

Using AI 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 AI tool

- Common tools available
- Comparing the tools

Copilot for 365

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

How AI works

- Tokenisation
- Embedding
- (Not) understanding LLMs
- Limitations of AI 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

- AI 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

OpenAI API overview (*)

- The API playground
- Prompting using Python
- Examples (images, speech, etc)

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 AI 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
London	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
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
Mon/Tue 15-16 June 2026	Online	09:30-16:30	£875 + VAT	Book this
Tue/Wed 14-15 July 2026	Online	09:30-16:30	£875 + VAT	Book this
Thu/Fri 13-14 August 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.