COURSE SYLLABUS

AI Prompt Engineering for the Workforce (Self-Paced)

This course equips participants with foundational prompt engineering skills to boost productivity, strengthen clarity, and support more effective AI use at work.

> Group classes (Live Online) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.nobledesktop.com/classes/ai-prompt-engineering-for-the-workforce-self-paced



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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

Learning Activities & Knowledge Checks

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