

# From Prompt to Productivity with AI

GoSkills online course syllabus

Saturday, July 12, 2025

**Skill level**

Beginner

**Lessons**

20

**Accredited by**

CPD

**Pre-requisites**

None

**Estimated study time**

4h for all materials

**Instructor**

Bill Raymond

## AI Fundamentals

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### What is AI? Demystifying the technology

When you type a prompt, it feels almost magical, like another person communicates with you. This video will explain the basics of AI, including what it is and how it works.

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### Different types of AI chatbots and their unique capabilities

Has anyone ever told you, "This AI is better than that AI for certain tasks"? This video explains why some of those differences exist and how to identify the unique characteristics of each AI to determine which is best for you.

3

### Ethical considerations and responsible AI use

With great power comes great responsibility, especially with AI. This video explores the ethical considerations of using AI and how to use it responsibly.

4

### An overview of various chat user interfaces

To start a conversation with an AI means you will begin with a prompt. You might be asking how to create a new marketing plan, analyze customer sentiment, or check the grammar in your proposal. Prompting an AI can be uploading a file, typing a request, speaking a request, or sharing a video. In this video, you will learn how various AI tools manage prompts to understand how they work and help you decide the best product.

## Prompting Basics

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### Anatomy of an effective prompt

Want to get the most out of your AI interactions? This video breaks down the anatomy of a great prompt so you can craft requests that truly get results.

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### Types of prompts (from "zero-shot" prompts to chats)

There are many ways to communicate with AI, each offering the potential for unique and impressive results. This video explores different types of prompts, from straightforward commands to dynamic, interactive conversations.

7

### Crafting great prompts

Mastering prompts is a valuable skill. This video provides practical tips and techniques for creating prompts that help AI understand and respond effectively to your needs.

8

## Hallucinations and AI correctness

AI isn't perfect, and sometimes it can make stuff up. This video explores AI hallucinations and shares tips on ensuring the information you receive from AI is accurate.

# Productivity Strategies

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## Using AI for Writing Assistance and Content Creation

Wave goodbye to writer's block! This video shows how AI can inspire and assist you in quickly creating or enhancing your content.

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## Project planning

Using AI for project planning can help you stay organized by breaking down tasks and setting priorities to achieve your goals. This video walks you through using AI to create a structured project plan that keeps you on track.

11

## Research & brainstorming

AI makes exploring new ideas and learning concepts easier, helping you to think creatively and apply knowledge effectively. This video shows how to use AI for research and brainstorming, turning new concepts into actionable ideas.

12

## Data analysis

AI simplifies working with data, helping you gain insights and organize information into usable formats. This video demonstrates using AI to analyze data and produce clear, actionable outputs.

# Creative Uses for AI

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## Overcoming creative blocks

AI can be a powerful tool for sparking creativity and helping you overcome creative challenges. This video shows how to use AI to generate fresh ideas to convey your message.

14

## Collaborative ideation with AI

Working with AI can enhance your creative process by refining and developing your ideas through interactive dialogue. This video demonstrates how you can collaborate with AI to bring your innovative concepts to life.

15

## Personalizing AI to match your communication style

AI can adapt to your unique voice and preferences, making communication more effective and aligned with your style. This video explains how to customize AI responses to fit specific tones, whether formal, casual, or anything in between.

# Advanced Prompting Techniques

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## Customizing AI outputs

Fine-tuning AI outputs ensures they meet your specific needs, whether for content or format. This video shows how to design prompts that generate content tailored to fit templates for various social media posts, emails, and proposals.

- 17 Sneak peek: Personalize AI using Custom GPTs**  
Custom GPTs take personalization to the next level, tailoring AI to match your unique writing style or help you create precise, focused content. This video introduces how to design a Custom GPT that consistently aligns with your requirements and outputs based on your particular needs.
- 18 Creating tables, special formatting, and files**  
AI tends to output all your requirements into long text formatted in sentences, paragraphs, and bullets. This video shows you how to use AI to create tables and graphs and even output the information to useful formats like Excel.

## The Future of AI and Wrap up

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- 19 A look ahead: Multimodal prompting**  
The future of AI goes beyond text. This video explores how multimodal prompting can combine images, text, and voice to bring creative visions to life, such as designing a new company with a logo, branding, and a website.
- 20 Wrap up**  
This final section brings it all together and encourages you to reflect on the most valuable techniques you've learned. This video helps you plan actionable steps for using AI to improve your efficiency in your personal and professional life.

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