

Professional AI Skills Training Program

12-Week Hands-On Curriculum

Module 1: Intro to Generative AI (Weeks 1-3)

Foundations, AI mindset, prompt engineering, and ethical use

Week 1: AI Foundations & Mindset

Learning Objectives:

- Understand how generative AI works (LLMs, tokens, context windows)
- Develop an AI-augmented work mindset
- Identify appropriate use cases for AI in your field

Hands-On Projects:

- **Project 1.1:** Create a personal AI use-case inventory for your role
- **Project 1.2:** Document 5 successful AI interactions showing progression in understanding
- **Lab Exercise:** Compare outputs from different AI models (ChatGPT, Claude, Gemini)

Tools: ChatGPT (free & paid tiers)

Week 2: Advanced Prompt Engineering

Learning Objectives:

- Master prompt engineering frameworks (RISEN, CO-STAR, RTF)
- Use system prompts and custom instructions effectively
- Implement chain-of-thought and few-shot prompting

Hands-On Projects:

- **Project 2.1:** Build a prompt library with 20+ tested prompts for common tasks
- **Project 2.2:** Create a custom GPT for a specific work function
- **Lab Exercise:** Prompt optimization challenge—refine a weak prompt through 5 iterations

Tools: ChatGPT, prompt engineering templates

Week 3: AI Ethics & Responsible Use

Learning Objectives:

- Understand AI bias, hallucinations, and limitations
- Implement fact-checking and verification workflows
- Navigate copyright, privacy, and data security concerns

Hands-On Projects:

- **Project 3.1:** Develop an AI ethics checklist for your organization
- **Project 3.2:** Create a "red team" test document exposing AI limitations
- **Capstone:** Present an AI adoption framework addressing ethical concerns

Tools: ChatGPT, case study analysis

Module 2: Workplace Productivity (Weeks 4-6)

Data analysis, automation, knowledge management, and strategic AI adoption

Week 4: AI-Powered Data Analysis

Learning Objectives:

- Upload and analyze datasets with ChatGPT Advanced Data Analysis
- Generate visualizations and statistical insights
- Build executive summaries from raw data

Hands-On Projects:

- **Project 4.1:** Analyze a sales/marketing dataset and create actionable insights report
- **Project 4.2:** Build an automated monthly reporting template
- **Lab Exercise:** Comparative analysis using ChatGPT vs. traditional Excel methods

Tools: ChatGPT (Data Analysis), CSV/Excel files

Week 5: Knowledge Management & Research

Learning Objectives:

- Use NotebookLM for document synthesis and research
- Create study guides, briefings, and audio overviews
- Organize and query large knowledge bases

Hands-On Projects:

- **Project 5.1:** Upload 10+ documents to NotebookLM and generate comprehensive study guide
- **Project 5.2:** Create an audio podcast episode from research papers
- **Project 5.3:** Build a searchable company knowledge base prototype

Tools: NotebookLM, ChatGPT

Week 6: Strategic AI Adoption

Learning Objectives:

- Assess organizational readiness for AI
- Create change management strategies
- Measure AI ROI and productivity gains

Hands-On Projects:

- **Project 6.1:** Conduct an AI readiness audit for a department
- **Project 6.2:** Design a 90-day AI adoption roadmap
- **Capstone:** Present productivity automation plan with measurable KPIs

Tools: ChatGPT, project management templates

Module 3: Visual & Audio Creation (Weeks 7-9)

Presentations, image and audio generation, and content governance

Week 7: AI-Powered Presentations

Learning Objectives:

- Build professional presentations with Gamma.app
- Use AI for slide design, content structure, and storytelling
- Create interactive and web-embedded presentations

Hands-On Projects:

- **Project 7.1:** Create a 15-slide pitch deck from a text brief
- **Project 7.2:** Build an interactive product demo presentation
- **Lab Exercise:** A/B test traditional vs. AI-generated presentations

Tools: Gamma.app, ChatGPT for content

Week 8: Image & Visual Content Generation

Learning Objectives:

- Master text-to-image prompting with Ideogram
- Understand aspect ratios, styles, and quality settings
- Apply brand consistency in AI-generated visuals

Hands-On Projects:

