



The AI Advantage

Mastering Prompts and Tools for Enhanced Productivity

1 Day Training

COURSE OVERVIEW

Unlock the power of AI with our course, mastering effective prompts to enhance productivity, streamline tasks, and drive innovation across industries using tools like Gemini and ChatGPT.

COURSE OBJECTIVE

- Understand AI chatbots and their various applications.
- Master the principles of effective prompting for AI chatbots..
- Craft prompts that yield desired outcomes from AI tools.
- Apply effective prompting in various industries to enhance productivity.

RECOMMENDED FOR

Professionals seeking to boost productivity and innovation using AI tools



COURSE HIGHLIGHTS



Learn to craft precise prompts for AI tools.



Engage in practical exercises with AI-powered applications.



Explore AI use cases across various sectors.



Discover how to seamlessly integrate AI assistants into everyday tasks.



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Course Outline

Introduction to Artificial Intelligence

1

1. Overview of AI and its evolution.
2. Understanding AI's role in enhancing productivity.
3. Key applications of AI across industries.

Principles of Effective Prompting

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1. Principles of clear and concise prompts for AI chatbots.
2. Techniques for structuring effective prompts.
3. Common pitfalls and how to avoid them.

Organising Problems for AI Solutions

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1. Breaking down complex problems.
2. Techniques for simplifying tasks.
3. How to provide clear and concise problem descriptions.

Practical Applications of AI in Various Industries

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1. Exploring AI use cases for various industries, e.g. marketing campaign generation, ideation, document summarisation.
2. Exploring AI tools, e.g. Gemini for Google Workspace, ChatGPT.

Hands-On Workshop: Prompting in Practice

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1. Interactive session on crafting prompts for AI tools.
2. Practical session where participants craft prompts on various work-related tasks.
3. Practical session on integrated AI assistants within documents, spreadsheets and presentations.

For course customization and further discussion, feel free to reach out to us at marketing@matrixc.com

Trainers Profile

Mazlita Mat Hassan Director / Lead Trainer, MatrixC Academy



Mazlita Mat Hassan, known as "MEM," is an accomplished IT corporate trainer and data science expert with a BSc in Computer Science from University College London. With over a decade of experience, she has trained more than 10,000 professionals across Southeast Asia, specializing in Microsoft Office, Google Apps, and Tableau.

As the CEO of RECQA, she drives DeLIMA 2.0, Malaysia's National Digital Learning Platform, and leads MatrixC Academy's Change Management training with Google Tools. Globally recognized, she is the SEA & Pacific Leader for UNCTAD's "e-trade for women" initiative and received the 2023 Women in STEM award from Business and Professional Woman Malaysia for her contribution in co-developing DeLIMA 2.0 with MOE and Google Malaysia.

Ikmal Nordin Data & AI Lead, Matrix Connexion



A distinguished data analytics trainer, data scientist, and AI specialist with deep expertise in data science, AI, and economic analysis. Renowned for architecting cutting-edge data solutions, he translates complex concepts into practical, high-impact training for both corporate teams and individuals.

Ikmal has successfully trained and consulted for leading companies like Proton, Star Media Group, and BE International, empowering professionals across industries to harness the power of big data and AI for significant productivity gains and career advancement.

