AI Skills with CoPilot

Duration

In Person: Half Day
LiveOnline: 1 session of 4.5 hours

PDUs

This program will contribute 4 PMI® professional development units (PDUs) towards your chosen certification (4 Ways of Working).

Intended For

This program is aimed at:
- Professionals at all levels and industries who want to enhance their productivity and decision-making skills using AI
- Anyone wanting to understand how to use Copilot in their work

Prerequisites

There are no prerequisites for the AI Skills with CoPilot class. Participants require a suitable computer with access to the Microsoft Edge browser and CoPilot.

Are you curious how AI can transform your daily tasks and enhance productivity?

Discover the power of AI with CoPilot, an advanced AI tool designed to assist you in various aspects of your work. This short, introductory course will provide you with hands-on experience and practical insights into leveraging CoPilot to streamline your workflow and boost efficiency. We will explore the various uses of Copilot and how to write good prompts for these scenarios. This is a practical course with many opportunities to try out what you are learning. Caution is essential when using these technologies, so we review good principles and practices to ensure that we are not misled and that we don't "leak" proprietary information.

Learning Outcomes

During this program you will learn about:

- AI's role in the workplace and its practical applications
- Navigating CoPilot's interface and utilise its key features effectively
- Crafting effective prompts to maximise CoPilot's assistance
- Applying CoPilot to various work tasks, including research, content creation, and problem-solving
- Critically evaluating AI-generated content and understanding the importance of fact-checking
- Recognising ethical considerations in AI usage and developing guidelines for responsible use
- Anticipating future trends in AI and prepare for an AI-augmented work environment

Lecturing is kept to the minimum necessary where most of the learning is achieved by applying the practices and techniques in group exercises. Our LiveOnline delivery is over one half day (four and a half hours in duration). The instructor is 100% live and interaction and learning objectives are the same as our in-person classes with the added benefit of being able to take this course from your home, your office or your home office.

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