

Instructor Manual

Essentials of Generative AI, Prompt Engineering & ChatGPT

Table of Contents

Purpose of the Document..... 3

Preparation 3

Course Materials..... 3

 Lesson Plan..... 4

 Instructor Slides 4

 Demo Document..... 4

 Guided Practice 4

STAR Framework..... 5

Facilitation Guide 6

Dos and Don'ts:..... 7

 Dos: 7

 Don'ts:..... 8

Purpose of the Document

This document serves as a go-to guide for instructors, offering essential information and resource links to help them prepare thoroughly for live classes. It covers everything instructors need to know.

Preparation

1. Carefully review the instructor manual to become familiar with the course components.
2. Familiarize yourself with the course materials, including the lesson plan, instructor slides, demo documents, and guided practices to ensure thorough preparation for the live class.

Course Materials

Explore the following resources for effective preparation before the live class:

- [Lesson Plan](#)
- [Instructor Slides](#)
- [Demo Documents](#)
- [Guided Practice](#)
- [Datasets](#)

Lesson Plan

This document provides a comprehensive overview of the entire course, encompassing the course name, lessons, topics, subtopics, components, and learning objectives or competencies for each lesson.

Instructor Slides

This PowerPoint presentation is intended for use during live virtual classes. It comprises lesson learning objectives, lecture topics, demos, quick checks (multiple-choice questions used as polls for immediate feedback on learners' understanding after each topic), guided practice, and practice projects for each lesson. Each presentation is designed for a 3-hour session.

Demo Document

This detailed document is a comprehensive guide for the instructor to conduct the live demonstrations. It is also a valuable resource for learners to practice offline.

Guided Practice

This flexible exercise is suitable for both individual and small-group activities during live classes, with a recommended duration of 20 to 30 minutes. It is ungraded, and answer keys are provided for reference. The components include an overview, instructions, tasks, discussion questions, and an answer key.

Dataset

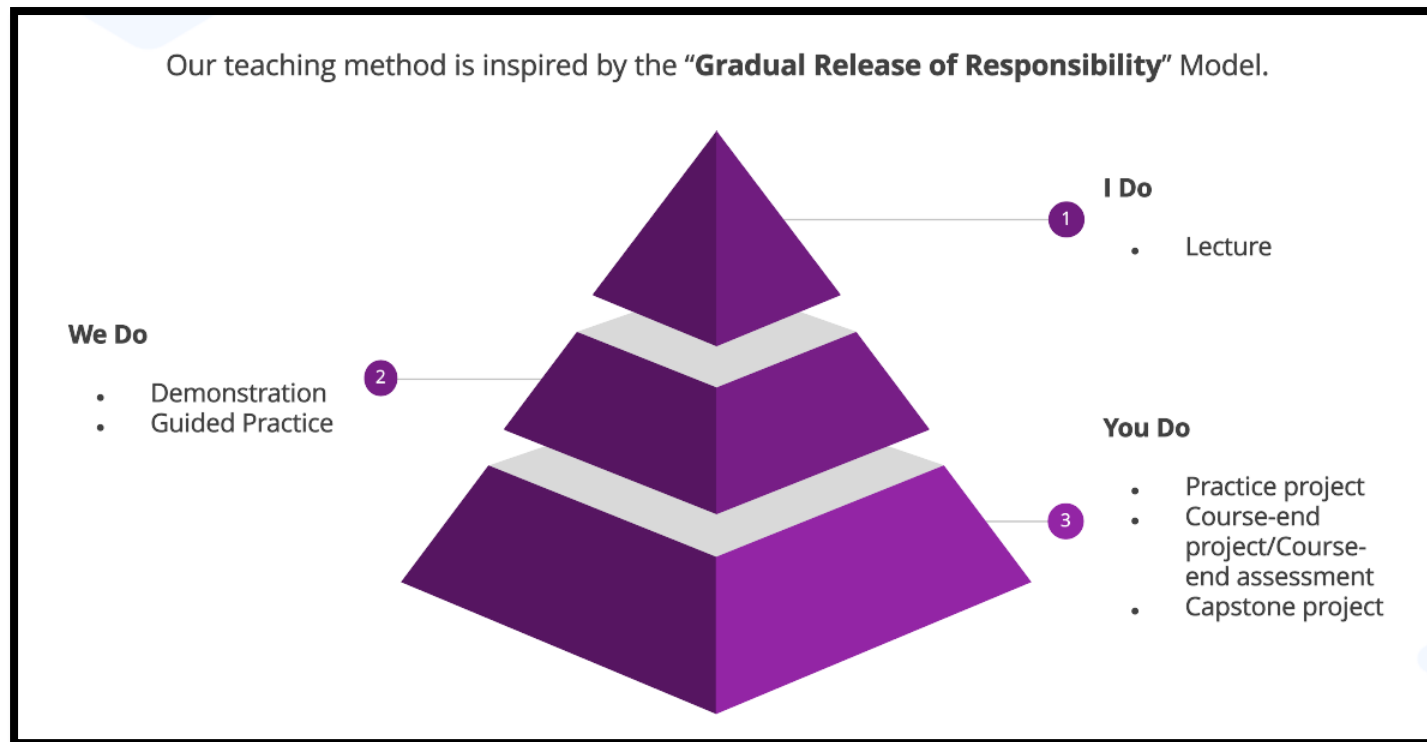
The datasets are provided for demos and guided practice in the course.

