

AI & Generative AI – Workshop TOC

Module 1: AI & GenAI Fundamentals – What, Why, and Limits

- What is AI vs Automation vs Generative AI
- Real-world AI examples participants already use
- What makes Generative AI different
- How GenAI produces text and images (conceptual)
- Limitations of GenAI (errors, hallucinations, dependency on input)

Demonstrations

- Same question → different AI responses
- Creativity vs accuracy behavior
- Confident but incorrect answer example

Module 2: Using GenAI Effectively – Prompting Skills

- Prompting as communication (not coding)
- Role, task, context, constraints, output format
- Good prompts vs poor prompts
- Few-shot prompting using examples
- Getting structured outputs (tables, bullets, summaries)

Demonstrations

- Weak prompt → improved prompt
- Using AI as analyst, writer, reviewer
- Rewriting content for tone and audience

Module 3: Business Use Cases & No-Code Workflows

- Content creation
- HR & recruitment
- Sales & proposals
- Customer communication
- Knowledge summarization
- Working with documents using GenAI
- Simple GenAI workflows using instructions only

- When to use GenAI vs human judgment

Demonstrations

- Upload document → summary & insights
- Ask questions from internal documents
- Meeting notes → action items
- Multi-step task using natural language instructions

Module 4: Enterprise GenAI – Azure, Light Code & Adoption

- Responsible use essentials (data safety, human review)
- Enterprise GenAI overview using Microsoft Azure OpenAI Service
- Prompt → model → response flow
- RAG concept (using enterprise documents with GenAI)
- Where minimal code fits (API usage vs prompting)
- How teams can get started with GenAI adoption

Demonstrations

- Prompting in Azure OpenAI Studio (no code)
- Asking grounded questions from documents
- Simple Azure OpenAI API call (few lines, explained)
- Reducing hallucinations with context