



AI Workshop
2025 Outline

PROMPTING AI FOR SUCCESS:

Strategies & Best Practices

A woman with long dark hair, wearing a white long-sleeved shirt, is sitting at a wooden desk. She is smiling and looking at a computer monitor. Her hand is on a white mouse. A keyboard is also visible on the desk. The background is a blurred office setting.

 In-Person or Virtual



 3 Hours



Description

Artificial Intelligence (AI) is transforming the way we work, create, and solve problems. This interactive three-hour workshop will provide a comprehensive introduction to AI, with a focus on practical applications, ethical considerations, and hands-on experience with leading AI tools. Participants will gain a deeper understanding of AI fundamentals, explore the differences between discriminative and generative AI, and learn how Large Language Models (LLMs) function.

Through guided exercises, attendees will develop their ability to craft effective AI prompts, apply advanced prompt engineering techniques, and format AI-generated outputs for maximum impact. The session will also introduce strategies for assigning AI distinct roles—such as Subject Matter Expert, Mediator, or Critic—to optimize responses.

The workshop will explore the benefits and risks of generative AI and provide insights into selecting the right AI tools for specific organizational or project needs. Attendees will compare and contrast AI platforms such as ChatGPT, Perplexity, Gemini, and Copilot, gaining hands-on experience with GPTs and learning how to leverage Copilot within Microsoft Word, Excel, and PowerPoint, as well as Gemini within Google Docs, Sheets, and Slides.

By the end of this workshop, participants will be equipped with the knowledge and skills to confidently integrate AI into their workflows, enhancing efficiency, creativity, and decision-making in their professional environments. This hands-on session will combine theoretical knowledge with practical application, ensuring participants leave with actionable skills to harness AI for productivity and innovation.

Who Should Attend?



Business leaders evaluating AI solutions for their organizations



Educators, researchers & content creators seeking AI-powered efficiency



Professionals looking to integrate AI tools into their workflow



Anyone interested in understanding and leveraging AI responsibly

Learning Objectives

- Understand what Artificial Intelligence is
- Describe differences between Discriminative & Generative AI
- Define the role of Large Language Models (LLMs)
- Understand ethical and safe uses of AI
- Recognize key AI tools in the current marketplace
- Create simple and more complex AI prompts
- Apply advanced prompt engineering techniques
- Utilize formatting techniques to structure AI outputs
- Assign roles such as Subject Matter Expert, Mediator, or Critic to AI prompts
- Identify the risks and rewards of generative AI
- Understand the differences between and how to use AI tools like ChatGPT, Perplexity, Gemini, and Copilot
- Analyze AI tools to select best option for organization or project
- Work with GPTs
- Use Copilot in Word, Excel and PowerPoint
- Using Gemini in Docs, Sheets, and Slides



Outline

Introduction

- Welcome
- Overview of objectives

SECTION 1

Origins, Risks & Benefits

- What is AI
- Brief history of AI
- Types of AI
 - Discriminative
 - Generative
- Understanding Large Language Models
- Ethical considerations
- AI hallucinations
- Privacy and data protection concerns
- Accountability and liability with AI use
- Long term risks
- Best practices for responsible use
- Benefits of AI use
 - ROI calculator
- Implementation and adoption best practices

SECTION 2

Prompt Writing

- Understanding prompt engineering
- Effective prompt writing
 - Prompt structure
- Training your AI tool
- Prompt writing techniques
 - Zero shot
 - Few shot
 - Chain of thought
 - Tree of thought
 - Self-consistency
- Prompt formatting
 - Tabular format
 - Bullet points
 - Check lists and numbered lists

SECTION 3

AI Tool Types

- Understanding ChatGPT
 - Key features
 - Comparing subscriptions
 - Understanding multimodal functions
 - ChatGPT mobile app abilities

- ☐ Image interaction
- ☐ Speech to text abilities
- ☐ Using GPTs

☒ Understanding Microsoft Copilot

- ☐ Key features
- ☐ Understanding subscription model
- ☐ Using Copilot in Word
- ☐ Using Copilot in Excel
- ☐ Using Copilot in PowerPoint

☒ Understanding Perplexity

- ☐ Key features
- ☐ Understanding subscription model
- ☐ Navigating the application

☒ Understanding Gemini

- ☐ Key features
- ☐ Understanding subscription model
- ☐ Using Gemini in Google Docs
- ☐ Using Gemini in Google Sheets
- ☐ Using Gemini in Google Slides

SECTION 4

Wrap Up

- ☒ Best practices for adopting AI
- ☒ Questions