MALAYSIAN INSTITUTE OF ACCOUNTANTS



Transforming Workplace Efficiency with AI Tools

8 December 2026 (Tuesday), 9.00 am – 5.00 pm, Wyndham Grand Bangsar Kuala Lumpur

An intensive one-day training programme designed to equip professionals with advanced AI-assisted productivity tools across Microsoft Office applications. Through a transformative learning experience, participants will gain a deep understanding of Microsoft Copilot's capabilities in Excel, Word, and PowerPoint. The programme emphasises practical applications, workflow optimisation, and AI-driven enhancements that reshape traditional work methodologies into more efficient, strategic, and innovative processes.

Participants will build a strong foundation in AI-assisted productivity, master Copilot integration across Microsoft Office tools, and acquire advanced techniques to streamline complex workflows. They will also explore strategic approaches to maximising efficiency and examine practical use cases adaptable to diverse professional environments. The objectives are carefully structured to deliver a comprehensive and hands-on experience, empowering professionals to harness AI for greater output quality, speed, and flexibility in corporate, entrepreneurial, creative, and academic settings.

OBJECTIVES

This programme seeks to help you:

- Build advanced skills in AI-assisted productivity tools
- Understand strategic implementation of Copilot across Microsoft Office applications
- Develop confidence in leveraging AI for complex professional tasks
- Optimise workflow efficiency and output quality
- Gain competitive advantage in workplace productivity

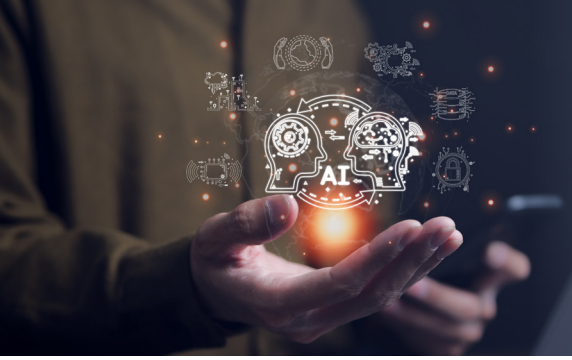
METHODOLOGY

Lectures accompanied by practical examples and cases.

NOTE: Participants should have basic to intermediate computer skills and familiarity with Microsoft Office suite.
Please bring your laptop or tablet with a recent version of Microsoft Office that supports Copilot integration.

WHO SHOULD ATTEND

- Office workers, managers, entrepreneurs, IT professionals, and students wanting to find tools or solutions to help them work more efficiently.
- Professionals from various fields who want to improve their workplace productivity.



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PROGRAMME OUTLINE

8.30 am – 9.00 am — Registration and Welcome Refreshments

9.00 am – 10.30 am — SESSION 1

- Introduction to AI-Assisted Productivity
  - > Understanding AI's role in modern workplace productivity
  - > Overview of Microsoft Copilot's core capabilities
  - > Ethical considerations and responsible AI usage
  - > Comparing traditional methods vs AI-assisted workflows

10.30 am – 11.00 am — Morning Refreshments and Networking

11.00 am – 12.30 pm — SESSION 2

- Copilot in Excel
  - > Basic data entry and manipulation
    - – Using Copilot to auto-complete data
    - – Quick data formatting suggestions
  - > Simple data cleaning
    - – Identifying and removing duplicate entries
    - – Basic data formatting with AI assistance
    - – Quick error detection and correction
  - > Introductory data visualisation
    - – Creating basic charts and graphs with Copilot guidance
    - – Automated chart type recommendations
    - – Simple data representation techniques
  - > Fundamental formula generation
    - – AI-assisted formula creation
    - – Understanding basic mathematical and logical functions
    - – Natural language formula translation
  - > Quick data summarisation
    - – Generating instant summary statistics
    - – Creating simple Pivot Tables with AI help
    - – Quick insights extraction from small datasets
  - > Basic spreadsheet organisation
    - – Intelligent cell and column naming
    - – Simple data sorting and filtering
    - – Layout optimisation suggestions

12.30 pm – 1.30 pm — Networking Lunch

1.30 pm – 3.00 pm — SESSION 3

- Copilot in Word
  - > Smart content creation
    - – Generates text automatically
    - – Understands what kind of document you are writing
    - – Suggests content based on your professional needs
    - – Learns and adapts to your personal writing style
    - – Generates draft content that matches your requirements
  - > Quick drafting and editing
    - – Creates a first draft in just seconds
    - – Rearranges paragraphs and sections intelligently
    - – Fixes grammar and writing structure automatically
    - – Adds research and references
    - – Manages citations without extra effort

1.30 pm – 3.00 pm — SESSION 3 *(continued)*

- Copilot in Word
  - > Writing style perfection
    - – Detects and adjusts the right tone for your document
    - – Matches tone for different document types
    - – Keeps writing style consistent throughout
    - – Allows custom style guideline settings
    - – Refines language for various professional scenarios
  - > Multilingual magic
    - – Translates documents accurately
    - – Keeps original document's meaning and tone
    - – Handles professional and technical terms
    - – Creates and edits documents in multiple languages

