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Sample Custom
Generative AI Classes
for
Private Group Training

ONLC Training Centers

Custom Training Course Catalog

Generative AI Awareness Session (2 hours)

Introduction to Generative AI (3 hours)

Prompt Engineering Fundamentals (3-6 hours)

Copilot for Microsoft 365 Fundamentals (3 hours)

Copilot for Microsoft 365 Advanced (6 hours)

Copilot Studio and Sandbox Access for Support Professionals (9 hours)

Generative AI for Leadership (6 hours)

AI Awareness with Google Gemini (6 hours)

Enterprise RAG & Agentic Development (12 hours)

AI Development & Automation (30 hours)

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Generative AI Awareness Session (2 hours)

Delivery

2-hour session
 Hands-on demonstrations with interactive exploration

Overview

This foundational session introduces participants to generative AI capabilities and limitations through live demonstrations. Participants explore practical applications using AI tools like ChatGPT, Gemini, or Copilot for common productivity and collaboration tasks.

Course Outline

Introduction to Generative AI
- Understanding generative AI and large language model fundamentals

- Overview of popular AI tools and their business applications

- Key capabilities and current technological limitations

Hands-On AI Demonstrations
- Live prompting exercises for summarization and content creation

- Exploring rewriting, brainstorming, and document enhancement features

- Practical use cases in communication, planning, and task management

Critical Evaluation and Best Practices
- Understanding AI limitations, bias, and hallucination risks

- Developing skills to validate and verify AI-generated content

- Guidelines for responsible experimentation and implementation

Getting Started Strategy
- Best practices for initial AI adoption in workplace settings

- Building confidence through structured experimentation

- Establishing frameworks for ongoing AI integration

Introduction to Generative AI (3 hours)

Delivery

3-hour session
Instructor-led training with demonstrations and interactive discussions

Overview

This foundational course provides a comprehensive introduction to generative AI technology, its evolution, and business implications. Participants gain essential knowledge about AI capabilities, ethical considerations, and future trends without requiring prior technical experience.

Course Outline

Foundations of AI

- Defining artificial intelligence and types of AI systems

- Historical development from Turing Test to modern breakthroughs

- Key components: data, algorithms, and compute power

Understanding Generative AI

- How transformer models and large language models work

- Applications across text generation, image creation, and beyond

- Industry-specific use cases and real-world examples

Ethical Considerations and Challenges

- Bias, fairness, and potential societal impacts

- Understanding risks including misinformation and hallucinations

- Principles of responsible AI development and deployment

The Future of Generative AI

- Emerging capabilities including autonomous agents and reasoning systems

- Workforce implications and augmentation opportunities

- Preparing for AI-driven changes in professional settings

Prompt Engineering Fundamentals (3-6 hours)

Delivery

Half-day (3 hours) or Full-day (6 hours) session
Intensive hands-on training with practical exercises and real-world scenarios

Overview

Master the essential techniques for writing effective prompts that deliver precise, useful results. This course emphasizes practical skills in prompt construction, output control, and iterative refinement for maximum AI productivity.

Course Outline

Prompt Construction Fundamentals

- Building effective prompts using instructions, personas, and delimiters

- Understanding how prompt structure influences AI responses

- Essential components for consistent, reliable outputs

Advanced Output Control

- Tuning responses for specific tone, voice, and communication style

- Controlling output length, format, and structural requirements

- Techniques for maintaining consistency across multiple interactions

Advanced Prompting Techniques

- Implementing few-shot prompting with examples and templates

- Multi-turn conversation chaining for complex tasks

- Building reusable prompt templates for common business scenarios

Real-World Application Labs

- Hands-on practice with email communication and customer support scenarios

- Content creation and refinement exercises

- Role-based prompt development for specific business functions

Copilot for Microsoft 365 Fundamentals (3 hours)

Delivery

3-hour session
 Hands-on training with practical exercises using Microsoft 365 applications

Overview

Learn to effectively utilize Microsoft 365 Copilot across key applications to enhance daily productivity. This hands-on course focuses on practical implementation and responsible usage within organizational contexts.

