Quick Start to Prompt Engineering for Business Users - TTAI2009

No tech experience needed! Learn how to write great prompts to have AI automate your tasks, boost your creativity and increase your productivity!

Duration: 1 Day
Skill Level: Introductory
Available Format: Instructor-Led Online ; On Public Schedule

Ever wonder how some people get AI to work effortlessly for them while others struggle with generic or irrelevant responses? The secret is prompt engineering - the skill of crafting clear, structured prompts that guide AI to deliver useful, business-ready results. **QuickStart to Prompt Engineering** is a one-day, hands-on course is designed to give you practical, job-ready skills to maximize AI tools like ChatGPT. Led by an engaging AI expert, you'll learn how to create effective prompts, fine-tune AI outputs, and seamlessly integrate AI into your daily work - whether automating reports, streamlining customer responses, or generating business insights.

With about half the course dedicated to interactive labs and guided activities, you'll gain hands-on experience in writing prompts, refining AI-generated responses, and troubleshooting common issues. You'll learn how to adapt AI for different business scenarios, use advanced techniques to improve accuracy, and explore automation opportunities. Labs will also cover integrating AI into workflows, experimenting with prompt styles, and fine-tuning AI for industry-specific needs.

By the end of the course, you'll have the confidence to apply AI effectively in your role, optimize responses for accuracy and efficiency, and ensure responsible AI usage in your organization. Whether you're a business professional looking to improve productivity or a technical user wanting to strengthen your AI foundation, this course will equip you with the skills to make AI work for you.

What You'll Learn

Overview

Ever wonder how some people get AI to work effortlessly for them while others struggle with generic or irrelevant responses? The secret is prompt engineering - the skill of crafting clear, structured prompts that guide AI to deliver useful, business-ready results. **QuickStart to Prompt Engineering** is a one-day, hands-on course is designed to give you practical, job-ready skills to maximize AI tools like ChatGPT. Led by an engaging AI expert, you'll learn how to create effective prompts, fine-tune AI outputs, and seamlessly integrate AI into your daily work - whether automating reports, streamlining customer responses, or generating business insights.

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Objectives

This class is a business user friendly, hands-on course that will have you work through a ton of relatable examples showcasing how to prompt AI into assisting you in a wide variety of ways day to day. No technical experience needed,

Working in a hands-on learning environment, guided by our engaging AI exprt, you will learn how to:

- **Write Clear AI Prompts** - Craft structured prompts to get accurate and useful AI responses for business tasks.
- **Improve AI Interactions** - Refine prompts and troubleshoot AI outputs for better results.

- **Use AI in Daily Workflows** - Integrate AI tools to automate tasks, enhance decisions, and streamline operations.
- **Ensure Secure & Ethical AI Use** - Follow best practices for data privacy, compliance, and responsible AI adoption.
- **Apply Advanced Prompting Techniques** - Leverage AI tools effectively for problem-solving and creative business applications.
- **Customize AI for Business Needs** - Adapt AI-generated responses to fit company goals, brand voice, and specific use cases.
- **Collaborate with AI Tools** - Work alongside AI to boost efficiency in content creation, data analysis, and customer engagement.

If your team requires different topics, additional skills or a custom approach, our team will collaborate with you to adjust the course to focus on your specific learning objectives and goals.

Audience

This course is ideal for business professionals looking to improve productivity, streamline workflows, and enhance decision-making using AI - without needing a technical background.

Roles that would benefit include marketing managers, customer service leads, business analysts, project managers, HR professionals, and operations specialists.

It's also a great starting point for technical professionals like junior data analysts, software testers, UX designers, and entry-level developers who want to build a strong foundation in AI prompting before advancing to more complex AI and automation skills.

Pre-Requisites

This course is designed for a non-technical audience and doesn't require any prior coding or technical experience. The hands-on exercises will be done using pre-built GPT tools and interfaces that are user-friendly and easy to use.

The good news is that you don't need technical skills to benefit from this course. You just need to have:

- Basic Business Communication Skills - Ability to write clear and structured instructions, as this helps in crafting effective AI prompts.
- Familiarity with Common Digital Tools - Experience using business software like email, document editors, or chat platforms, which will make it easier to integrate AI into

workflows.

Agenda

NOTE: The agenda below can be easily tailored to adjust topics, hands-on labs or industry-specific business examples as needed. Please note that the agenda or labs may change or shift during class delivery. Prompt Engineering in particular is a flexible, innovative skill that can be taught and showcased in a variety of ways. Your facilitator may adjust hands-on activities to better align with the student or class needs, interests and roles, so course skills may be covered in a more hands-on, fluid way.

1. **Kickstarting Your AI-Powered GPT Journey**
   - Understand how AI tools like ChatGPT can enhance efficiency, improve communication, and streamline business tasks.
   - Learn the basics of GPTs and their business applications.
   - Select AI tools that best fit your needs.
   - Explore AI-driven automation for productivity.
   - See real-world examples of AI in action.

2. **Getting Started with Prompt Engineering**
   - Develop the skills to craft effective prompts that make AI interactions more useful and relevant.
   - What makes a good prompt and why it matters.
   - How structured prompts improve AI responses.
   - Where and when to use prompt engineering in business.
   - Learn from examples across industries.

3. **Getting Hands-on! Developing Effective Prompts**
   - Gain hands-on experience in writing and refining useful prompts for different everyday business functions.
   - Write prompts that deliver accurate and useful AI responses.
   - Understand different types of prompts for various use cases.
   - Improve AI outputs with better phrasing and adjustments.
   - Avoid common mistakes and troubleshoot responses.

4. **Boosting Your Business Processes with AI & Prompt Engineering**

- No tech background needed! Make basic AI tools and skills a valuable part of your daily business workflows.
- Identify where AI can enhance operations and decision-making.
- Connect AI with existing tools and software.
- Measure AI's effectiveness and adjust for better results.
- Expand AI usage across teams and departments.

