**Introduction (1-2 hours):**

* Overview of GPT-3.5 and its capabilities.
* Explanation of prompt engineering and its significance.
* Use cases and applications of LLMs in various industries.

**3. Understanding GPT-3.5 (2-3 hours):**

* In-depth look at the architecture of GPT-3.5.
* How GPT-3.5 is pretrained and fine-tuned.
* Discussion of model size and capabilities.

**4. Prompt Engineering Techniques (3-4 hours):**

* Best practices for formulating prompts.
* Examples of prompt engineering for various tasks (e.g., text generation, question answering, language translation).
* Common pitfalls and how to avoid them.

**5. Hands-on Practice (4-6 hours):**

* Interactive sessions where employees can experiment with GPT-3.5.
* Guided exercises for using the model to perform different tasks.
* Encourage creativity in prompt design.

**6. Ethical Considerations (1-2 hours):**

* Discussion of ethical AI use and potential biases.
* Responsible AI principles and guidelines.
* Ensuring fair and unbiased prompts.

**7. Building Custom Models (3-4 hours):**

* Introduction to fine-tuning GPT-3.5 for specific tasks.
* Overview of dataset preparation and training process.
* Demonstrations of custom model building.

**8. Advanced Topics (2-3 hours):**

* Handling multi-turn conversations with LLMs.
* Deploying LLM-based solutions in production.
* Integration with other technologies and APIs.