COURSE SYLLABUS

AI Prompt Engineering for the Workforce

This course gives participants foundational prompt engineering skills to improve 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.careercenters.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