

# Skills Mastery Program

Practical AI Tools Training



## AI Tools



ChatGPT



Perplexity AI



Gemini



NotebookLM



Napkin AI



Claude.ai



Google  
AI Studio



DeepSeek



Grok X



Mistral

Oboe

Oboe



Llama  
AI Coder



Consensus



Google Sheets  
+ Gemini

Flow

Flow



Gemini Canvas



Gamma AI



Lovart



Magic Studio



Google Labs



Comet



Perplexity Labs

## Course Highlights



**08-Hour LIVE**  
Instructor-Led  
Training



**20+ AI Tools**  
Covered



**24/7 AI Telegram**  
Discussion Group



**AI Prompts**  
Cheatsheet



**Hands-on**  
Sessions



**Case**  
**Study-based**  
Learning



Learn to  
Create **GEM**  
Managers



Extended  
**Post-training**  
Support



**Career**  
**Guidance &**  
Mentorship

## About Course

This course is a comprehensive guide to understanding and leveraging the power of Artificial Intelligence in a professional setting. You will move from the foundational concepts of AI capabilities to mastering advanced prompt engineering, applying AI tools for data analysis, and building your own custom AI agents for workflow automation. The course concludes with essential principles of AI ethics, ensuring you use these powerful tools responsibly.



## Course Objectives

Upon successful completion of the training, participants will be able to:

- ✔ To build a strong foundation by understanding what AI can (and cannot) do and learning how to choose the right tool for any given task
- ✔ To master the skill of prompt engineering, enabling you to get precise, high-quality, and reliable results from any text-based AI model
- ✔ To apply your prompting skills to real-world tasks, focusing on data analysis, research, and automating workflows
- ✔ To learn how to use AI assistants that are built directly into your primary work environments like Microsoft 365 and Google Workspace
- ✔ To move beyond using off-the-shelf tools by learning the concepts behind building custom AI agents and specialized models tailored to your specific data and needs
- ✔ To understand the ethical considerations of using AI and adopt best practices for safe and responsible usage in a professional context

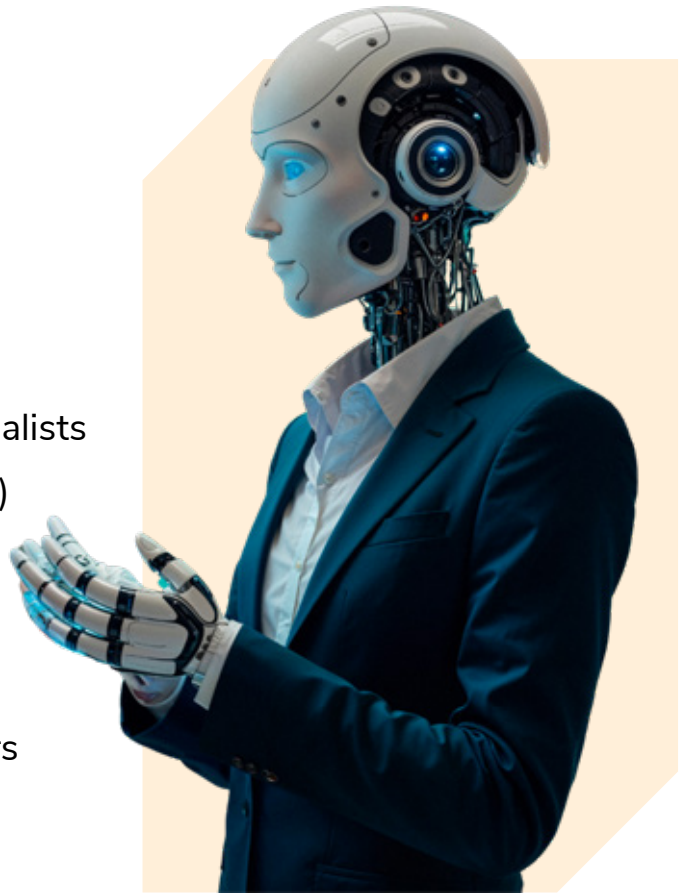




## Target Audience

The training is ideal for:

- ✓ Corporate Employees
- ✓ Managers & Team Leads
- ✓ Educators & Trainers
- ✓ Marketing & Sales Professionals
- ✓ Content Writers, Copywriters & Journalists
- ✓ Data & Business Analysts (Beginners)
- ✓ Customer Support Teams
- ✓ HR & Recruitment Professionals
- ✓ Freelancers & Gig Workers
- ✓ Students, Graduates & Career Starters
- ✓ Entrepreneurs & Solopreneurs
- ✓ AI Enthusiasts & Curious Learners



## Pre-Requisites

- ✓ No prior experience is required; this is beginner-friendly training
- ✓ This training comprises of basic tools learning, selections in day to day task

## Course Content

### Module 1: Mastering AI Leverage and Tool Selection

- ✔ **Lesson 1:** Understanding the AI Landscape
- ✔ **Lesson 2:** Your Modern AI Toolkit (ChatGPT, Claude, Gemini, Perplexity, etc.)

**Activity:** Tool Selection Challenge

### Module 2: The Art of the Prompt: Communicating with AI

- ✔ **Lesson 1:** The Anatomy of a Perfect Prompt
- ✔ **Lesson 2:** Fundamental & Advanced Prompting Techniques (Zero-shot, Few-shot, Personas, etc.)

**Activity:** Prompt Makeover

### Module 3: Customizing AI Outputs for Writing, Research, and Content Creation

- ✔ **Lesson 1:** AI-Powered Data Analysis (ChatGPT Advanced Data Analysis, SheetAI)
- ✔ **Lesson 2:** Automating Your Workflows
- ✔ **Lesson 3:** Research engine powered by Notebook LM & Perplexity lab

**Activity:** Mini-Project with data analysis and automation

## Module 4: Workspace AI: Your Integrated Assistant

- ✔ **Lesson 1:** Mastering Microsoft Copilot
- ✔ **Lesson 2:** Leveraging Gemini for Google Workspace

**Activity:** Productivity Race

## Module 5: Building Your Own AI-powered Assistants

- ✔ **Lesson 1:** Customizing Your Own AI Agent on template of Mistral AI
  - ✔ What is Mistral AI? An introduction to powerful open-source models
  - ✔ Conceptual Overview: How to use APIs to build simple, customized AI tools without deep coding knowledge
- ✔ **Lesson 2:** Building Your Own "Gem": Custom-Trained AI Assistant on Gemini
  - ✔ **The Power of Custom Training:** Why a generic AI like Gemini is great, but an AI trained on your company's data (reports, documentation, past emails) is a game-changer
  - ✔ **How it Works:** Understanding the process of creating a custom GPT/Gem that acts as an expert on your specific information.
  - ✔ **Use Cases:** Creating internal helpdesks, data analysis experts, and specialized content creators

**Activity:** Design Your Gen AI Blueprint. You will outline a custom AI agent for a specific business problem. You'll define its purpose, the data it would need for training, and the tasks it would automate



## Module 6: Ethics & Safe AI Usage

- ✔ **Lesson 1:** The Core Principles of Responsible AI (Bias, Fairness, Accountability)
- ✔ **Lesson 2:** Data Privacy & Security with Custom AI
  - ✔ The importance of secure environments when training AI on proprietary company data
  - ✔ The Golden Rule: Never input sensitive information into public AI models

**Activity:** Case Study Analysis



## BONUS



AI Notebook  
Usage  
(Live Demo)



Hands-On Tool  
Practice  
(Workshop)



Work-Based  
Mini Case Study  
(Capstone)



Dedicated Q&A  
Session





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