

Prompt Engineering and AI Productivity Tools Course

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Overview

The Prompt Engineering and AI Productivity Tools Course is a one-week intermediate course for business professionals who leave with an AI Productivity Workflow Portfolio. It connects task framing, context, constraints, prompt patterns, document and spreadsheet workflows, research synthesis, output evaluation, hallucination and data-risk controls, reusable prompt libraries, and human review. Participants turn recurring knowledge work into tested prompt workflows. Agile Leaders Training Center delivers this course on prompt engineering and AI productivity tools.

Who Should Attend

- Business professionals producing documents, analysis, and decisions
- Analysts synthesizing information and preparing reports
- Administrative teams coordinating records, meetings, and communications
- Project teams developing plans, updates, and risk information
- Marketing and people teams creating and reviewing workplace content

The course assumes participants perform knowledge-work tasks and leaves out programming, model training, system integration, and technical administration.

Departments and Industries

The course supports repeatable knowledge work across varied departments and sectors.

- Finance and reporting teams in financial services
- Human resources and administration in healthcare
- Project and operations teams in manufacturing
- Marketing and customer teams in retail
- Policy and communications teams in public services

Learning Objectives

By the end of this course, participants will be able to:

- Build prompts with clear tasks, context, and constraints
- Use prompt patterns for recurring business work
- Design document and spreadsheet workflows
- Evaluate outputs against defined criteria
- Apply hallucination and data-risk controls

- Create an AI Productivity Workflow Portfolio

Course Agenda

Day 1: Task Framing and Prompt Structure

- Task-Context-Constraint Prompt Canvas
- Audience, Tone, and Purpose Specification
- Input Evidence and Source Boundary Checklist
- Output Format and Acceptance-Criteria Template
- Prompt Revision and Failure-Diagnosis Log

Day 2: Prompt Patterns and Knowledge Work

- Role and Responsibility Prompt Pattern
- Example-Guided Output Pattern
- Decomposition and Stepwise Task Map
- Question-First Clarification Pattern
- Reusable Prompt Component Library

Day 3: Documents, Data, and Research

- Document Drafting and Review Workflow
- Meeting Note and Action Extraction Template
- Spreadsheet Analysis and Formula Assistance Workflow
- Research Synthesis and Evidence Matrix
- Comparison, Recommendation, and Decision Brief Prompt

Day 4: Quality, Safety, and Governance

- Output Accuracy and Completeness Rubric
- Hallucination Detection and Verification Checklist
- Sensitive Data and Disclosure Risk Screen
- Bias, Tone, and Representation Review
- Human Approval and Version-Control Workflow

Day 5: AI Productivity Workflow Practice

- Suggested Exercise: Prompt Specification Repair
- Suggested Exercise: Document and Meeting Workflow Design
- Suggested Exercise: Spreadsheet and Research Evidence Challenge
- Suggested Exercise: Output Quality and Data-Risk Review
- Capstone Exercise: AI Productivity Workflow Portfolio

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Practical Exercises

The course includes suggested activities for applying prompt methods to workplace tasks.

- Suggested activity: convert a vague management request into a tested prompt specification.
- Suggested activity: design a healthcare meeting-to-actions workflow with human review.
- Suggested activity: synthesize retail research into an evidence-based comparison.
- Suggested activity: present an AI Productivity Workflow Portfolio.

FAQs

Who suits the Prompt Engineering and AI Productivity Tools Course?

Professionals who write, analyze, research, coordinate, or report suit the course; it assumes routine knowledge-work experience but no programming background.

How does prompt engineering differ from a general AI awareness course?

Prompt engineering develops repeatable methods for specifying tasks, supplying context, constraining outputs, testing results, and governing workflows rather than providing a broad introduction to AI concepts.

What makes a business prompt reliable?

A reliable business prompt defines the task, audience, context, evidence, constraints, output format, acceptance criteria, and review responsibility, then improves through testing.

How should AI-generated workplace outputs be checked?

AI-generated outputs should be checked against trusted evidence, completeness criteria, calculations, sensitive-data rules, bias and tone expectations, and accountable human approval.

What belongs in an AI productivity workflow?

An AI productivity workflow links inputs, prompt components, tools, review criteria, exception handling, data controls, owners, version history, and an approved final output.

Conclusion

Participants leave with an AI Productivity Workflow Portfolio containing tested prompts, quality criteria, controls, and human-review steps. The work product reduces trial-and-error and makes recurring AI-assisted tasks easier to review and improve. It gives teams a reusable basis for reliable document, analysis, research, and coordination workflows.

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