



COURSE CURRICULUM · DATA & AI

Prompt Engineering

Get consistently better results from AI assistants with prompts that are clear, testable and safe.

DURATION

1 day · 8 hours

LEVEL

Beginner

CURRICULUM

5 modules · 3 labs

DELIVERY

Live online, Onsite,
Corporate

Course overview

AI assistants can draft, summarise, analyse and brainstorm in seconds, but the quality of the result depends heavily on how you ask. This one-day workshop teaches a practical, repeatable approach to prompting that works across the leading models and suits any role.

The morning covers how language models interpret instructions and why they sometimes go wrong. You will learn to structure prompts with a clear goal, relevant context, constraints and an output format, to use examples effectively, and to break complex tasks into steps. Exercises use realistic tasks such as writing customer emails, summarising long reports, extracting data from documents and preparing meeting notes.

The afternoon moves to more advanced techniques: asking the model to reason step by step, critique and revise its own work, adopt specific perspectives and produce structured outputs such as tables or JSON. You will also learn simple ways to test prompts on several examples and compare versions, so you can rely on them rather than hoping.

The day closes with responsible use — protecting confidential data, checking facts, recognising bias and prompt injection — and you leave with a personal library of prompt templates for your own work.

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

Highlights

- 8 hours of live, trainer-led sessions
- Practice on everyday tasks from your own role
- Reusable prompt templates and checklist
- Simple ways to test and compare prompts
- Responsible-use guidance for the workplace

What's included

- Model-agnostic techniques
- Exercises drawn from real workplace tasks
- Prompt template library to take away
- Simple prompt testing method
- Responsible-use checklist
- Course completion certificate from Ace Skills Consulting

Who this course is for

Who should attend

- Professionals in any role who use AI assistants
- Managers rolling out AI tools to teams
- Marketing, HR, finance and operations staff
- Developers new to working with LLMs

Prerequisites

- Access to at least one AI assistant (guidance provided)
- No technical background required

Detailed curriculum — 1 day, 8 hours, 5 modules, 3 hands-on labs

Day 1 Prompt Engineering Workshop

8 hours

1.1 How AI assistants work

- What language models do
- Why models hallucinate
- Context windows and memory
- Strengths and limits

1.2 Prompt structure

- Goal, context, constraints and format
- Breaking tasks into steps
- Giving examples
- Iterating with feedback

LAB Rewrite five weak prompts for workplace tasks · 45 min

1.3 Advanced techniques

- Step-by-step reasoning
- Perspectives and personas
- Working with long documents
- Self-critique and revision
- Structured outputs: tables and JSON

LAB Extract structured data from a long report · 40 min

1.4 Testing prompts

- Building a small test set
- Prompt templates and variables
- Comparing prompt versions

LAB Build and test a reusable prompt template · 40 min

1.5 Responsible use

- Confidential data and privacy
- Bias
- Organisational AI policies
- Fact-checking and citations
- Prompt injection risks

Skills and tools

Skills you will build

Prompt engineering Prompt structure

Few-shot prompting Step-by-step reasoning

Structured output Prompt testing Prompt templates

Responsible AI use

Tools used in class

AI chat assistants Prompt template library

Spreadsheet for prompt testing

Frequently asked questions

Is there an exam?

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

Which AI tool will we use?

Any major assistant works. We demonstrate on more than one so you can apply the techniques to the tool your organisation approves.

Is this technical?

No. It is designed for all roles, with optional extras for developers.

What should I take next?

Generative AI for Professionals goes deeper into APIs, retrieval and building small AI tools.

Book a batch or talk to an advisor

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