

KOENIG SOLUTIONS • COURSE OUTLINE

AI at Work: Prompt Engineering & Copilot Studio (Professional Development)

Learn to apply generative AI, prompt engineering and Copilot Studio to boost productivity across workplace tasks.

8 Hours

DURATION

5

MODULES

16

TOPICS

COURSE OVERVIEW

This course introduces professionals to the foundations of Artificial Intelligence (AI) and its practical applications in the workplace. Participants will explore core AI concepts, AI history, generative AI tools, and prompt engineering strategies. The session emphasizes hands-on exercises with Excel, ChatGPT, Gemini, and Microsoft Copilot to help learners visualize data, integrate AI insights, and enhance productivity across organizational functions.

WHO THIS COURSE IS FOR

Business Professionals

HR Professionals

Finance Professionals

Operations Professionals

IT Professionals

PREREQUISITES

Learners should ideally have:

- Basic computer literacy and familiarity with web-based applications.
- Exposure to Microsoft 365 apps (Word, Excel, PowerPoint, Outlook, Teams).
- Curiosity and willingness to explore AI-driven workflows.

What You Will Learn

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

- Understand the fundamentals of AI, its history, and evolution
- Differentiate between Narrow AI, General AI, and Superintelligent AI
- Build simple machine learning models in Excel without coding
- Explore generative AI platforms (GPT, Gemini, Perplexity) and their use cases
- Craft and refine effective prompts for AI models
- Apply multimodal AI for text, image, and audio generation
- Use AI tools for data analysis, brainstorming, and workflow automation
- Demonstrate Copilot's capabilities in Microsoft 365 apps for HR, Finance, Operations, and IT
- Experiment with Copilot Studio to build custom copilots and integrate organizational data

COURSE SYLLABUS

5 Modules, 16 Topics

01

AI Fundamentals

TOPICS

- Definition, scope, history, and evolution of AI
- **Types of AI:** Narrow, General, Superintelligent
- Building machine learning models in Excel (predictive analytics, hands-on exercise)
- **Introduction to Generative AI:** tools, comparisons (GPT, Gemini, Perplexity), and use cases

02

Prompt Engineering Mastery

TOPICS

- Basics and importance of prompt engineering
- Techniques for crafting effective prompts with examples
- **Multimodal AI:** text generation (emails, PPTs), image generation, audio generation

03

Using AI to Improve Productivity

TOPICS

- Data analysis and visualization with ChatGPT/Gemini (hands-on)
- Brainstorming with AI tools (Google Gemini exercise)
- Demonstration of Copilot in Office 365/Outlook

04

Build Your Own Copilot with Copilot Studio

TOPICS

- How Copilot Studio works
- Introduction to RAG (adding organizational data)
- **Hands-on demo:** building a simple custom copilot

05

Concluding Session

TOPICS

- Recap of key AI concepts and productivity use cases
- Interactive quiz to reinforce learning
- Open Q&A and reflection on applying AI in daily workflows

NOTES

Learning Outcomes

- Gain a strong AI foundation to improve productivity using AI tools.
- Confidently communicate AI concepts and visualize data for decision-making.
- Construct clear, actionable prompts for diverse professional scenarios.
- Integrate AI insights into documents, presentations, and organizational workflows.
- Recognize how Copilot and generative AI tools enhance collaboration and efficiency.
- Apply AI responsibly in professional contexts.

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

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