

# Quick Start to Prompt Engineering for Business Users (TTAI2009)

**Price:** 995

**Duration:** 1 days

**Delivery Methods:** Virtual

## Overview

Ever wonder how some people get AI to work effortlessly for them while others struggle with generic or irrelevant responses? The secret is prompt engineering – the skill of crafting clear, structured prompts that guide AI to deliver useful, business-ready results. QuickStart to Prompt Engineering is a one-day, hands-on course designed to give you practical, job-ready skills to maximize AI tools like ChatGPT. Led by an engaging AI expert, you'll learn how to create effective prompts, fine-tune AI outputs, and seamlessly integrate AI into your daily work – whether automating reports, streamlining customer responses, or generating business insights.

With about half the course dedicated to interactive labs and guided activities, you'll gain hands-on experience in writing prompts, refining AI-generated responses, and troubleshooting common issues. You'll learn how to adapt AI for different business scenarios, use advanced techniques to improve accuracy, and explore automation opportunities. Labs will also cover integrating AI into workflows, experimenting with prompt styles, and fine-tuning AI for industry-specific needs.

By the end of the course, you'll have the confidence to apply AI effectively in your role, optimize responses for accuracy and efficiency, and ensure responsible AI usage in your organization. Whether you're a business professional looking to improve productivity or a technical user wanting to strengthen your AI foundation, this course will equip you with the skills to make AI work for you.

## Audience Profile

This course is ideal for business professionals looking to improve productivity, streamline workflows, and enhance decision-making using AI – without needing a technical background.

Roles that would benefit include marketing managers, customer service leads, business analysts, project managers, HR professionals, and operations specialists.

It's also a great starting point for technical professionals like junior data analysts, software testers, UX designers, and entry-level developers who want to build a strong foundation in AI prompting before advancing to more complex AI and automation skills.

## **At Course Completion**

This class is a business user friendly, hands-on course that will have you work through a ton of relatable examples showcasing how to prompt AI into assisting you in a wide variety of ways day to day. No technical experience needed,

Working in a hands-on learning environment, guided by our engaging AI expert, you will learn how to:

**Write Clear AI Prompts** – Craft structured prompts to get accurate and useful AI responses for business tasks.

**Improve AI Interactions** – Refine prompts and troubleshoot AI outputs for better results.

**Use AI in Daily Workflows** – Integrate AI tools to automate tasks, enhance decisions, and streamline operations.

**Ensure Secure & Ethical AI Use** – Follow best practices for data privacy, compliance, and responsible AI adoption.

**Apply Advanced Prompting Techniques** – Leverage AI tools effectively for problem-solving and creative business applications.

**Customize AI for Business Needs** – Adapt AI-generated responses to fit company goals, brand voice, and specific use cases.

**Collaborate with AI Tools** – Work alongside AI to boost efficiency in content creation, data analysis, and customer engagement.

## **Prerequisites**

This course is designed for a non-technical audience and doesn't require any prior coding or technical experience. The hands-on exercises will be done using pre-built GPT tools and interfaces that are user-friendly and easy to use.

The good news is that you don't need technical skills to benefit from this course. You just need to have:

Basic Business Communication Skills – Ability to write clear and structured instructions, as this helps in crafting effective AI prompts.

Familiarity with Common Digital Tools – Experience using business software like email, document editors, or chat platforms, which will make it easier to integrate AI into workflows.

## Course Schedule

Date	Time	Price	Options
06/16/2026	09:00 AM - 05:00 PM CT	995.00	<a href="#">Buy Now</a> <a href="#">Enroll</a>
08/31/2026	09:00 AM - 05:00 PM CT	995.00	<a href="#">Buy Now</a> <a href="#">Enroll</a>

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For questions

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## **FAQ**

### **What if I have to reschedule my class due to conflict?**

Ten (10) business days' notice is required to reschedule a class with no additional fees. Notify TOPTALENT LEARNING as soon as possible at 469-721-6100 or by written notification to [info@toptalentlearning.com](mailto:info@toptalentlearning.com) to avoid rescheduling penalties.

### **How do I enroll for this class?**

Please contact our team at 469-721-6100; we will gladly guide you through the online purchasing process.

### **What happens once I purchase a class?**

You will receive a receipt and an enrollment confirmation sent to the email you submitted at purchase. Your enrollment email will have instructions on how to access the class. Any additional questions our team is here to support you. Please call us at 469-721-6100.

### **What is your late policy?**

If a student is 15 minutes late, they risk losing their seat to a standby student. If a student is 30 minutes late or more, they will need to reschedule. A no-show fee will apply. Retakes are enrolled on a stand-by basis. The student must supply previously issued courseware. Additional fees may apply.

### **What happens when I finish my class?**

You will receive a 'Certificate of Completion' once you complete the class. If you purchased an exam voucher for the class, a team member from TOPTALENT LEARNING will reach out to discuss your readiness for the voucher and make arrangements to send it.