows for Gmail, Docs and Sheets. ChatGPT and Claude provide additional practice. Connected Workspace features depend on account access.

Breaks and lunch are outside the learning hours. Tell Priya your team size, daily challenges and preferred dates to shape the programme.