



BUSINESS-READY PROMPT ENGINEERING WITH CHATGPT

BY ELITE INDIGO

Walk away with practical “quick wins” to implement NLP techniques and drive impactful results immediately.



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100% HRDF Claimable



Business-Ready Prompt Engineering with ChatGPT

• Program Overview

In today's fast-paced digital landscape, prompt engineering is becoming an essential business skill. This one-day, hands-on course is designed to empower professionals to leverage AI tools like ChatGPT to enhance communication, streamline operations, and support smart decision-making. Whether you're crafting emails, analyzing data, or developing strategies, well-designed prompts can save time and unlock creative solutions. Participants will explore the foundations of conversational AI, practice contextual prompt design, and apply AI tools across business use cases. With real-time activities and group discussions, this course will give you the confidence to harness AI for real business impact.

• Learning Objectives

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

- Understand the role of prompt engineering in enhancing business communication and productivity.
- Learn how to design clear, goal-oriented prompts tailored to business needs.
- Apply prompt techniques to streamline tasks such as research, reporting, and content creation.
- Explore ethical considerations and best practices when integrating AI tools into daily business operations.

• Duration One (1) Full-Day Workshop;



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• Course Schedule (Day 1)

DAY/TIME	Description
30 Minutes	Introduction
1 Hour	Module 1: <ul style="list-style-type: none"> • Overview of Conversational AI and GPT Models • NLP concepts in business communication • Business benefits of prompt engineering
1 Hour	Module 2: <ul style="list-style-type: none"> • Principles of clarity and context • Prompt patterns for customer service, marketing, HR, and planning • Hands-on: Practice prompts for business communication
1 Hour	Module 3: <ul style="list-style-type: none"> • Using AI prompts for content creation, data summarization, and analysis • Case studies: Automation in business using ChatGPT • Iterative refinement: improving prompt outcomes
1 Hour	Lunch
1 Hour 30 Minutes	Module 4: <ul style="list-style-type: none"> • Using AI prompts for content creation, data summarization, and analysis • Case studies: Automation in business using ChatGPT • Iterative refinement: improving prompt outcomes
2 Hour 30 Minutes	Module 4: <ul style="list-style-type: none"> • Ensuring responsible AI use in business settings • Hands-on group project: solve a business challenge with prompt engineering • Showcase session: share and discuss solutions • Wrap-up and next steps
30 Minutes	Recap and Discussion



ABOUT ELITE INDIGO

We are dedicated to empowering businesses to achieve their full potential. With a team of seasoned professionals and a wealth of industry experience, we offer tailored consulting services to help organizations overcome challenges and seize opportunities.

WHY CHOOSE US?

98% Customer Satisfaction
based on Google Reviews



4.9 ★★★★★ 600 Google reviews

All our courses are 100% HRDF
claimable and no PO needed.

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Claimable Courses



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OUR COURSES



ARTIFICIAL INTELLIGENCE (AI)

Dive into the cutting-edge world of AI, exploring algorithms, data analysis and more.



TECHNICAL SKILL

Sharpen your technical prowess from programming, software and more.



SOFT SKILL

Develop essential interpersonal skills to excel in any professional setting.



LEADERSHIP SKILL

Unleash your leadership potential with our Leadership Skills course



TEAMBUILDING

Understand the dynamics of teamwork, communication, and synergy

