



AI Adoption Workshop for End Users (AI-AIEU)

COURSE OVERVIEW

This blended learning program will provide an in-depth overview of Generative AI for all employees within the company that will be using company provided generative AI tools like Copilot. The program includes:

Champions program:

- This 4-day instructor led workshop for selected champions within the business to create internal experts who can support fellow employees with mentoring.
- Monthly Webinar Series: Recorded series of webinars from 15min to 30 minutes in duration on Generative AI topics.
- Monthly Office hours: Planned one hour session per month with our lead AI SME for internal champions to come and seek mentoring.
- Onadoc

Self-Paced learning for Copilot:

- One-year subscription to an interactive light learning management platform that can be embedded into Teams or accesses via a secure browser. We can assign learning and target completion dates by learner and provide robust reporting back to management.

WHO WILL BENEFIT FROM THIS COURSE?

This program is for anyone in your company who will use Generative AI.

COURSE OBJECTIVES

Introduce champions to generative AI and by the end of the workshop they will know how to build effective prompts and how Copilot works with Microsoft Productivity tools.

- Introduction to AI
- Prompt Engineering
- Copilot for Microsoft Productivity Tools

COURSE OUTLINE

Overview of Generative AI:

- Introduction to Generative AI
 - What is Generative AI?
 - Everyday Applications and Examples
 - Benefits and Limitations
- Core Concepts of AI
 - Basics of Machine Learning and Deep Learning
 - Understanding NLP and Computer Vision
 - Data Privacy and Security



- Ethics and Responsible Use
 - Ethical Use of AI
 - Recognizing and Avoiding Bias
 - Privacy Concerns and Data Protection
- Tools and Platforms
 - Overview of User-Friendly AI Tools
 - Hands-On Tutorials and Demos
 - Selecting the Right Tool for Your Needs
- Practical Applications
 - AI in Daily Tasks (e.g., Writing, Image Generation)
 - Enhancing Productivity with AI
 - Real-World Case Studies
- Continuous Learning and Development
 - Resources for Further Learning
 - Communities and Support Networks
 - Staying Updated with AI Trends

Prompt Engineering Course for End Users

- Introduction to Prompt Engineering
 - What is Prompt Engineering?
 - Why is it Important?
 - Real-World Applications
 - Basics of Crafting Prompts
 - Understanding Prompts
 - Types of Prompts
 - Best Practices
- Advanced Prompt Techniques
 - Iterative Refinement
 - Contextual Prompts
 - Multi-Step Prompts
 - Common Pitfalls and How to Avoid Them
- Hands-On Exercises
 - Crafting Effective Prompts
 - Testing and Validation
 - Real-World Scenarios
 - Tools and Resources
 - AI Tools for Prompt Engineering

Copilot Modules for Microsoft Tools

- Copilot for Excel
 - Introduction to Copilot in Excel
 - Data Analysis and Visualization
 - Automating Tasks
 - Advanced Functions



- Copilot for Word
 - Introduction to Copilot in Word
 - Content Creation
 - Editing and Proofreading
 - Collaboration
 - Copilot for PowerPoint
 - Introduction to Copilot in PowerPoint
 - Design and Layout
 - Content Generation
 - Presentation Enhancements
 - Copilot for Outlook
 - Introduction to Copilot in Outlook
 - Email Management
 - Calendar and Scheduling
 - Productivity Tips
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Sunset Learning Institute (SLI) has been an innovative leader in developing and delivering authorized technical training since 1996. Our goal is to help our customers optimize their technology investments by providing convenient, high quality technical training that our customers can rely on. We empower students to master their desired technologies for their unique environments.

What sets SLI apart is not only our immense selection of training options, but our convenient and consistent delivery system. No matter how complex your environment is or where you are located, SLI is sure to have a training solution that you can count on!

Premiere World Class Instruction Team

- All SLI instructors have a four-year technical degree, instructor level certifications and field consulting work experience
- Sunset Learning has won numerous Instructor Excellence and Instructor Quality Distinction awards since 2012

Enhanced Learning Experience

- The goal of our instructors during class is ensure students understand the material, guide them through our labs and encourage questions and interactive discussions.

Convenient and Reliable Training Experience

- You have the option to attend classes live with the instructor, at any of our established training facilities, or from the convenience of your home or office
- All Sunset Learning Institute classes are guaranteed to run – you can count on us to deliver the training you need when you need it!

Outstanding Customer Service

- You will work with a dedicated account manager to suggest the optimal learning path for you and/or your team
- An enthusiastic student services team is available to answer any questions and ensure a quality training experience

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