

# SEBA ELEVATE

*Training Programme Listing - Organised as Five Signature Academies*

## SEBA FUTURE - AI, Digital Skills & Future Workforce Capability

*Programmes building AI literacy, digital fluency, and the future-ready capability SMEs need as Malaysia's economy digitises.*

| PROGRAMME                                                       | FOCUS / DESCRIPTION                                                                                       | TARGET AUDIENCE                       |
|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>AI Literacy for Professionals</b>                            | Understanding and applying AI at work - what AI is, isn't, and how staff can use it responsibly           | All employees                         |
| <b>Generative AI for Productivity</b>                           | Using AI tools responsibly and effectively (ChatGPT/Copilot-type tools for non-technical staff)           | All employees                         |
| <b>AI for HR &amp; People Management</b>                        | Practical AI applications in HR                                                                           | HR professionals                      |
| <b>Prompting Skills for Business Professionals</b>              | Writing effective prompts for better AI outputs                                                           | All employees                         |
| <b>Digital Productivity Masterclass</b>                         | Improving workflow using digital tools                                                                    | All employees                         |
| <b>Data Literacy for Managers</b>                               | Understanding and using data for decisions                                                                | Managers & team leads                 |
| <b>Cybersecurity Awareness for Employees</b>                    | Reducing human-related cyber risk - basic hygiene, phishing, data handling                                | All employees                         |
| <b>Digital Transformation for SMEs</b>                          | Preparing SMEs for technology adoption - moving core processes from paper/spreadsheets to digital systems | Business owners & senior leaders      |
| <b>Process Improvement for Non-Technical Teams</b>              | Improving workflows and reducing inefficiencies                                                           | All employees & managers              |
| <b>Business Continuity &amp; Operational Resilience</b>         | Preparing teams for disruption                                                                            | Managers & senior leaders             |
| <b>Digital Ethics &amp; Responsible AI</b>                      | Responsible technology use in the workplace                                                               | All employees & managers              |
| <b>Human Skills in an AI Workplace</b>                          | Building capabilities AI cannot easily replace                                                            | All employees                         |
| <b>Introduction to Industry 4.0 for Manufacturing Teams NEW</b> | For manufacturing, E&E and semiconductor-adjacent teams                                                   | Operations & manufacturing teams      |
| <b>Basic Data Analytics for Operations NEW</b>                  | HGHV-aligned technical upskilling for operations teams                                                    | Operations teams                      |
| <b>Digital Tools for Supply Chain &amp; Logistics NEW</b>       | HGHV-aligned technical upskilling for supply chain teams                                                  | Supply chain & logistics teams        |
| <b>Lean Process Improvement for SMEs NEW</b>                    | Productivity Nexus-aligned process improvement                                                            | Business owners & operations managers |
| <b>Leading Technology Adoption &amp; Change Management NEW</b>  | Helping leaders drive technology adoption across teams                                                    | Managers & senior leaders             |
| <b>Digital Workflow &amp; Automation Basics NEW</b>             | Practical automation for everyday workflows                                                               | All employees                         |

| PROGRAMME                                              | FOCUS / DESCRIPTION                                          | TARGET AUDIENCE       |
|--------------------------------------------------------|--------------------------------------------------------------|-----------------------|
| Coaching for Managers in an AI-Augmented Workplace NEW | Coaching skills adapted for an AI-augmented team environment | Managers & team leads |