



WSQ: Effective Use of Generative AI Tools for Productivity Improvement

(TGS-2024048217)

UP TO
70%
COURSE
SUBSIDIES

SFC
ELIGIBLE

UTAP
SUPPORT

PSEA
SUPPORT

COURSE OVERVIEW

Learn how to use AI tools like ChatGPT, Google Gemini, Microsoft Copilot and DeepSeek to work faster, get things done more easily, and boost productivity. Through our course, you will learn how it can be used to craft engaging content, generate ideas, research, analyse data, and for automating everyday tasks.

LEARNING OUTCOMES

- **Make Everyday Tasks Easier:** Learn how AI tools can help you write emails, summarize documents, and handle routine work in less time.
- **Get Better AI Responses:** Discover how to ask AI the right questions to get the most useful and relevant answers for your needs.
- **Create Content Faster:** Use AI to brainstorm ideas, draft documents, and even put together business proposals quickly and efficiently.
- **Design Compelling Presentations:** Use Generative AI tools to design engaging and informative presentations that effectively convey your message, complete with relevant data and attractive visuals.
- **Discover Prompt Engineering:** Learn how to give AI the right instructions to get exactly what you need.

AI TOOLS COVERED



ChatGPT

Gemini



Copilot



deepseek

PRACTICAL HANDS-ON ACTIVITIES

- **Craft Presentation Slides:** Generate stunning PowerPoint slides with ease and turn your ideas into compelling visuals
- **Master Prompt Engineering:** Craft inputs that guide AI to deliver the exact results you need
- **Leverage AI for Data Analysis:** Upload your Excel files and instantly create charts for clear visual insights



SCAN ME



Duration

16 Hours (2 Days)
9:00 AM - 6:00 PM



Mode of Training

Classroom



Mode of Assessment

Written Assessment & Case Study

PREREQUISITES

- 1 year working experience in any sector;
- At least 1 GCE N Level Pass
- Workplace Literacy and Numeracy (WPLN) 5 or equivalent
- Proficient with the use of Apple/Windows laptops and a smart phone.

Individual Subsidy

Corporate Subsidy

	Singapore Citizens (21 - 39 years old) & SPR	Singapore Citizens (40 years old & above)	Non Small-Medium Enterprises (Non-SMEs)	Small-Medium Enterprises (SMEs)
Course fees	S\$1,000	S\$1,000	S\$1,000	S\$1,000
Course fees after SkillsFuture subsidy	S\$500 (50% subsidy)	S\$300 (70% subsidy)	S\$500 (50% subsidy)	S\$300 (70% subsidy)
Nett Course Fee (with 9% GST)	S\$590	S\$390	S\$590	S\$390
Additional subsidies (for covering remaining fees)	PSEA: Singaporeans 30 years old & below can cover remaining fees with Post-Secondary Education Account (PSEA). SkillsFuture Credits: Singaporeans 25 years old & above can cover remaining fees with SkillsFuture Credits. NTUC UTAP (up to 50%): NTUC UTAP members can receive up to 50% support after course subsidy.		SkillsFuture Enterprise Credit (SFEC): Can offset 90% of remaining fees. Absentee Payroll: Claimable up to \$4.50 per hour, capped at \$100,000 per enterprise per calendar year. Enterprise Innovation Scheme (EIS): - Annual tax deduction of 400%, OR - Convert 20% of course fees into cash payout.	