- **Project 8.1:** Create a 10-image social media campaign
- **Project 8.2:** Generate branded visual assets (logos, banners, infographics)
- **Project 8.3:** Build a visual style guide using AI-generated references

Tools: Ideogram, Midjourney (optional), ChatGPT for prompt refinement

Week 9: Audio Creation & Voice Synthesis

Learning Objectives:

- Generate realistic voiceovers with ElevenLabs
- Create custom music tracks with Suno
- Implement content governance and attribution practices

Hands-On Projects:

- **Project 9.1:** Produce a 3-minute podcast episode with AI narration
- **Project 9.2:** Create background music for a video project
- **Capstone:** Deliver a complete multimedia campaign (visuals + audio + presentation)

Tools: ElevenLabs, Suno, content policy documentation

Module 4: AI Agents & Automations (Weeks 10-12)

Build and deploy AI agents and workflows using automation tools

Week 10: Introduction to AI Agents

Learning Objectives:

- Understand agent architecture (reasoning, memory, tools)
- Build custom GPTs with actions and knowledge retrieval
- Create multi-step reasoning agents

Hands-On Projects:

- **Project 10.1:** Build a customer service agent with custom knowledge base
- **Project 10.2:** Create a research agent that queries multiple sources
- **Lab Exercise:** Test agent reliability and handling of edge cases

Tools: ChatGPT (GPT Builder), OpenAI API basics

Week 11: Workflow Automation with n8n

Learning Objectives:

- Design multi-step automation workflows
- Connect AI models with external services (email, databases, APIs)
- Implement error handling and monitoring

Hands-On Projects:

- **Project 11.1:** Build an email-to-task automation workflow
- **Project 11.2:** Create a content publishing pipeline (generate → review → post)

- **Project 11.3:** Develop a lead qualification and routing system

Tools: n8n, ChatGPT API, webhook integrations

Week 12: Advanced Agent Deployment

Learning Objectives:

- Deploy production-ready AI agents
- Implement security, rate limiting, and cost controls
- Monitor performance and iterate based on usage data

Hands-On Projects:

- **Final Capstone:** Build and deploy a complete AI-powered solution:
 - Choose from: Customer support bot, content generation pipeline, data analysis dashboard, or internal knowledge assistant
 - Include: Agent design, automation workflows, governance policies, and ROI analysis
 - Present: Live demo + documentation + maintenance plan

Tools: ChatGPT, n8n, deployment platform of choice

Program Assessment Structure

Weekly Deliverables (40%)

- Completed projects with documentation
- Reflection logs showing iterative improvement
- Peer review participation

Module Capstones (30%)

- End-of-module comprehensive projects
- Presentation of work to cohort
- Written analysis of outcomes

Final Capstone Project (30%)

- Fully functional AI solution

- Professional documentation
 - 15-minute presentation with Q&A
 - Post-deployment maintenance plan
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Recommended Weekly Time Commitment

- **Instructional Content:** 3-4 hours
 - **Hands-On Projects:** 6-8 hours
 - **Experimentation & Practice:** 2-3 hours
 - **Total:** 12-15 hours/week
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Resources & Support Materials

Required Tools Access:

- ChatGPT Plus subscription
- Gamma.app account
- Ideogram credits
- ElevenLabs starter plan
- Suno credits
- n8n cloud account (or self-hosted)
- NotebookLM (free)

Supplementary Learning:

- Prompt engineering repository (GitHub)
 - AI ethics frameworks and case studies
 - Community Discord/Slack for peer learning
 - Office hours with instructors
 - Industry guest speaker sessions
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Post-Program Certification Requirements

To earn professional certification:

1. Complete 90% of weekly projects
 2. Pass all module capstones with 80%+ score
 3. Successfully deploy final capstone project
 4. Present work to evaluation panel
 5. Submit portfolio showcasing best projects
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Career Outcomes

Upon completion, you'll be equipped to:

- Implement AI solutions that save 10-20 hours/week
- Lead AI adoption initiatives in organizations
- Build custom AI agents and automation workflows
- Create professional multimedia content at scale
- Advise on AI ethics and governance policies
- Position yourself for AI-adjacent roles and consulting opportunities