

Generative AI for Leaders

Course Duration: 08 hours

Course Objective:

- Understand Generative AI fundamentals with real-world applications.
 - Develop prompt engineering skills to effectively use AI tools.
 - Learn to streamline work using Microsoft Copilot.
 - Identify ethical considerations in the age of AI.
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Course Agenda

Module 01: Introduction to Generative AI

- What is Generative AI?
- Evolution, models, and mechanics
- Applications and use cases
- Quiz

Module 02: Prompt Engineering Essentials

- What is a prompt?
- Crafting effective prompts
- Prompt patterns and best practices
- Role of context and clarity
- Iterative refinement techniques
- Quiz

Module 03: Getting Started with Microsoft Copilot

- Overview of Microsoft Copilot
- Integration with Microsoft 365 (Word, Excel, Outlook, etc.)
- Hands-on examples: writing, data analysis, email automation
- Tips for better Copilot prompts
- Quiz

Module 04: Ethics in the Age of Generative AI

- Responsible use of AI tools
- Bias, misinformation, and digital responsibility
- Privacy, data handling, and consent
- Quiz

Module 05: Overview of AI Tools

- Brief overview of popular AI tools in the market
- Differences between Copilot and others (ChatGPT etc.)
- Choosing the right tool for your need
- Quiz