



Generative AI: From Raw Data to Compelling Reports & Infographics

裝備未來
FutureSkills

Transform raw data into executive reports in just an hour!

Master free AI tools for **simple data analysis, stunning infographics, and professional reporting.**

Join to communicate impactful insights now!

Programme Code	10018951-26
Date and time	02 Dec 2026 (Wed) 14:00 – 17:30 [Total: 3.5 hours]
Venue	1/F, HKPC Building, 78 Tat Chee Avenue, Kowloon, Hong Kong
Mode	Face to face workshop
Language	Cantonese (supplemented with English terminology and handouts)
Course fee	HK\$1,500/ HK\$1,350* *Group discount for 2 or more

Course Objectives

- Apply Generative AI to automate the cleaning, analysis, and insight generation from raw datasets.
- Generate professional **data visualisations** and **executive infographics** using AI to communicate key findings clearly and persuasively.
- Construct AI-assisted presentation with a logical narrative and speaking notes to **streamline management reporting.**

Course Outline

1. Simple Data Analysis & Insight Extraction

- Use AI to clean data and identify business trends without manual calculations.
- Core Content:
 - Loading data into AI platforms for immediate review.
 - Using natural language to fix formatting errors and remove irrelevant information.
 - Directing the AI to summarise key findings and point out unusual data patterns.

2. Automated Visual Communication

- Generate accurate, professional charts and graphs that clearly communicate data findings.
- Core Content:
 - Requesting specific chart types (e.g., trend lines, comparisons) based on the data's story.
 - Using AI to refine visual elements like labels, scales, and colours for better readability.
 - Generating "Key Takeaway" captions for every visual generated.

3. Creating Executive Infographics

- Synthesise complex information into a one-page visual summary designed for quick decision-making.
- Core Content:
 - Prioritising Essential Metrics: Selecting what matters most to leadership.
 - Using AI design templates to organise data points logically on a single page.
 - Converting long-form findings into concise, punchy bullet points.

4. Efficient Presentation Assembly

- Convert data and visuals into a structured, professional slide deck using AI assistance.
- Core Content:
 - Building a logical narrative: Problem, Analysis, and Recommended Action.
 - Using AI to automatically distribute content across slides.
 - Generating professional speaking notes to support each slide's data.

5. Standardising Your AI Workflow

- Create a repeatable process to handle future reporting tasks in a fraction of the time.
- Core Content:
 - Saving successful "prompts" (instructions) for recurring monthly or quarterly reports.
 - Structuring a step-by-step checklist to ensure consistency in data handling.
 - Best practices for verifying AI-generated output for accuracy.

Trainer's Profile

Roger Kan is a dynamic digital leader and educator with over 10 years of experience in the digital industry. Currently holding a senior management position at a MNC specialising in digital solutions, Roger bridges cutting-edge industry expertise with academic excellence. His deep knowledge spans generative AI tools, programmatic advertising, e-commerce platforms, and technology sales, making him a highly sought-after trainer for corporate and academic audiences across Hong Kong and the Greater Bay Area (GBA).

Target Audience

Anyone who wants to use AI or Generative AI effectively. No tech or coding knowledge is required.

Award of Certificate

A Certificate of Attendance will be awarded to participants who have completed the course.

Enrolment Methods

1. Scan the QR code to complete the enrolment and payment online. OR
2. Mail the crossed cheque with payee name "Hong Kong Productivity Council" (in HK dollar) and the application form to: **HKPC Academy, Hong Kong Productivity Council, 1/F, HKPC Building, 78 Tat Chee Avenue, Kowloon (attention to Ms Maggie CHEUNG)**.
Please indicate the course name and course code on the **back of the cheque and envelope**. OR
3. Visit the registration counter of HKPC Academy, Hong Kong Productivity Council (1/F, HKPC Building, 78 Tat Chee Avenue, Kowloon) to enrol and settle the course fee.
Office hours: Monday to Friday 09:00 - 18:00



<http://u.hkpc.org/bHN>