COURSE SYLLABUS

AI Prompt Engineering for the Workforce

Write and refine prompts for workplace writing, analysis, summarization, and problem-solving.

Evaluate the results and learn to recognize limitations such as hallucinations and bias.

Group classes (NYC) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://training-nyc.com/courses/ai-prompt-engineering-workforce



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Course Outline

Module 1: Introduction to AI and Prompt Engineering

- Overview of generative AI and language models
- How AI assistants interpret and respond to prompts
- Starting, managing, and continuing AI conversations
- Understanding chat context and prompt chaining
- Introduction to multimodal prompting

Module 2: Crafting Effective AI Prompts

- Principles of clear and effective prompt design
- Zero-shot and few-shot prompting approaches
- Using prompt frameworks to structure instructions
- Iterative prompt refinement and experimentation
- Evaluating AI outputs for quality and relevance

Module 3: Practical Application and Challenges

- Applying AI prompting to real government work tasks
- Controlling writing style and tone with AI
- Recognizing AI limitations, including hallucinations and bias
- Ethical, privacy, and security considerations
- Responsible AI use within government guidelines

Module 4: Learning Activities & Knowledge Checks

- Guided demonstrations and applied exercises
- Scenario-based practice using work-related examples
- Knowledge checks reinforcing key concepts