5.   **Prompt Engineering Best Practices**
- Go beyond basic commands to get the most out of AI.
- Write more effective and precise AI prompts.
- Learn how to write refined prompts for maximum results.
- Optimize your prompts for tone, style and formatting.
- Learn strategic prompting to make AI work for your business.
- Explore multi-level prompting
- AI Limitations and Troubleshooting Tips.
- Learn how to locate and handle Bias in AI

6.   **AI Playbook: Next-Level Prompting Skills**
- Dive deeper into prompting for a variety of business use cases. Learn advanced prompting skills to:
- Create, brainstorm and strategize creative or business ventures
- Automate your day to day tasks
- Analyze data, make decisions and gain the competitive edge
- Personalize content and messaging with AI
- Keep the Human Touch in your work

7.   **Staying Safe and Smart with AI Tools**
- Use AI safely and ensure it aligns with data security best practices.
- AI's role in data security and threat detection.
- Protect sensitive information with encryption and access controls.
- Maintain compliance with AI regulations.

8.   **Integrating Ethical AI in Business**
- Apply ethical AI principles to create fair and responsible business solutions.
- Principles of fairness, safety, and transparency.
- Addressing potential risks of AI automation.
- Real-world examples of ethical AI in action.
- The Ethics and Responsibility of AI
- Understand the ethical considerations and responsibilities of using AI in business

- Exploring Ethical AI / Responsible AI
- Identifying, Avoiding and Overcoming Bias in AI Systems
- Legal considerations when using AI
- Top Ten Quick Tips for Promoting Responsible AI

Bonus Topic / Time Permitting

These topics may be included based on course pacing and participant needs.

9. Integrating Ethical AI in Business

- Apply ethical AI principles to create fair and responsible business solutions.
- Principles of fairness, safety, and transparency.
- Addressing potential risks of AI automation.
- Real-world examples of ethical AI in action

Addendum: AI Playbook for Business Users - Bonus Resources

- Top Ten Valuable Everyday AI Business Skills
- AI Implementation Playbook for Business Leaders
- Securing AI: Best Practices for Business Leaders and Teams
- Integrating Ethical AI in Everyday Business Practices
- Course Reference Links
- Glossary
- AI, Data Science & Machine Learning Course Folio

Follow On Courses

TTAI2006	AI for Business Users Boot Camp: Transforming Business Ops with Cutting-Edge AI Apps
TTAI2020	AutoGPT in Action: Artificial General Intelligence (AGI) Basics for Everyday Business Use
TTAI2101	Implementing AI in Business: Stakeholder Strategies for the Modern Data Driven, Automated Enterprise
TTAI2102	Understanding, Harnessing & Applying Generative AI for Decision Makers and Architects
TTAI2105	Streamline, Optimize, Succeed! AI & AIOps Automation Basics for Non-Technical Business Users
TTAI2061	Exploring NLU & LLMS: Conversational Intelligence from a Technical Business Perspective

TTAI2063	Voice of Innovation: Crafting Your Enterprise's Digital Assistant: Building a Voice Bot - From Concept to Reality
TTAI2062	Transforming Customer Support with AI: Crafting Custom Assistants for Your Business
TTAI2065	Data Decisions with AI: Leveraging Generative Analysis for Business Growth / Deep Dive into Pandas.ai

Related Courses

TTAI2020	AutoGPT in Action: Artificial General Intelligence (AGI) Basics for Everyday Business Use
TTAI2101	Implementing AI in Business: Stakeholder Strategies for the Modern Data Driven, Automated Enterprise
TTAI2102	Understanding, Harnessing & Applying Generative AI for Decision Makers and Architects
TTAI2105	Streamline, Optimize, Succeed! AI & AIOps Automation Basics for Non-Technical Business Users
TTAI2130	Exploring AI Operations: Strategies for Testing and Deploying Intelligent Systems for Success
TTAI2321	Quick Start to Azure OpenAI / Hands-on Basics for Business Users
TTML5502	Exploring AI & Machine Learning for the Enterprise Overview (Light Hands-on)
TTAI2005	AI Basics for Everyday Business Users: Getting Started with AI Tools & Techniques
TTAI2006	AI for Business Users Boot Camp: Transforming Business Ops with Cutting-Edge AI Apps
TTAI2140	Implementing AI in Software Testing	AI in Test Automation
TTDS6000	Data Science & Big Data Overview: Tools, Tech & Modern Roles in the Data-Driven Enterprise

Setup Made Simple! All of our AI for Business course software, digital course files or course notes, labs, data sets and solutions, live coaching support channels and rich extended learning and post training resources are provided for you in our easy access, single source, no install required online Learning Experience Platform (LXP), remote lab and content environment. Or we can provide a local installation (trial edition) to setup and use on your machine. Access periods and versions vary by course. Please inquire about set up details and options for your specific course of interest. Regardless of setup option, we will collaborate with you to ensure your team is set up and ready to go well in advance of the class.

Ways to Learn: At Trivera, we believe that Experience is Everything. Our customizable, hands-on courses are delivered live online, onsite, or in a blended format for maximum flexibility. We provide real-time expert-led training and coaching for all skill levels, from small groups to enterprise-wide programs, ensuring every learner gains the latest, most relevant job-ready skills they can apply with confidence. This course is also available for individuals or small groups on our extensive Public Schedule (see current dates below). We look forward to helping you take the next steps in your modern web developer learning journey.

For More Information

Please contact us or call 844-475-4559 toll free for more information about our training services (instructor-led, self-paced or blended), coaching and mentoring services, public course enrollment or questions, partner programs, courseware licensing options and more.