

DIGITAL & AI

Prompt Engineering with ChatGPT

Beginner · 1 day · Online

Level	Beginner
Duration	1 day
Delivery	Online
Funding	HRD Corp SBL-Khas claimable subject to employer eligibility and approval. Corporate and self-pay options available.

Programme Overview

This focused workshop helps professionals get better, more reliable outputs from ChatGPT and similar AI assistants. Participants learn how to structure prompts with role, task, context, examples, constraints and review criteria. The course covers prompt patterns for writing, analysis, planning, learning, summarisation, brainstorming, customer communication and policy drafting. Learners practise improving weak prompts, validating outputs and building reusable templates for recurring work. The emphasis is on practical control, clarity and responsible use. By the end, participants will have a small library of prompts tailored to their roles and a method for testing AI outputs before using them in workplace decisions.

Learning Outcomes

- Structure prompts using context, role and output requirements
- Use examples and constraints to improve AI responses
- Create reusable prompt templates for recurring work
- Evaluate AI output quality and reliability
- Apply prompts to writing, planning and analysis tasks
- Identify privacy and accuracy precautions

Programme Structure

Day 1

- Core concepts and workplace context
- Guided demonstrations and hands-on exercises
- Group work, review and implementation planning

Who Should Attend

Business users, managers, executives, trainers, administrators, marketers and professionals using AI tools for productivity.

Prerequisites

No technical background required.

Assessment & Certification

Participants complete practical exercises, group activities and a post-course review. A Certificate of Attendance is issued by TVET Digital Academy upon completion.

Fees & HRD Corp Funding

HRD Corp SBL-Khas claimable subject to employer eligibility and approval. Corporate and self-pay options available.

To request a formal quotation, HRD Corp documentation pack, or to enrol, contact the Programme Secretariat on WhatsApp 013-394 2462 or email tvetdigital@gmail.com.