3.00 pm – 3.30 pm — Afternoon Refreshments and Networking

3.30 pm – 5.00 pm — SESSION 4

- Copilot in PowerPoint
  - > Quick presentation creation
    - – Generate entire slide decks from raw data and brief text descriptions
    - – Transform raw content into structured presentations instantly
  - > Automatic design improvements
    - – One-click design enhancements for colour schemes and font selections
    - – Eliminate manual formatting time
  - > Content summarisation
    - – Condense long documents into key slides
    - – Extract critical information automatically
    - – Create concise, focused presentations
    - – Highlight main points effortlessly
  - > Data visualisation
    - – Convert spreadsheet data into charts and meaningful visual stories
    - – Simplify complex information quickly
  - > Storytelling assistance
    - – Generate slide narratives with logical flow and smooth transitions
    - – Create engaging presentations without extensive editing
  - > Multilingual support
    - – Translate presentations
    - – Adjust content for different audiences

5.00 pm — End of Programme

The order of topics to be covered may be revised at the trainer/speaker's discretion.

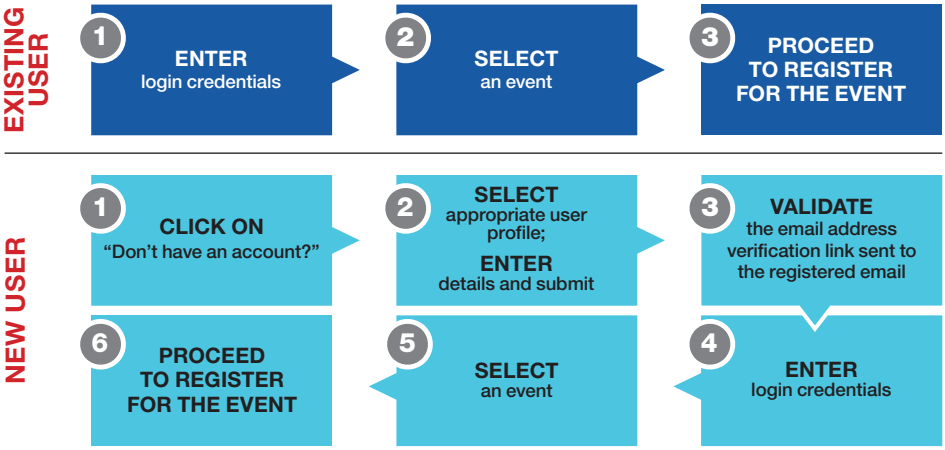
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With immediate effect, enrolment for all CPE programmes will be

STRICTLY VIA ONLINE REGISTRATION ONLY

REGISTRATION PROCESS

- To view more events and download the full brochure, please visit: ***pd.mia.org.my***
- Search and select the event
- Click 'Register' to experience the new system by continuing with the respective steps below:



For any assistance, please call (8.45am-5.30pm, Monday-Friday)

MIA Help Desk @ 603-2722 9000

TERMS & CONDITIONS FOR SEMINARS

PROGRAMME FEE

- Fee is payable to MALAYSIAN INSTITUTE OF ACCOUNTANTS
- Depending on the event, the fee includes course materials and/or lunch and/or tea breaks.
  - **Individual Registration:** Full payment shall be made at the point of online registration.
  - **Corporate Registration:** Full payment shall be made within thirty (30) days from the date of the Invoice or 1 day before the programme, whichever earlier.
- Admittance to the programme shall be granted only upon full payment as per the above requirement.

PAYMENT MODE

- Payment must be made through the **electronic channels i.e. online payment via the MIA member service portal and electronic fund transfer (EFT)**.
- Payment by **cash and cheque is NOT ACCEPTABLE** effective from 1 January 2022.

HRD CORP (FOR CLAIMABLE EVENTS ONLY)

- MIA is an approved Training Provider registered under 'Institut Akauntan Malaysia' (MyCoID: 631967).

Employer's Obligations

- To ensure grant approval is obtained prior to event registration and to provide the Grant ID notification upon event registration.
- To make full payment to MIA as per the issued Invoice within 14 working days upon receipt of MIA's notification in the event the approved training fee is cancelled by HRDC due to non-compliance on the part of the participant or his/her employer or any valid reasons stipulated by HRDC.
- To settle the balance payment to MIA within 14 working days upon receipt of MIA's notification in the event only partial claim is approved by HRDC. MIA will provide copy of the original invoice and will not issue a new invoice for the balance amount.
- If employer has made payment prior to grant approval, a refund will be made to employer subject to reimbursement received from HRDC. Refund will be made upon receipt of duly completed employer's EFT Form.
- To provide required information and/or documents after completion of event for the purpose of HRDC Claim within 7 working days upon receipt of MIA's notification.