Course Outline

Introduction to Microsoft 365 Copilot
- Overview of capabilities and integration with Microsoft Graph

- Differences between Copilot versions and licensing options

- Data security, confidentiality, and responsible usage guidelines

Using Copilot in Microsoft Applications
- Word: Document drafting, content organization, and formatting

- Excel: Data analysis, formula assistance, and automation features

- PowerPoint: Presentation creation and design enhancement

- Outlook: Email management and communication optimization

Effective Interaction Techniques
- Crafting clear and specific prompts for desired outcomes

- Switching between work mode and web mode functionality

- Utilizing Copilot Pages for collaborative content creation

Maximizing Productivity
- Built-in prompts, templates, and customization options

- Integration with Edge browser and Microsoft Designer

- Staying current with feature updates and enhancements

Copilot for Microsoft 365 Advanced (6 hours)

Delivery

6-hour session (delivered as two 3-hour sessions)
 Intensive hands-on training with custom exercises and real-world applications

Overview

Build advanced proficiency with Microsoft 365 Copilot through comprehensive hands-on practice and strategic implementation. This course emphasizes sophisticated prompt engineering and workflow integration for maximum organizational impact.

Course Outline

Advanced Copilot Integration
- Deep Microsoft Graph integration and organizational data access

- Advanced security considerations and compliance requirements

- Customization for specific business workflows and processes

Sophisticated Document and Content Creation
- Advanced Word techniques for complex document generation

- PowerPoint automation from various source materials

- Multi-step content refinement and collaborative editing processes

Advanced Prompt Engineering
- Complex prompt structures for business-specific scenarios

- Iterative refinement techniques and template development

- Context management for multi-turn conversations and projects

Data Analysis and Communication Enhancement
- Advanced Excel automation and data visualization

- Sophisticated email management and Teams collaboration

- Cross-application workflow optimization and integration strategies

Implementation and Change Management
- Organizational adoption strategies and user training approaches

- Troubleshooting common implementation challenges

- Measuring productivity gains and ROI assessment

Copilot Studio and Sandbox Access for Support Professionals (9 hours)

Delivery

9-hour program (delivered as 1.5 days)
 Hands-on technical training with secure sandbox environment access

Overview

Learn to build and deploy conversational bots using Copilot Studio for internal support scenarios. This hands-on course includes secure sandbox access and comprehensive guidance on testing, deployment, and monitoring of support-focused AI solutions.

Course Outline

Copilot Studio Fundamentals
- Understanding Copilot Studio capabilities and integration ecosystem

- Navigation and core interface components

- Planning conversational flows for support scenarios

Building Conversational Experiences
- Creating and customizing guided chat flows

- Designing user-friendly conversation paths

- Implementing branching logic for complex support scenarios

Knowledge Integration and Data Connections
- Connecting bots to knowledge bases, FAQs, and business documents

- Integrating with existing support systems and databases

- Ensuring accurate and up-to-date information delivery

Advanced Functionality and Automation
- Incorporating Power Automate flows and custom actions

- Managing user data and personalization within conversations

- Building escalation paths and human handoff procedures

Deployment and Governance
- Testing methodologies and quality assurance processes

- Publishing bots in secure enterprise environments

- Security considerations, access controls, and compliance requirements

Generative AI for Leadership (6 hours)

Delivery

Two 3-hour sessions or one 6-hour session
Strategic workshop combining executive insights with hands-on AI tool exploration

Overview

Empower business leaders to understand AI's transformative potential and develop practical strategies for organizational adoption. This executive-focused course balances high-level strategic thinking with hands-on tool experience to drive informed decision-making.

