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 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

Using AI tools at home (*)

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

ChatGPT agent mode (*)

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

Custom GPTs / Copilot Agents (*)

- Creating GPTs or agents
- Conversation starters
- Saving and revising

Pre-requisites for Prompt engineering in 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 day ...

Prices

Venue	Address	Price per place
London	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
Friday 18 December 2026	Online	09:30-16:30	£595 + VAT	Book this
Friday 12 February 2027	Online	09:30-16:30	£595 + VAT	Book this
Monday 01 March 2027	Manchester	09:30-16:30	£795 + VAT	Book this
Monday 22 March 2027	Online	09:30-16:30	£595 + VAT	Book this
Thursday 06 May 2027	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.