STAR Framework

We have leveraged the STAR Framework in designing **Course-end projects**. This strategic approach equips our learners with the necessary skills to confidently address situational interview questions.

[Learn more about this framework.](#)

“Gradual Release of Responsibility” Model



Facilitation Guide

For each 3-hour session, a specific flow is outlined. Please review the following class structure, detailing associated responsibilities for you as the instructor. The structure includes the flow of lesson components or slide titles, the mode (indicating whether the component is conducted in or out of class), the activity type, and 'Delivery Flexibility' (highlighting whether the component is mandatory or flexible for the instructor to conduct). Additionally, the 'Role of the Instructor' section clarifies your responsibilities for each component, and an estimated duration is provided for each lesson component.

| Component/Slide Title | Mode | Activity Type | Delivery Flexibility | Role of the Instructor | Estimated Duration |
|----------------------------------|---------------------------------|--|----------------------|--|---|
| Course Name | | | Mandatory | Display this slide as participants join the Zoom call. | Not applicable |
| Lesson Name | | | Mandatory | Announce the lesson name. | Not applicable |
| Quick Recap (lesson two onwards) | Synchronous (In-class) | Instructor-led | Flexible | Quickly recap the previous lesson before starting the lesson. Ask the learners if they have any questions from the previous lesson. | 5 minutes |
| Engage and Think | Synchronous (In-class) | Instructor-led whole group discussion | Mandatory | Facilitate a whole group discussion to kick off today's lesson. | 10 minutes |
| Learning Objectives | Synchronous (In-class) | Instructor-led | Mandatory | Clearly state the learning objectives at the start. | 2 minutes |
| Lecture Topics and Demo | Synchronous (In-class) | Instructor-led | Mandatory | Explain the key concepts of the lesson during the lecture. | 90 minutes* |
| Quick Check | Synchronous (In-class) | Poll Question | Flexible | Conduct poll questions and, if necessary, reteach key points based on the results. If you are short on time, skip a maximum of 1 or 2. | 30 minutes* (5 minutes per quick check) |
| Guided Practice | Synchronous (In-class) | Small-Group Activity/Individual Activity | Mandatory | As you transition into the guided practice, explain to the students how a guided practice works. The answers are provided, but the point is to try it on their own FIRST and then check the response. Encourage them to make it worth their time. Facilitate the guided practice exercise. Monitor breakout rooms. (in case of small-group activity) | 30 minutes* |
| Key Takeaways | Synchronous (In-class) | Instructor-led | Mandatory | Summarize the lesson's key takeaways. | 5 minutes |
| Practice Project | Asynchronous (Out of the class) | Individual Assignment | Mandatory | You may or may not come across this slide. If present, inform the learners about the assignment, advising them to complete it after class. You can start the project in the live class if time permits. | 2 mins |
| Additional Resources | Asynchronous (Out of the class) | Instructor-led | Flexible | You may or may not come across this slide. If present, share the additional resources in the chat for further study. Mention that these | 2 mins |

| | | | | | |
|-------------------------|------------------------|---------------------------------------|----------|---|-----------------|
| | | | | are not mandatory for the learners to complete. If time is limited, you can skip this. | |
| What's Next? (Optional) | Synchronous (In-class) | Instructor-led | Flexible | You may or may not come across this slide. If present, inform learners about the topics scheduled for the next class. In case of time constraints, feel free to skip this slide. | 1 min |
| Q&A | Synchronous (In-class) | Instructor-led whole group discussion | Flexible | Address learners' questions during the Q & A session, time permitting. If time is limited, you can skip this. | 5 to 10 minutes |

Note: The asterisk () indicates flexible durations based on the varying needs of the lesson. Each component's estimated duration is tailored to fit within a 170 to 180-minute class structure.*

Dos and Don'ts:

Dos:

- Start every session on time
- Encourage learners to ask questions for a better understanding of the concepts
- Discuss real-world industry applications of the concepts covered in each class.
- Prioritize thorough coverage of all planned concepts.
- Encourage learners to submit practice projects (if applicable) and go through the other materials before attending the next sessions
- Any information related to session extensions should be communicated to the Learner Success Manager before announcing it in the session. Instructors should refrain from discussing session extensions or cancellations with learners unless confirmed by the organization.

- Prior to sharing any reference materials, ensure approval from the respective team/person. Share approved materials through a dedicated official drive or a designated community thread for the specific batch.
- Encourage the learners to reach out to the support team for any support apart from the community threads

Don'ts:

- Making negative comments about the content.
 - Rushing and closing the session before the scheduled time.
 - Endorsing third-party vendors, external resources, or self-created material.
 - Skipping slides or neglecting any lesson component
 - Deviating from the suggested flow and modifying it based on personal preferences
 - Postponing the coverage of concepts to future sessions
 - Extending class durations
 - Sharing personal contact details with learners (Email ID/LinkedIn ID/Phone Number)
 - Incorporating external content in live class sessions without pre-approval from the Organization.
-