CANCELLATION

Should the participant decide to cancel his/her enrolment, a cancellation policy shall be applied as follows:

- For written cancellation received with minimum seven (7) days' notice from the date of the programme, no penalties will be imposed and full refund will be made to participants who have paid.
- For written cancellation received less than seven (7) days from the date of the programme, an administrative charge of 20% of the registration fee will be imposed. Unpaid registrations will also be liable for a 20% administrative charge.
- No refunds will be made for written cancellations received on the day of the programme or for participants who failed to join the programme. Unpaid registrations will also be liable for full payment of the registration fee.
- Replacing registered participants is not allowed.
- Paid registration that is cancelled can opt to transfer the paid amount to future event(s) after deducting any applicable administrative charges.
- The transfer request to future event(s) should be confirmed by Corporate/Individual within three (3) days after cancellation otherwise the cancellation will be confirmed with refund action. Transfer request will not be entertained after the refund is processed.
- Corporate/Individual is required to top-up the balance amount if the amount to be transferred to the future event is insufficient.
- Any excess amount after transfer will be refunded to the Corporate/Individual's bank account as provided in the EFT form.
- Corporate/Individual is required to provide the EFT form each time when a refund is requested.

PARTICIPANT'S CLASSIFICATION AND INFORMATION

Category: Corporate/Individual

- Please select the participant classification carefully as it determines the fee payable. No alteration will be allowed upon registration.
- The information on Corporate/Individual provided shall be deemed true and correct. No alteration will be allowed upon registration.

VERIFICATION OF ATTENDANCE

- All participants are required to present photo identification (NRIC, driving licence or company's ID card) at the point of registration prior to signing the registration list when attending the programme. Admittance may be denied upon failure to present photo identification.

CERTIFICATE OF ATTENDANCE AND CPE CREDIT HOURS

- Upon full attendance of the programme, participants will be issued an e-certificate of attendance. For this purpose, it is COMPULSORY to fill in the email address clearly.
- CPE credit hours will be credited into the MIA Member Services Portal within 14 days of the programme for participants who have complied with all terms and conditions stipulated herein.
- Participants will only be entitled to the CPE hours upon attending the entire duration of the programme. CPE hours will not be accorded for partial attendance.

COPYRIGHT

The materials of the programme shall not be disclosed or used in any manner, either wholly or partially against any other parties and/or used in any manner, either wholly or partially as a defence by you and/or any other parties under any circumstances. The participants are therefore prohibited from reproducing any materials of this programme. All copyright and/or intellectual property rights in any relevant materials produced in this Programme will remain with the party who produced such materials. MIA disclaims responsibility for the materials of this programme. Neither the MIA, its Council or any of its Boards or Committees nor its staff shall be responsible or liable for any claims, losses, damages, costs or expenses arising in any way out of or in connection with any persons relying upon the materials provided during the programme.

DATA PROTECTION

Information given by the participants to MIA is true, accurate and to the best of their knowledge. The participants have read and agreed with the Privacy Notice as stated on MIA's official website and therefore, allow MIA to collect, process, store and use the participants' data other than what is provided under the Personal Data Protection Act 2010.

EXCLUSION OF LIABILITY

This programme shall not constitute an endorsement of the speaker(s) by MIA and MIA shall not be liable for whatsoever circumstances arising from any engagement between the speaker(s) and the programme's participants.

DISCLAIMER

Malaysian Institute of Accountants (MIA) reserves the right to change the speaker(s), date(s), time(s) and to cancel the programme should circumstances beyond its control arise. MIA shall not be responsible for any costs, damages or losses incurred by the participant due to the changes and/or cancellation. MIA also reserves the right to make alternative arrangements without prior notice should it be necessary to do so. Upon registering, you are deemed to have read and accepted the terms and conditions herein.

FACILITATOR

PALANI MURUGAPPAN

Palani a.k.a. The Interpreter (who helps you converge data into information), applies the VERIIFY™ training methodology, i.e., Validate, Encapsulate and Rationalise raw data in Identifying Information for Future Yield. A HRD Corp-certified trainer, he shares his knowledge and experience culled from over 20 years of involvement in the software application training industry.

If you want to make sense of the data surrounding you or understand how your organisation's data can help you expand or cut down areas of expenses or simply move up the corporate ladder by being ahead in terms of interpreting raw data, the Interpreter will be able to assist by mapping the data into a spreadsheet format like Microsoft Excel and performing various business process analyses.

Excel is the most common spreadsheet used in an office environment. While most are familiar with Excel, only a handful know the art of extracting data from a database, or converging raw data into information using Excel's built-in tools. This is where the Interpreter excels in showing the many ways of doing this.

PROGRAMME FEES

Member/Member Firm	| RM 800
Non-member	| RM 975

Preferred Payment: Pay with MIA-CIMB Affinity Credit Card.

PROGRAMME DETAILS & REGISTRATION

8 December 2026 (Tuesday), 9.00 am – 5.00 pm
Wyndham Grand Bangsar Kuala Lumpur

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