AI in Professional Excellence

Online Module — 4 Live Classes × 2 Hours (8 Hours)

Item	Detail
Duration	8 hours: 4 live classes of 2 hours on 4 separate days
Format	Live on Zoom / Google Meet with breakout rooms and polls; homework between classes
Batch size	25 learners
Level	Beginner to intermediate; no coding
Language	Bangla, with English tool terms and prompts
Trainers	1 lead trainer + 1 online moderator

Learning Outcomes

By the end of the course, each learner will be able to:

1. Choose the right AI tool for a task and know where each tool is weak.
2. Write structured prompts with the R-T-C-F-C framework (Role, Task, Context, Format, Constraints) and refine results with follow-ups.
3. Draft emails, letters, reports and minutes in Bangla and English in the right tone, and summarise long documents.
4. Get source-grounded answers from their own documents with NotebookLM.
5. Clean, analyse and chart Excel/CSV data with AI, get formulas written, and check the results.
6. Research a business question with cited sources and catch AI errors.
7. Build a slide deck and an infographic from one brief.
8. Train a custom assistant on their own role, rules, examples and files.
9. Automate one repeated task without agents (prompt templates, AI-written formulas, Apps Script).
10. Use AI safely and present a personal AI workflow with measured time savings.

Class Schedule

Class	Topic	Output	Homework
1	AI Foundations, Tool Selection & Prompt Engineering	10-prompt library	Use 3 prompts at work; log time saved
2	Writing, Documents & Research	Sourced brief + email + action list	Produce one real work document with AI
3	Data Analysis & Presentations	Cleaned data, charts, memo, deck	Use one AI formula at work; start capstone sheet
4	Custom Assistants, Automation, Responsible AI & Capstone	Own assistant + 1 automation + capstone	—

Class Plans

Class 1 — AI Foundations, Tool Selection & Prompt Engineering (120 min)

Min	Topic	Tools	Activity
0–10	Welcome & task audit	Poll	Pre-quiz; list 5 weekly tasks that take the most time
10–30	How generative AI works	ChatGPT, Claude, Gemini	Same question in 3 tools; post one difference in chat
30–45	Choosing the tool & data safety	Tool map, Microsoft Copilot	Poll: right tool for 5 situations; traffic-light data rule

Min	Topic	Tools	Activity
45–65	R-T-C-F-C framework	ChatGPT / Claude	Rewrite 2 weak prompts; trainer reviews live
65–80	Advanced techniques	Any chatbot	Try one technique; confirm in chat
80–110	Breakout lab	Any chatbot	Build and test a 10-prompt library in rooms of 5
110–120	Recap & homework	Google Drive	Save library; AI-use log explained

Class 2 — Writing, Documents & Research (120 min)

Min	Topic	Tools	Activity
0–10	Homework review	—	2–3 learners share results
10–25	Tone & Bangla ↔ English	Claude, ChatGPT, Gemini	Reply to an angry email in 2 tones; translate a circular
25–40	Summarising long documents	Claude	Summarise a 30-page report; spot-check 1 number
40–55	Own documents & minutes	NotebookLM, ChatGPT	Ask 3 cited questions; transcript → minutes (demo)
55–80	Research & fact-checking	Perplexity, ChatGPT/Gemini search	Research a sector question; check 3 claims
80–110	Breakout lab	All of the above	Report + research → 1-page brief + email + action list
110–120	Recap & homework	—	Submit output; prepare a dataset for Class 3

Class 3 — Data Analysis & Presentations (120 min)

Min	Topic	Tools	Activity
0–5	Check-in	Poll	Quick homework poll
5–20	Upload and ask	ChatGPT, Claude	Ask 2 business questions of a dataset
20–35	Data cleaning	ChatGPT, Claude	List problems first, approve, then clean
35–50	Formulas & charts	Gemini in Sheets, Copilot in Excel	3 formulas (incl. SUMIFS) + 2 charts
50–60	Checking AI results	Pivot table	Find the planted error; verify totals
60–80	Data to deck & visuals	Claude/ChatGPT → Gamma, Napkin AI, Canva AI	Outline a deck from the memo
80–110	Breakout lab	All of the above	Insight memo + 8–10 slide deck + 1 infographic
110–120	Recap & capstone briefing	—	Submit output; capstone template and rubric

Class 4 — Custom Assistants, Automation, Responsible AI & Capstone (120 min)

Min	Topic	Tools	Activity
0–5	Check-in	Chat	Minutes saved this week
5–25	Training a custom assistant	Custom GPT, Gemini Gems, Claude Projects	Build own assistant: instructions + examples + knowledge file
25–35	Prompt templates	Any chatbot	Convert 2 own prompts into templates
35–55	AI writes the automation	Google Apps Script, Excel/Sheets	Personalised emails from a Sheet, or OVERDUE formula
55–65	Responsible AI	Poll	Traffic-light rule, checklist, safe/unsafe quiz
65–105	Capstone presentations	Breakout rooms	"My AI Workflow": 3 min each + 1 min feedback

Min	Topic	Tools	Activity
105–115	Best of the batch	Main room	One capstone per room; vote
115–120	Close	Google Forms	Post-quiz, feedback

Assessment & Certificate

Component	Weight
Class outputs (Classes 1–3)	30%
Homework / AI-use log	15%
Capstone "My AI Workflow"	40%
Pre/post quiz	5%
Attendance & participation	10%

Certificate of Completion requires 60% or more, live attendance at 3 of 4 classes, and a delivered capstone; 85% or more earns "with Distinction".