

AI TRAINING PROGRAMME

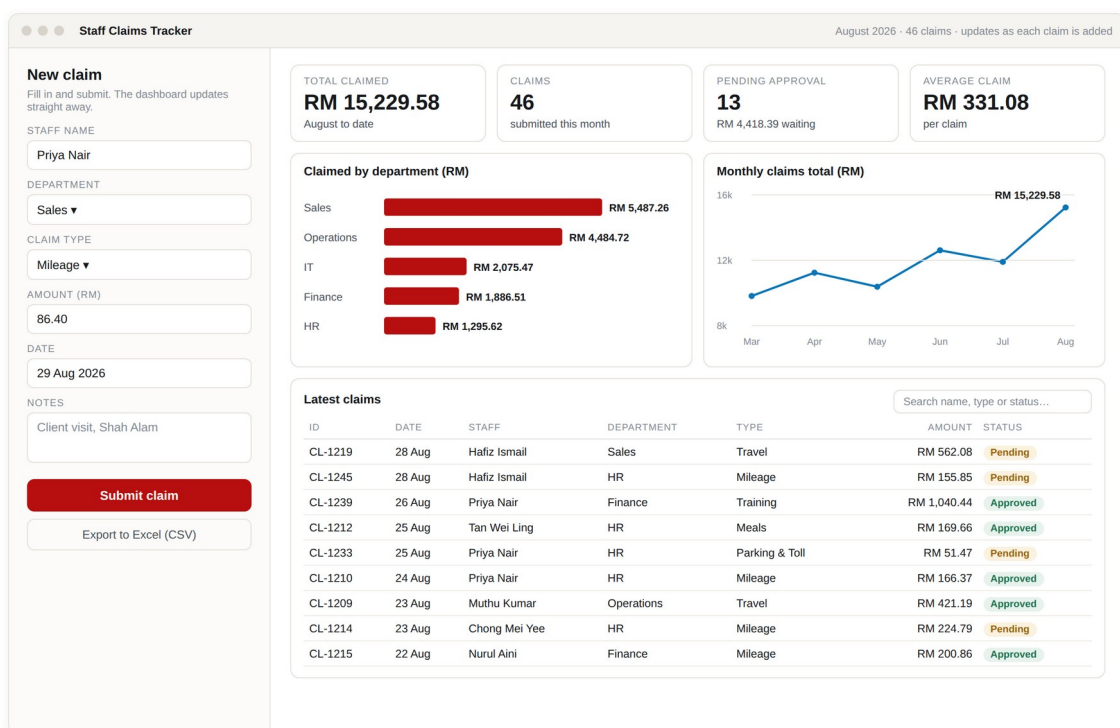
Building Workplace Apps and Dashboards with Generative AI

A working app with a live dashboard for your own job. No coding needed.

DURATION	MODE	LEVEL
1 Day (7 Hours)	In-house or Public Training	Beginner to Intermediate

 STEP 1 Set up	 STEP 2 Plan	 STEP 3 Build app	 STEP 4 Dashboard	 STEP 5 Check	 STEP 6 Demo
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WHAT YOU WILL HAVE BUILT BY THE END OF THE DAY



Example only. Built from the sample data used in class. You will build your own app for your own work process.

TOOLS YOU WILL USE



Claude is the main tool for the day. ChatGPT and Gemini users follow the same method. Trademarks belong to their owners. No affiliation or endorsement implied.

01 Programme Overview

Every department has a process that still runs on a spreadsheet, a paper form or a WhatsApp group. Leave requests, expense claims, training records, stock counts, sales follow-ups. Someone collects the data by hand, and someone else rebuilds the same report every month. A proper system usually means a software budget, a vendor or a long wait for the IT team.

This programme shows a faster way. You use Claude to build your own working app. You describe what you want in plain English. Claude builds it. In one day you plan the app, build it, add a live dashboard, and check that every number is right. You do not need any coding background. If your company uses ChatGPT or Gemini, you can follow the same method.

The rule for the day is simple. You build an app before you leave. It captures your data through a form, lets you search and update records, and shows a dashboard that changes as new entries come in. You also go home with your app plan and the prompts you used, so you can build the next app yourself.

02 Learning Objectives

By the end of this programme, participants will be able to:

- Explain what Claude, ChatGPT and Gemini can build, and where the limits are.
- Choose a work process that is worth turning into an app.
- Turn a work problem into a clear one-page app plan.
- Write prompts that produce a working app, not just a description of one.
- Build a data-entry form, a records table, search and filters in one app.
- Add a live dashboard with KPI cards and charts that update with every entry.
- Test the app, fix errors, and check every dashboard figure against the data.
- Export, share and protect the app's data, following PDPA and company data rules.

03 Training Methodology

- The trainer shows every step first. Participants then do it themselves.
- Hands-on practice in every module, using your own files or the sample files we provide.
- A ready-made prompt library, so you leave with prompts that work, not just notes.
- Group discussion and sharing, so you see how others solve the same problem.
- Examples taken from real Malaysian workplace situations, not textbook cases.
- An open clinic at the end of the day. Bring your own work problem and we solve it together.



