Training: CompTIA
CompTIA AI Prompting Essentials

TRAINING GOALS:

Artificial intelligence is transforming how organizations operate across every industry. As AI tools become more common in the workplace, professionals who know how to interact effectively with these technologies gain a unique edge in productivity and innovation. By developing practical AI skills, you can streamline your daily tasks, improve decision-making, and adapt quickly to new workplace challenges. This interactive course will give you the foundational skills needed to use AI tools confidently and responsibly in any role.

In this course, you will do the following:

- AI task identification: Decide when and how to use AI for different workplace tasks based on complexity, risk, and desired outcomes.
- Prompt crafting: Learn to write clear, effective prompts for AI chatbots to achieve better, more accurate responses.
- Critical evaluation: Evaluate AI-generated outputs for accuracy, bias, and quality—verifying information and ensuring reliability.
- Moving beyond transactional interactions: Improve outcomes by engaging with and refining AI responses to get more targeted, relevant results.
- Ethical AI use: Apply AI ethically and securely, understanding issues around privacy, transparency, and copyright.
- Task automation: Use AI to automate routine and repetitive tasks, freeing up your time for more critical projects.
- Workplace integration: Leverage AI in multi-step projects and common workplace functions to drive collaboration and productivity.

Jobs You Can Land With CompTIA AI Prompting Essentials

- Prompt Engineer
- Technical Writer
- Data Analyst
- Digital Content Creator
- Project Manager

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- Business Consultant
- Learning & Development (L&D) Specialist

CONSPECT:

- Foundations of AI Prompting
  - Getting Started with AI
    - Improve Your Ability to Interact with AI
    - The No Risk, No Barrier Way to Start Using AI Today
    - Activity: An Easy AI Conversation
  - AI Tools and When They Are Useful
    - Activity: Identifying When and How to Use AI
    - AI Tools and Models
    - Activity: Calibrating Your AI Interaction Strategy
    - Activity: Tools and Methods for Work Tasks
  - Use AI Ethically and Securely
    - The Risks of Using AI
    - Risks and Rules for AI Usage
    - Biases in AI
    - Activity: Avoiding Risks of Using AI
- AI Prompting Basics
  - Craft Effective Prompts for AI Chat Bots
    - It All Starts with a Prompt
    - Elements of an Effective Prompt
    - Activity: Elements of an Effective Prompt
    - Activity: Crafting an Effective Prompt
    - Activity: Simple Prompt Add-Ons
    - Activity: Comparing AI Outputs
  - The Power of Context Files
    - Introduction to Contextual Files
    - Activity: Explore the Power of Context
    - Activity: How to Add Context in AI Assistants
    - Nuances of Adding Context Files
    - Activity: Try In Your Own Tool
    - Activity: Choosing Context Files

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- Verify AI Outputs for Accuracy, Bias, and Quality
  - The Importance of Verifying AI Outputs
  - Types of Errors in AI Outputs
  - Spotting AI Slop
  - Activity: Verifying AI Outputs
- Engage with AI Responses to Improve Outputs
  - Engaging with AI Responses
  - What to Include in Your Second Prompt
  - Activity: Practicing Sustained Interaction
  - Activity: Try it in Your Own Tool
  - Staying Focused in Your AI Interactions
- Generating Media with AI Tools
  - Generating Media with AI
  - AI Media Tools
  - Activity: Prompts for Media Creation
  - Activity: Using AI Generated Media Safely

- Advanced AI Prompting Skills
  - Automating Your Work with Basic Tools
    - Getting Started with Basic AI Automation
    - Using Custom Instructions to Personalize Interactions
    - Types of Automated Workflows
    - Advanced Automation Using AI Assistants
    - Activity: Designing Automated Workflows
  - Leverage AI in Multi-Step Projects and Workflows
    - Using AI for Projects
    - Structuring AI Projects
    - Activity: Designing Structured AI Projects
    - Combining AI Strategies to Create Complex Deliverables
    - Reasoning Models
  - AI Agents and Automation
    - Introduction to AI Agents
    - Building an AI Agent
    - Human in the Loop Automation
    - Activity: Designing Human In the Loop Agents
    - AI Automation Features in Workplace Products
    - The Future of AI agents in Your Work

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- Apply AI Skills in Real World Contexts
  - Use AI as a Tutor
    - AI is a Great Teacher
    - Activity: Use AI to learn about AI
    - Challenge Introduction
  - AI as a Thought Partner and Decision Maker
    - AI is a Great Thought Partner
    - Activity: Use AI to Make a Business Decision
    - Apply this Skill in Your Work
  - Use AI as a Coach or Critic
    - AI is Great at Critiquing Your Work
    - Activity: Use AI to Improve a Slide Deck
    - Apply this Skill in Your Work Today

REQUIREMENTS:

No prior experience is required - this course is designed for beginners.

Difficulty level

CERTIFICATE:

The participants will obtain certificates signed by CompTIA (course completion). This course is designed to help you prepare for the CompTIA AI Prompting Essentials CompCert assessment, and after successfully passing the assessment at the end of the course, you will earn a Competency Certificate.

TRAINER:

Authorized CompTIA Trainer.

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