

Generative AI for Professionals

Understand how generative AI works and build useful, responsible LLM-powered tools for your own work.

DURATION

3 days · 24 hours

LEVEL

Intermediate

CURRICULUM

9 modules · 5 labs

DELIVERY

Live online, Onsite,
Corporate

Course overview

Generative AI is changing how teams write, analyse, code and serve customers, but getting reliable results takes more than typing into a chat window. This three-day course gives working professionals a solid understanding of how large language models behave and the practical skills to build with them responsibly.

Day one explains the fundamentals in plain language: tokens, context windows, how models are trained and aligned, why they hallucinate, and how to choose between models. You will practise structured prompting for writing, summarisation, extraction and analysis, then call LLM APIs from Python to automate a workflow, including structured JSON output and tool calling.

Day two focuses on grounding models in your own information with retrieval-augmented generation: chunking documents, embeddings, vector search and building a question-answering assistant over internal policies. You will learn how to evaluate outputs systematically rather than by gut feeling.

Day three covers responsible use — privacy, data protection, intellectual property, bias, prompt injection and governance — and how to introduce AI tools safely in an organisation. Teams then build and present a small project that solves a real problem from their workplace.

This is an original Ace Skills course with no vendor exam. On completion you receive an Ace Skills Consulting course completion certificate.

Highlights

- 24 hours of live, trainer-led sessions
- Call LLM APIs from Python from day one
- Build a document question-answering app with RAG
- Evaluation, safety and governance in practice
- Team project solving a real workplace problem

What's included

- Vendor-neutral coverage of leading LLMs
- Python notebooks for API calls and automation
- Structured output and tool calling
- Hands-on RAG assistant build
- Evaluation methods and test sets
- Responsible AI and governance checklist
- Team project with presentation
- Course completion certificate from Ace Skills Consulting

Who this course is for

Who should attend

- Managers and professionals adopting AI in their teams
- Business analysts and consultants
- Developers new to generative AI
- Product managers planning AI features
- L&D, HR, marketing and operations leaders

Prerequisites

- Basic Python familiarity is helpful; notebooks are provided for non-programmers
- Comfort using web applications
- A laptop with a modern browser

Detailed curriculum — 3 days, 24 hours, 9 modules, 5 hands-on labs

Day 1 LLM Fundamentals, Prompting and APIs

8 hours

1.1 How generative AI works

- Tokens, embeddings and context windows
- Why models hallucinate
- Pre-training, fine-tuning and alignment
- Choosing between models: capability, cost and data handling

1.2 Prompting for work

- Instructions, context and examples
- Summarising, extracting and analysing
- Role, format and constraints
- Iterating on prompts

LAB Prompt workshop on real workplace tasks · 50 min

1.3 Working with LLM APIs

- API keys and requests
- Structured JSON output
- Cost and latency
- System and user messages
- Tool calling basics

LAB Automate a report-summarising workflow in Python · 55 min

Day 2 Retrieval-Augmented Generation and Evaluation

8 hours

2.1 RAG concepts

- Why grounding matters
- Embeddings and vector search
- Chunking strategies
- Citations and source attribution

2.2 Building a RAG assistant

- Loading and chunking documents
- Retrieval and prompt assembly
- Vector stores
- Handling "I don't know"

LAB Build a policy Q&A assistant over internal documents · 75 min

2.3 Evaluating outputs

- Building a test set
- Faithfulness and relevance
- Human and model-graded evaluation
- Regression testing prompts

LAB Evaluate and improve the assistant · 45 min

Day 3 Responsible AI and Team Project

8 hours

3.1 Risks and safeguards

- Privacy and data protection, including India's DPDP Act
- Bias and fairness
- Intellectual property
- Prompt injection and data leakage

3.2 Adopting AI in an organisation

- Choosing use cases
- Measuring value
- Usage policies and governance
- Change management

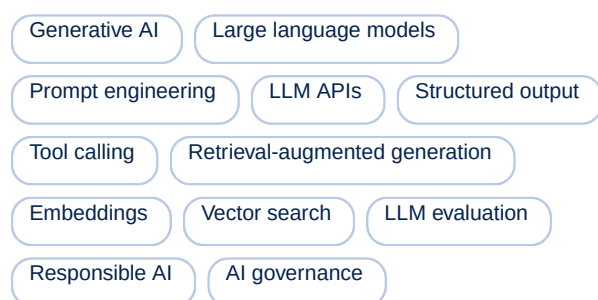
3.3 Team project

- Scoping a use case
- Testing and presenting
- Building a prototype

LAB Build and present a workplace AI prototype · 150 min

Skills and tools

Skills you will build



Tools used in class



Frequently asked questions

Is there an exam?

No. This is an original Ace Skills course with no vendor exam; you receive an Ace Skills course completion certificate.

Do I need to code?

Light Python helps, but notebooks are pre-built so non-programmers can follow and adapt them.

Which AI models do you use?

The course is vendor-neutral and uses more than one leading model so you can compare their strengths.

Is our data safe during the course?

Labs use sample data. We teach you how to assess data handling before using any provider with confidential information.

Can you tailor this for our company?

Yes. Corporate batches can focus the project and examples on your industry and approved tools.

Book a batch or talk to an advisor

Course page: aceskillsconsulting.com/course/generative-ai-for-professionals · Email: info@aceskillsconsulting.com

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