

Using Al tools

2 day training course







Course contents

This course will cover the following topics. Those marked with (*) will be covered if time allows.

Basic prompt engineering

- Giving context
- Roles, styles and audience
- Output formats
- Giving examples

Chatting

- Repeating questions
- · Pausing chats
- Expanding on answers
- · Requesting Q&A sessions

Inputs and outputs

- Attaching files
- Bullet points and tables
- · Creating files
- · The many other output formats

Translating

- Translating human languages
- Translating coding languages

Choosing an Al tool

- Common tools available
- · Comparing the tools

Copilot for 365

- What Copilot 365 does
- Pros and cons
- · Using in different applications

How Al works

- Tokenisation
- Embedding
- · (Not) understanding LLMs
- Limitations of Al tools

Variables and placeholders

- · Placeholders for instructions
- Placeholders as variables
- · Refining your prompts
- Prompt templates

Ways to improve answers

- · Chain of thought prompts
- One-shot and few-shot
- · Recursive criticism, etc
- · Temperature and Top P sampling

Generating images

- The main tools compared
- Generating images
- Choosing art styles

Web pages (HTML and CSS)

- Mocking up web pages
- Creating framework websites
- Generating HTML and CSS
- Adding JavaScript events

Pair programming

- · Al tools and languages
- · Frequent coding tasks

VBA macros

- · Setting up for VBA
- Creating macros
- Keeping code simple
- Debugging

Python coding (*)

- · Creating Python programs
- · Refactoring (global edits)
- Debugging
- Getting module advice

SQL queries (*)

- · Blind querying
- Passing database information
- · Formatting and refactoring
- Optimising queries

OpenAl API overview (*)

- · Accounts and projects
- The API playground
- · Prompting using Python
- Examples (moderation, images, speech)

Custom GPTs

- Creating custom GPTs
- · Setting a builder profile
- · Conversation starters
- · Saving and revising

A custom GPT case study

- · Deciding on your aim
- · Building the GPT
- · Reviewing the results

Working with ChatGPT

- Managing chats
- Archiving and deleting

ChatGPT agent mode (*)

- · What agent mode is and does
- Examples with pros and cons
- Viewing steps and sources
- Creating and using connectors

Using Al tools at home

- Holiday planning
- Choosing what to watch
- Life planning
- Fun things





Pre-requisites for Using AI tools course

There aren't any particular things you need to know to attend this course, although if you don't use a computer on a day-to-day basis you won't get much out of the two days!

Prices

Venue	Address	Price per place
<u>London</u>	Landmark, 99 Bishopsgate, London EC2M 3XD	£1,425 per person + VAT
Manchester	Holiday Inn, 25 Aytoun Street, Manchester M1 3AE	£1,050 per person + VAT
Online	Your home or office!	£875 per person + VAT

Scheduled Dates

Dates	Venue	Times	Price per place	Booking
Wed/Thu 14-15 January 2026	Online	09:30-16:30	£875 + VAT	Book this
Mon/Tue 16-17 February 2026	Online	09:30-16:30	£875 + VAT	Book this
Mon/Tue 16-17 March 2026	Online	09:30-16:30	£875 + VAT	Book this
Tue/Wed 14-15 April 2026	Online	09:30-16:30	£875 + VAT	Book this
Thu/Fri 14-15 May 2026	Online	09:30-16:30	£875 + VAT	Book this

If you can't see the dates that you want, ask us about organizing a customized course at your office (we'll provide and set up the computers), or else an online course tailored to your needs.