@ASK Training
Attitude | Skills | Knowledge

SINGAPORE WORKFORCE SKILLS QUALIFICATIONS

WSQ AI-DRIVEN BUSINESS INTELLIGENCE:

SMARTER REPORTING & ANALYTICS

up to **70%** SkillsFuture Funding

Balance Fee SkillsFuture Credit & PSEA Claimable

Balance Fee SkillsFuture Enterprise Credit Claimable

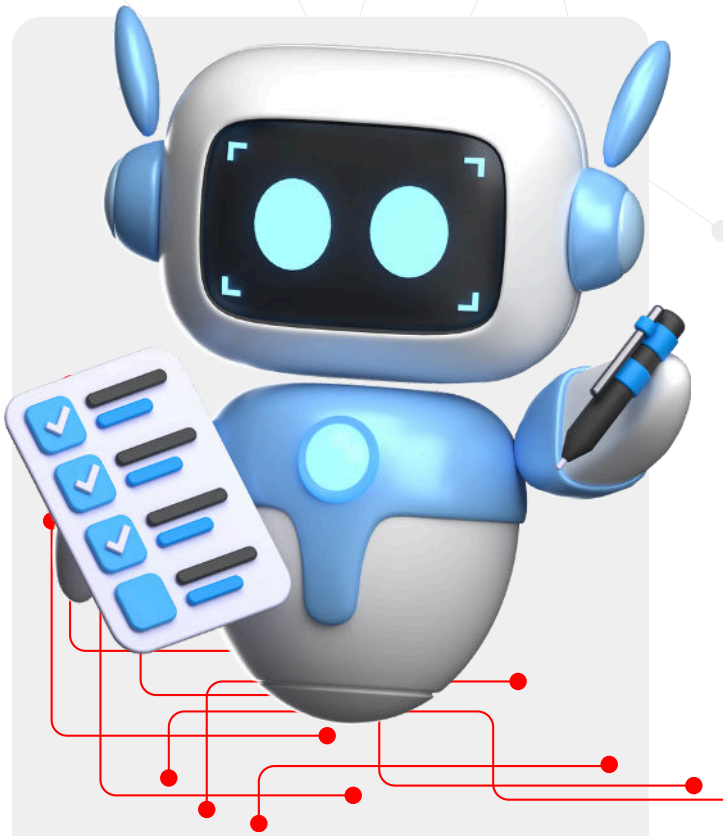
Course **Synopsis**

This WSQ course equips business owners, managers, and professionals with the capability to transform traditional reporting into "**Active BI**". Participants will learn to use Generative AI tools - such as **ChatGPT**, **Microsoft Copilot**, and **DeepSeek** - alongside **Agentic AI frameworks** like **OpenClaw** to create dynamic "Thinking Partners" for their organisations. Delivered through a structured Part-to-Whole learning design, participants progressively build capabilities from **Analytical Prompting** and multi-source data synthesis to the deployment of **autonomous AI agents** that automate complex technical workflows and validation gates.

The course begins by developing foundational analytical competence, enabling participants to move beyond static dashboards to natural language dialogue. Participants will master a **four-stage data pipeline** - Input, Prompting, Processing, and Review - to ensure data integrity and eliminate hallucinations. These skills are extended into visual communication and **Human-Computer Interaction (HCI)**, where participants design personalised dashboards and visual reports optimised for stakeholder cognitive speed.

Building on these foundations, the course advances into **Multidimensional Forecasting** and hybrid AI logic, combining traditional statistical backbones with generative reasoning. Participants will explore **Agentic AI use cases**, such as configuring autonomous bots to quantify unstructured sentiment from thousands of data points or synthesise real-time competitor intelligence. The course emphasises data integrity, fairness, and explainability, utilising the **FAT (Fairness, Accountability, Transparency) framework** and **PDPA 2.0** standards. In the final stage, participants bridge the "So What?" gap using executive storytelling and execute a **90-day transformation roadmap** to justify and scale responsible, agent-assisted business reporting within real-world organisational contexts.

Course Code: *TGS-2026062744*



Prerequisites

- 1 GCE 'O' level or equivalent (⩾ 21 years old); or
- NITEC/Higher NITEC (⩾ 21 years old); or
- Mature candidates (⩾ 30 years old with 8 years of work experience); or
- Candidates with other qualifications will be considered on a case-by-case basis
- Experience with business analysis: Nil to minimal one year of work experience with knowledge of business analysis.

Total Training Hours:

- 24-hour training course including a 2-hour assessment
- Written Assessment

@ASK Training is a Private Education Institution (PEI) accredited by the Ministry of Education and is a Continuing Education and Training (CET) Centre, offering a diverse range of Digital Marketing Courses with up to 95% funding and Career Advisory and Resources Support upon graduation.

Learning **Units**

Learning Unit 1
Foundations of Generative AI
in Business Reporting

Learning Unit 2
Understanding AI Evaluation Metrics
and Performance Indicators

Learning Unit 3
Creating Visual Insights: Dashboards
and Data Visualisation with AI

Learning Unit 4
Task-Specific Evaluation:
Forecasting and Business Metrics

Learning Unit 5
Data Integrity, Fairness, and
Explainability in AI Reporting

Learning Unit 6
Adaptive and Personalised AI
Insights for Business Decisions

Learning Unit 7
Responsible and Ethical AI
Use in Business Reporting

Course **Objectives**

By the end of this course, learners should be able to:

- Analyse AI-generated business reports by synthesising multi-source data and ensuring alignment with data patterns and reporting goals.
- Analyse evaluation metrics and performance indicators to assess the quality and reliability of AI-assisted KPI reporting, identify performance gaps, and suggest corrective actions.
- Develop dashboards that present AI-generated insights and evaluation signals by creating a pipeline to capture outputs, calculate evaluation indicators, and display visual reports.
- Establish success metrics for AI-assisted forecasting aligned with business objectives and risk tolerance, validate forecasts, and communicate their implications for decision-making.
- Validate data integrity for AI-assisted reporting through statistical checks, mitigation of bias risks arising from data quality issues, and documentation of explainability justifications.
- Analyse variations across customer and competitor segments to provide customised AI evaluation insights for stakeholder personas and improve planning effectiveness.
- Utilise ethical frameworks and governance controls to assess and justify the use of AI in business reporting and decision-making.

Programme **Fee**

S$1,800
(exclusive of 9% GST)

PROGRAMME FEE AFTER ELIGIBLE SSG SUBSIDIES:

From S$702.00

(inclusive of 9% GST) after 70% SSG Subsidies

Self-Sponsored	Course Fee before Subsidy and GST	Eligible Funding	Nett Fees Payable incl. 9% GST
Singapore Citizens ⩾ **40 years old**	S$1,800.00	70% SkillsFuture Funding	S$702.00
Singapore Citizens, PRs or LTVP+ Holders ⩾ **21 years old**		50% SkillsFuture Funding	S$1,062.00

SkillsFuture Credits can be used on top of existing subsidies

Company-Sponsored	Course Fee before Subsidy and GST	Eligible Funding	Nett Fees Payable incl. 9% GST
Small-to-Medium Enterprise (SME) Singaporean Citizens, PRs or LTVP+ Holders ⩾ 21 years old	S$1,800.00	70% SkillsFuture Funding	S$702.00
Non-SME Singaporean Citizens, PRs or LTVP+ Holders ⩾ 21 years old		50% SkillsFuture Funding	S$1,062.00
Non-SME Singaporean Citizens ⩾ 40 years old		70% SkillsFuture Funding	S$702.00

Trainees are entitled to the training grant when they meet 75% of the training attendance and pass the requisite assessment.

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