Better prompting for more productivity and creativity («PROMPT»)

Prompt engineering is a craft. In this interactive and practical course, you will learn how to formulate precise instructions and adapt the responses of ChatGPT, Microsoft Copilot, etc. to specific tasks and requirements.

Duration: 1 day
Price: 850.–
Course documents: Exclusive training materials from Digicomp

Content

You already know the basics and have prior experience with tools like ChatGPT and / or Microsoft Copilot? This course will take you to the next level:

- Creating effective prompts to make the most of AI-driven Large Language Models (LLMs)
- When and how can AI support your work, and where is it less effective? Delve into AI use cases and appropriate prompts
- Ethical, legal and data protection issues in the development of prompts

The course will focus on the practical use of ChatGPT (including DALL-E) and M365 Copilot, but other tools such as Google Gemini, Runway and Midjourney will also be covered.

Accounts
During the course you will have the opportunity to try out the paid versions of ChatGPT and M365 Copilot. Digicomp will be happy to provide you with the necessary licences on the day of the course.

Key Learnings

- Understanding the art of prompting: key techniques, best practices, do's and don'ts
- Understanding the ethical, legal and data protection aspects of prompting
- Understanding alternatives to ChatGPT, including open source models (e.g. Google Gemini, Perplexity AI, etc.)

Methodology & didactics

The main focus of this interactive training course lies on the practical application of what has been taught using examples and numerous exercises (in group and individual work).

The course ranges from the basics to advanced strategies to best practices for interacting with AI models in various use cases, but also offers plenty of space for your individual questions and use cases.

Target audience

This course is designed for anyone who wants to boost their productivity using ChatGPT, Microsoft 365 Copilot and other AI models.

Requirements

Please create a free ChatGPT account at https://chat.openai.com/ before attending the course. Please bring your own laptop.

To benefit optimally from this course, you should already have some experience with ChatGPT or Microsoft Copilot. We recommend taking part in the following courses or equivalent knowledge:

- Microsoft 365 Copilot – Start Working with Your New AI Assistant («MCP01»)
- ChatGPT for Beginners («CHATGP»)
- Google Gemini for Beginners («AIGO»)

Any questions?

We are happy to advise you on +41 44 447 21 21 or info@digicomp.ch. You can find detailed information about dates on www.digicomp.ch/courses-digital-transformation-technologies/artificial-intelligence-ai/course-better-prompting-for-more-productivity-and-creativity