AI Adoption Learn Series: The Power of Prompts

ANI_116d | On-Demand | Automation and Insights | Express
Course Duration: 1 hour

This course provides a foundational understanding of how to use prompts effectively when working with AI systems. Learners do not need deep technical expertise, but they should have basic familiarity with everyday workplace tasks such as writing emails, summarizing information, analyzing data, or generating content. A willingness to experiment and refine instructions is key.

Intended Audience

Non-technical professionals across industries and roles.

Objectives

After completing this course, the learner will be able to:

- Define what prompts are and explain why they are essential when working with AI
- Identify the key components of an effective prompt
- Use prompts to generate, refine, and improve AI outputs
- Apply prompting techniques to real workplace tasks
- Evaluate AI responses and adjust prompts for better outcomes

Outline

1. Introduction to Prompts in GenAI
1.1 The Power of Prompts: Why Prompting Matters

2. Foundations of Prompting
2.1 What Are Prompts?
2.2 Lesson: Why Prompts Matter
2.3 Lesson: Prompting in Daily Work
2.4 Telecom Spotlight: Prompting Examples for Real Work Tasks

3. Components of Effective Prompts
3.1 Core Elements of a Prompt
3.2 Techniques for Writing Clear Prompts
3.3 Step?by?Step Prompting
3.4 Use Case: Turning a Weak Prompt Into a Strong One

4. Designing Better Prompts
4.1 Prompt Frameworks and Templates
4.2 Iterative Prompting: Refining AI Responses
4.3 How AI Interprets Language
4.4 Best Practices for Prompt Clarity

5. Practical Prompting in Workplace Tools
5.1 Prompting for Productivity Tasks
5.2 Prompting for Analysis & Insights
5.3 Prompting for Creativity & Brainstorming
5.4 Use Case: Creating a Prompt Workflow for a Real Task

6. Summary & Key Takeaways
6.1 Key Prompting Takeaways
Putting It All Together

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