Course Outline

AI as a Transformational Business Force
- Historical context and current AI investment landscape
- Why generative AI represents unprecedented growth opportunities
- Case studies of early adopters achieving competitive advantages

Redefining Work and Organizational Culture
- AI's impact on creativity, collaboration, and decision-making processes
- Positioning organizations as employers of choice in AI-driven markets
- Balancing innovation with ethical considerations and transparency

Operational Efficiency and Workflow Transformation
- Automating repetitive tasks to enable strategic focus
- Leveraging low-code platforms for accessible AI integration
- Redesigning processes for AI-enhanced productivity

Future-Proofing and Advanced Capabilities
- Understanding autonomous AI agents and their business potential
- Preparing infrastructure and workflows for next-generation AI
- Innovation strategies for maintaining competitive leadership

Demonstrating Efficacy with High-Value Proof-of-Concept Examples
- Identifying high-impact use cases with manageable risk profiles
- Building custom AI prototypes to solve business problems
- Developing solutions that fit your needs

AI Awareness with Google Gemini (6 hours)

Delivery

6-hour program (delivered as two 3-hour sessions)
 Hands-on training focused on Google Workspace integration

Overview

Explore AI capabilities through Google Gemini integration with Google Workspace. This course helps Google Workspace users understand effective AI adoption strategies while addressing privacy, collaboration, and governance considerations for successful organizational implementation.

Course Outline

Session 1: Gemini Fundamentals and Productivity Applications

- Overview of generative AI capabilities within Google Workspace ecosystem

- Hands-on exploration of Gemini in Docs, Slides, Sheets, and Gmail

- Essential prompting techniques for productivity, formatting, and content creation

- Practical use cases including meeting recaps, content drafting, and template creation

Session 2: Advanced Features and Organizational Strategy

- Collaborative editing and real-time document refinement with AI assistance

- Introduction to NotebookLM and shared "Gems" for team knowledge management

- Governance frameworks including access controls, permissions, and sharing policies

- Strategic planning for leading AI adoption across departments and teams

Enterprise RAG & Agentic Development (12 hours)

Delivery

12-hour program (delivered as 6 two-hour sessions or 4 three-hour sessions)
Advanced technical training with hands-on development exercises

Overview

Master enterprise-grade Retrieval-Augmented Generation implementation and autonomous agent development using Microsoft tools. This technical course equips developers with skills to build sophisticated, data-grounded AI solutions for complex business scenarios.

Course Outline

RAG Architecture Foundations

- Understanding retrieval-augmented generation principles and benefits

- Two-part architecture design: retrieval systems and generation components

- Enterprise use cases and implementation considerations

Azure AI Implementation

- Setting up projects in Azure AI Studio with proper security

- Document indexing and vector search configuration

- Creating data-grounded copilots with Azure AI Search integration

Advanced Orchestration and Workflow Design

- Building end-to-end workflows using Prompt Flow

- Semantic Kernel implementation for complex business logic

- Managing context and memory in multi-turn conversations

Autonomous Agent Development

- Multi-agent reasoning frameworks using state-of-the-art platforms

- Implementing autonomous agents in enterprise environments

- Advanced reasoning capabilities with specialized AI agents

Enterprise Integration and Deployment

- Connecting to enterprise data sources and Microsoft Graph

- Implementing grounded experiences in Microsoft Teams

- Security, governance, and compliance considerations for production deployment

AI Development & Automation (30 hours)

Delivery

30-hour intensive program (delivered as 5 six-hour days)
Comprehensive technical bootcamp with extensive hands-on projects

Overview

Comprehensive training program covering advanced AI development techniques, automation frameworks, and modern DevOps practices. This intensive course prepares technical teams to implement sophisticated AI-driven solutions and automated workflows.

Course Outline

Agentic Programming and Multi-Agent Systems
- Building autonomous AI agents with state-of-the-art frameworks
- Multi-agent collaboration and communication patterns
- Implementing decision-making and adaptive agent behaviors

Workflow Automation with n8n
- Advanced workflow design and implementation techniques
- AI agent integration with external services and APIs
- Error handling, debugging, and performance optimization strategies

Modern DevOps and AIOps Integration
- Planning and implementing DevOps transformations with AI enhancement
- Advanced GitLab usage for AI-assisted development workflows
- CI/CD pipeline optimization with intelligent automation

Advanced Development Techniques
- Cross-language code conversion and optimization strategies
- Implementing custom AI solutions with proper validation frameworks
- Integration patterns for complex business systems and databases

Real-World Project Implementation
- End-to-end application development using learned techniques
- Performance optimization and scalability considerations
- Best practices for production deployment and monitoring