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AI AT WORK: PRACTICAL PROMPTING STRATEGIES FOR PRODUCTIVITY AND IMPACT

BY ELITE INDIGO

Hands-on workshop using team activities and workplace simulations. Builds practical skills, team connection, and shift pride. No jargon, just instant application.

🌐 **www.eliteindigo.com**

📞 **khenghuat.koay@gmail.com**

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AI at Work: Practical Prompting Strategies for Productivity and Impact

• Program Overview

In today's fast-evolving digital workplace, Artificial Intelligence is a present-day necessity. This immersive 2-day program equips corporate professionals with practical, work-ready prompting skills to drive greater productivity, clarity, and speed in daily tasks. Participants will learn to write structured, purposeful prompts and apply them across key functions like communication, reporting, data analysis, presentation design, and automation.

Through hands-on exercises and workplace simulations, attendees gain deep familiarity with essential AI tools—such as ChatGPT, Microsoft Copilot, and Gamma—selected for their business relevance. Beyond prompt writing, this course teaches strategic AI thinking: how to design effective workflows, extract insights, and make smarter decisions with AI as a collaborative partner. Whether you're in HR, sales, operations, or leadership, you'll leave with immediate-use tools and customized prompts tailored to your role.

• Learning Objectives

- Learn the principles of structuring effective prompts for workplace tasks.
- Use AI tools like ChatGPT and Copilot to streamline communication and reporting.
- Draft professional business documents with AI-generated content.
- Extract key insights from long documents using prompt workflows.
- Generate data-driven insights and summaries for reports and dashboards.
- Create slide decks efficiently with AI presentation tools.
- Critically evaluate AI content for accuracy, tone, and compliance.
- Build a personalized AI workflow for your specific job function.

• Duration Two(2) Full-Day Workshop;

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• Course Schedule (Day 1)
Prompting Essentials and Corporate Communication

TIME	DESCRIPTION
09:00–09:20	Ice Breaker Activities

09:20–10:15	**Welcome and Introduction to Digital Transformation and AI**
	• Introduction to Digital Transformation
	• Understand the role of AI in today's corporate landscape
	• Share existing use cases from different departments
	• Activities:
	  ○ Group brainstorm: "Where can AI save you 1 hour per day?"
	  ○ Create your "AI Wish List" – what would you automate first?

10:15–10:30	**MORNING BREAK**

10:30 –13:00	**Prompting Fundamentals: Getting the Basics Right**
	• What makes a good prompt? Structure, tone, clarity
	• Role-based and function-based prompting
	• Activities:
	  ○ Rewrite weak prompts into structured, specific prompts
	  ○ Roleplay: AI as Personal Assistant vs AI as Department Head

13:00-14:00	**LUNCH BREAK**

AI at Work: Practical Prompting Strategies for Productivity and Impact

• Course Schedule (Day1)

Prompting Essentials and Corporate Communication

TIME	DESCRIPTION
14:00-15:30	**AI-Powered Document Creation and Reporting** • From bullet points to polished content • Create SOPs, proposals, HR policies, and product briefs • Activities: • Convert meeting notes into a project brief • Write a 1-page internal SOP using AI • Group Task: Each team prepares a business report draft using ChatGPT or Copilot
15:30-15.45	**EVENING BREAK**

15:45-16:10	• **Prompting for Business Communication**
	• Crafting emails, team messages, memos, and notices
	• Adjusting tone: polite, assertive, persuasive, urgent
	• Activities:
	  ○ AI-generated announcement to staff regarding new policy
	  ○ Use AI to respond to a crisis or customer complaint
	  ○ Create tone variants for a sales rejection email
	  ○ Create responses for HR disciplinary cases

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• Course Schedule (Day1)
Prompting Essentials and Corporate Communication

TIME	DESCRIPTION
16:10-17:00	**Slide Deck Generation using AI** • Tools: Gamma.app • How to turn outlines and prompts into visual presentations • Activities: ○ Prompt AI to generate a 5-slide deck: "Department Q2 Review" ○ Group: Build a pitch deck with AI visuals and speaker notes ○ ` Use Synthesia or Canva AI to add narration or branding (demo)
17:00	• Recommended Reading List for Day 1 • Q&A and Key Takeaways

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• Course Schedule (Day 2)
Advanced Prompting, Analysis and Workflow Integration

TIME	DESCRIPTION

09:00–10:45	**Knowledge Extraction and Policy Summarization**
	• Extract insights from long documents, contracts, and PDFs
	• Compare documents and create summary charts
	  ○ Activities:
	  ○ Use Claude or ChatGPT to summarize a full HR manual
	  ○ Create side-by-side comparison of two vendor agreements
	  ○ Draft an executive briefing based on a 10-page report

10:45–12:30	**Data Insight and Visualization Support**
	• Turn Excel tables into readable insights
	• Use AI to generate commentary, trends, and charts
	• Activities:
	• Input sample Excel data and generate summary and insights
	• Prompt Copilot to suggest operational improvements
	• Group Task: Present a monthly data update to management using AI tools
	  ○ Data summarisation using AI
	  ○ Region/product analysis
	  ○ Visualisation and trend identification
	  ○ Forecasting exercises with prompting support

13:00–14:00	**LUNCH BREAK**

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• Course Schedule (Day 2)
Advanced Prompting, Analysis and Workflow Integration

TIME	DESCRIPTION
14:00-14:45	**Prompting for Website and Content Generation** • AI tools for drafting internal sites, FAQs, and announcements • Explore: gamma.app • Activities: • Create a staff onboarding welcome page using AI ○ Build a team FAQ microsite using AI content

14:45-15:45	**Capstone Project and Showcase**
	• Each team selects a real-world use case from their department
	• Create a three-part AI solution using prompting tools
	• Group Presentation:
	  ○ Present AI-generated output, lessons learned, and real use case
	  ○ Peer feedback and trainer highlights for best practices

15:30-15:45	**EVENING BREAK**
15:45-16:00	**Future Trends and Opportunities in Generative AI** • Emerging trends and advancements in generative AI technology • Potential impact of generative AI on future workplace dynamics and productivity • Strategies for staying updated and leveraging new developments in generative AI • for professional growth

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• Course Schedule (Day 2)

Advanced Prompting, Analysis and Workflow Integration

TIME	DESCRIPTION
16:00-16:45	**Ethical Considerations and Bias Mitigation** • Understanding and mitigating biases in AI-generated content • Responsible and unbiased use of AI in organizations Evaluating and addressing ethical considerations in AI
16:45-17:00	**Wrap-up and Conclusion**

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LEADERSHIP SKILL
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Understand the dynamics of teamwork, communication, and synergy

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📞 +60124001158   🌐 www.eliteindigo.com   ✉ khenghuat.koay@gmail.com