



MASTER YOUR DIGITAL SKILLS

Prompt Engineering for Work: ChatGPT & Prompt Patterns

Artificial Intelligence (AI)

Workearly



Co-funded by
the European Union



SEMINAR OVERVIEW

Prompt Engineering for Work: ChatGPT & Prompt Patterns Develop effective communication strategies with AI systems to enhance workplace productivity and achieve optimal results in professional tasks.



OUR GOALS

1. Understand Prompting – Learn how AI interprets instructions.
2. Write Effective Prompts – Get clear, accurate AI outputs.
3. Use Prompt Patterns – Apply reusable templates for work tasks.
4. Boost Productivity – Leverage AI for better efficiency and results.

COURSE DESCRIPTION

Learn how to communicate effectively with ChatGPT and other AI tools to improve daily workflows.

Master prompt design, templates, and structured approaches that help you automate tasks and achieve consistent, high-quality outcomes.

- Intro to Prompt Engineering – How AI understands language.
- Prompt Structure – Roles, context, and instructions.
- Prompt Patterns – Frameworks for writing tasks and analysis.
- ChatGPT in Workflows – Emails, reports, planning, and support.
- Advanced Techniques – Iteration, refinement, and testing.
- Automation & Integration – Using prompts with other tools.
- Best Practices – Clarity, ethics, and responsible use.

COURSE INFO

Location	<u>Workearly Platform</u>
Date	Asynchronous
Duration	5 hours
Cost	Participation is fully funded by the European Union, under the Level Up Project





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This document was produced in the course of the Level Up project, which received funding from the Digital Europe Programme (DIGITAL) of the European Union under Grant Agreement no 101100679.

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