

GenAI Productivity: ChatGPT, Bard & Prompting

1 Day

8 HOURS

5

MODULES

26

TOPICS

TOOLS AND REQUIREMENTS

- Client needs to have their own ChatGPT Plus Subscription

LEARNING OBJECTIVES

- Explain generative AI concepts and tools such as ChatGPT and Bard
- Describe prompt writing and how it shapes AI responses
- Apply iterative, summarisation and transformation prompting techniques
- Analyse Excel data using AI to boost productivity
- Automate email tasks using VBA in Excel
- Identify scenarios such as content creation and data analysis
- Evaluate best practices for reliability, debiasing and ethics in AI
- Assess transparency and privacy concerns in generative AI use

5 Modules, 26 Topics

01

Introduction

TOPICS

- What is AI in General
- Generative AI Overview
- Understanding Chat GPT
- MS Bing: A Search Engine Powered by AI
- Google BARD: Google Gen AI
- Azure OpenAI: Microsoft Gen AI
- DALL-E 2: The Artistic AI
- Prompt Writing: Shaping AI Responses

02

The Art of Text Prompting

TOPICS

Understanding Text Prompting · Iterative Techniques for Text Prompting · Using Summarization Techniques · Inference Techniques in Text Prompting · Transformation Techniques for Text

03

Productivity Boost with ChatGPT Plus

TOPICS

Leveraging AI using Excel data · Automating Email using VBA in Excel

04

Application Scenarios of Gen AI

TOPICS

Content Creation · Daily Task · Data Analysis and Reporting · Creative Projects · Decision Support · Research and Knowledge Gathering

05

Best Practices for Using Gen AI

TOPICS

Importance of Reliability · Techniques for Debiasing in Gen AI · Ensuring Ethical Practices in Gen AI · Addressing Transparency in Gen AI · Privacy Concerns using Gen AI

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

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Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

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