

AI literacy tools (no-code) for everyone

Course Contents: This workshop equips professionals and individuals with the knowledge and practical skills to utilize no-code Generative Artificial Intelligence (AI) tools to support workplace productivity, communication, content strategy, and content development activities. Participants will explore the capabilities, limitations, opportunities, and risks of Generative AI and Large Language Models (LLMs) and learn how these technologies can support everyday workplace tasks. Learners will develop Prompt Engineering skills by designing, testing, refining, and optimising prompts using different prompting methodologies to improve the quality, relevance, and effectiveness of AI-generated outputs. They will apply these techniques to support workplace communication and content development requirements. The workshop also develops Content Strategy and Development capabilities by enabling learners to analyse audience requirements, define communication objectives, develop content plans, generate content ideas, and create AI-assisted text and visual content aligned to organisational goals. Participants will evaluate and refine AI-generated outputs while considering quality standards and responsible AI practices. Designed for beginners and non-technical users, this workshop provides a practical introduction to Generative AI and equips learners with the skills to apply Prompt Engineering, Content Strategy and Development, and responsible AI practices in workplace contexts.

Target Audience: Non-technical professionals seeking to adopt Generative AI to enhance their work processes. This includes Administrative Executives, Business Development Professionals, Communications Professionals, Content Creators, Customer Experience Professionals, Human Resource Professionals, Learning and Development Professionals, Marketing Professionals, Operation. The training focuses on enabling these roles to integrate powerful AI Text, Image, Video, and Audio Generation tools into their daily workflow, allowing them to rapidly generate innovative solutions and improve overall efficiency without requiring prior coding or advanced technical expertise. New Entrants (Executive level) to the Sectors, seeking career transition opportunities.

Assumed Skills & Knowledge: Participants to possess English proficiency at Workplace Literacy Level (WPLN) 4 or equivalent to effectively comprehend course materials, interpret AI-generated outputs, construct prompts, and complete assessment activities. Participants should also possess basic digital literacy skills, including the ability to operate a computer, access internet-based applications, and use common productivity tools. No prior knowledge of Artificial Intelligence, Prompt Engineering, Content Development and Strategy, or programming is required. The course is designed for beginners and non-technical users seeking to develop practical AI literacy and no-code Generative AI application skills.

Medium of Instruction – English. Course Duration: 8 Hours (incl. 30 mins assessment).

Passing Criteria – 100% marks. AKC's e-Certificate will be conferred on the competent candidates.

Course Schedule: Kindly visit our website for latest schedule.

Course Fee: \$654.00 (Inclusive of GST).

Student Registration form

Student Registration form				
Company Name			Company Reg. no.	
Company Address			Course Date	
Contact Person Name			Course Language	
Contact Person Email			Course Venue	
Contact Person Mobile		Tel no:		Fax no:
Participant details				
Participant Name			NRIC / FIN	
Participant Email			Participant mobile no.	
Nationality		Date of Birth		Race
Designation		Education		Gender
Salary Range: (1 - Below \$1000, 2 - \$1000-\$1499, 3 - \$1500-\$1999, 4 - \$2000-\$2499, 5 - \$2500-\$2999, 6 - \$3000-\$3499, 7 - \$3500 & above)				
Refund Policy: Requests for refund, change or cancellation of course registrations must be submitted in writing and are subject to our terms and conditions. Please refer to our website for our terms and conditions, before registering for the course.				
Absolute Kinetics Consultancy Pte Ltd Tel: 6690 5555			Company seal	
Website: www.sg-akc.com Registration Email: register@sg-akc.com				