

# **Prompt engineering in AI tools**

## 1 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

### **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 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

### Using AI tools at home (\*)

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

## Generating images (\*)

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



## Pre-requisites for Prompt engineering in Al 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 day ...

## **Prices**

Venue	Address	Price per place
<u>London</u>	Landmark, 99 Bishopsgate, London EC2M 3XD	£995 per person + VAT
Manchester	Holiday Inn, 25 Aytoun Street, Manchester M1 3AE	£795 per person + VAT
Online	Your home or office!	£595 per person + VAT

## **Scheduled Dates**

Dates	Venue	Times	Price per place	Booking
Tuesday 27 January 2026	Online	09:30-16:30	£595 + VAT	Book this
Friday 27 February 2026	Online	09:30-16:30	£595 + VAT	Book this
Thursday 26 March 2026	Online	09:30-16:30	£595 + VAT	Book this
Monday 27 April 2026	Online	09:30-16:30	£595 + VAT	Book this
Wednesday 27 May 2026	Online	09:30-16:30	£595 + 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.