MODULE 1 The Basics — What You Can Build with AI

- ☐ What generative AI can build today, in simple business terms
- ☐ Claude, ChatGPT and Gemini: where each one builds and previews an app
- ☐ What an app means here: a form, a table and a dashboard in one screen
- ☐ Real examples: leave, claims, training records, stock and sales follow-up
- ☐ What these apps can do well, and what still needs a proper system
- ☐ How a working app is made: a plan, a build prompt, then small changes
- ☐ PDPA and company data rules: what you must never paste into AI
- ☐ Setting up your paid account and project for the day

HANDS-ON ACTIVITY

- ☐ Build a working visitor log that saves entries and shows today's list
- ☐ Change it three times by describing what you want
- ☐ Choose the work process you will build for the rest of the day



MODULE 2 Planning Your App

- ☐ Starting from the problem, not the tool
- ☐ Who uses the app, who reads the dashboard, and what they decide
- ☐ Listing the data fields, with the type and rule for each one
- ☐ Drop-down lists, required fields and approval status
- ☐ Which numbers the dashboard must show, and how each one is calculated
- ☐ Using AI to question your plan and find what is missing
- ☐ Turning the plan into one clear build prompt
- ☐ Keeping the first version small enough to finish today

HANDS-ON ACTIVITY

- ☐ Write a one-page app plan with Claude's help
- ☐ Turn the plan into your build prompt and check it with a partner



MODULE 3 Building the App

- ☐ Asking Claude to build, not to explain
- ☐ Creating the app as a single file that runs in any browser
- ☐ A data-entry form with input checks
- ☐ A records table with search, sort and filters
- ☐ Editing records, updating status and deleting entries
- ☐ Saving entries so they are still there tomorrow
- ☐ Changing one thing at a time by describing it
- ☐ Fixing errors by pasting them back to the AI

HANDS-ON ACTIVITY

- ☐ Build your app from the prompt you wrote in Module 2
- ☐ Enter 20 test records and fix anything that breaks
- ☐ Ask a partner to use it and note anything that confuses them



MODULE 4 Adding the Live Dashboard

- ☐ KPI cards: totals, counts, averages and items waiting for action
- ☐ Choosing the right chart: bar, line or share, and what each one shows
- ☐ Filters by month, department, person or status
- ☐ A dashboard that updates the moment a new record is added
- ☐ Importing past records from Excel or CSV
- ☐ Handling blank values, unusual figures and divide-by-zero errors
- ☐ Layout: what the reader should see first
- ☐ Making it readable on a laptop, a projector and a phone

HANDS-ON ACTIVITY

- ☐ Add a live dashboard to your app
- ☐ Import a month of past records and watch the dashboard update



MODULE 5

Checking It and Making It Work-Ready

- ☐ Why every AI-built calculation must be checked before anyone relies on it
- ☐ Matching dashboard figures back to the records in Excel
- ☐ Spotting wrong formulas, dropped records and made-up numbers
- ☐ Exporting records to Excel or CSV, plus a print or PDF view
- ☐ Where the data is stored, and how to back it up
- ☐ Applying your company colours, logo and naming
- ☐ Keeping versions and a simple change log
- ☐ PDPA: personal data, who can see it and how long to keep it

HANDS-ON ACTIVITY

- ☐ Check every dashboard figure against an Excel export, then fix the mistakes we have hidden in a sample app
- ☐ Add your branding and an export button to your app



MODULE 6

Demo, Sharing and Next Steps

- ☐ Showing your app to the room and getting feedback
- ☐ Sharing options: a file or a published link
- ☐ Who can open it, and keeping confidential data safe
- ☐ Turning your build prompt into a reusable template
- ☐ Planning version 2: approvals, reminders and more users
- ☐ Using Gemini to move your app into Google Sheets with Apps Script, so the whole team shares one set of records
- ☐ When to bring in a web developer or your IT team
- ☐ Choosing the next process to turn into an app, and where to learn more

HANDS-ON ACTIVITY

- ☐ Demo your app in two minutes and collect feedback
- ☐ Write a one-page guide for colleagues and list the next three apps you will build

05 Target Participants

This programme is suitable for:

- ☐ HR and admin staff who track leave, claims, training or attendance by hand
- ☐ Finance and accounts staff who collect claims, payments or approvals
- ☐ Operations and warehouse teams who log stock, jobs or maintenance
- ☐ Sales and customer service teams who track leads and follow-ups
- ☐ Heads of department who want one clear view of their team's work
- ☐ Business owners who want simple tools without a software budget
- ☐ Anyone whose team still runs a process on a spreadsheet, paper form or WhatsApp group

06 What You Need to Bring

- ☐ A laptop, not a tablet. Chrome or Edge. Nothing to install before the day.
- ☐ A paid Claude account (recommended), or a paid ChatGPT or Gemini account. Free plans are not enough for a full day of building.
- ☐ One real work process you want to turn into an app, and the details it collects.
- ☐ Sample records from that process in Excel or CSV, with personal details removed. Use our sample file if you cannot bring one.

07 Expected Training Outcome

You leave with a working app that you built yourself, for your own job. It captures data through a form, keeps records in a searchable table, and shows a live dashboard that updates with every new entry. You also leave with your app plan, your build prompts and a checked set of numbers. More importantly, you can do it again for a different process without help. You will know how to plan an app, describe it, correct what comes back, and check it before anyone else uses it. For the company, small processes stop depending on paper forms and one person's spreadsheet.

100% HRD Corp claimable. Applications should be submitted at least 14 days before the training dates.