

KOENIG SOLUTIONS • COURSE OUTLINE

Generative AI for Youth (Microsoft)

Learn to understand and use generative AI tools such as Copilot, ChatGPT and DALL-E for everyday productivity and content creation.

3 Hours

DURATION

7

MODULES

6

HANDS-ON ACTIVITIES

COURSE OVERVIEW

This course introduces artificial intelligence and generative AI concepts, types and real-world examples, then looks at how AI already features in everyday productivity tools such as Copilot and ChatGPT. Learners get hands-on with generative AI tools including ChatGPT, Microsoft Copilot and DALL-E, and explore best practices for using AI-generated content ethically, securely and effectively. The course also covers responsible AI and governance basics in simple terms, before reviewing practical use cases such as content creation, customer service and reporting, and closing with a Q&A and resources for further learning.

WHO THIS COURSE IS FOR

Target Audience:

Business Users

Non-technical Professionals

Decision Makers

7 Modules

01

20 minutes

Activity

Introduction to AI & Generative AI

Overview of AI & Generative AI concepts, types, and real-world examples.

02

30 minutes

Activity

Understanding AI in Everyday Applications

How AI is already impacting productivity tools (Copilot, ChatGPT).

03

40 minutes

Activity

Exploring Generative AI Tools for End Users

Hands-on with popular tools: ChatGPT, Microsoft Copilot, DALL-E.

04

20 minutes

Activity

Best Practices for Using Generative AI

Tips for ethical, secure, and effective use of AI-generated content.

05

20 minutes

Activity

Responsible AI and Governance Basics

Explain responsible AI concepts in easy terms for end users.

06

30 minutes

Practical Use Cases for End Users

Industry examples: content creation, customer service, reports.

Q&A and Next Steps

Open Q&A session, provide resources for further learning.

NOTES

- Type: Interactive Webinar

HANDS-ON ACTIVITIES

Practise What You Learn

#	MODULE	ACTIVITY
01	Introduction to AI & Generative AI	Icebreaker: "Guess the AI-Generated Image/Text"
02	Understanding AI in Everyday Applications	Demo: Using Microsoft Copilot in Word/Excel
03	Exploring Generative AI Tools for End Users	Live Activity: Crafting prompts for different use cases
04	Best Practices for Using Generative AI	Group Activity: Identifying ethical concerns
05	Responsible AI and Governance Basics	Case Study Discussion
07	Q&A and Next Steps	Quiz or Poll

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

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Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

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