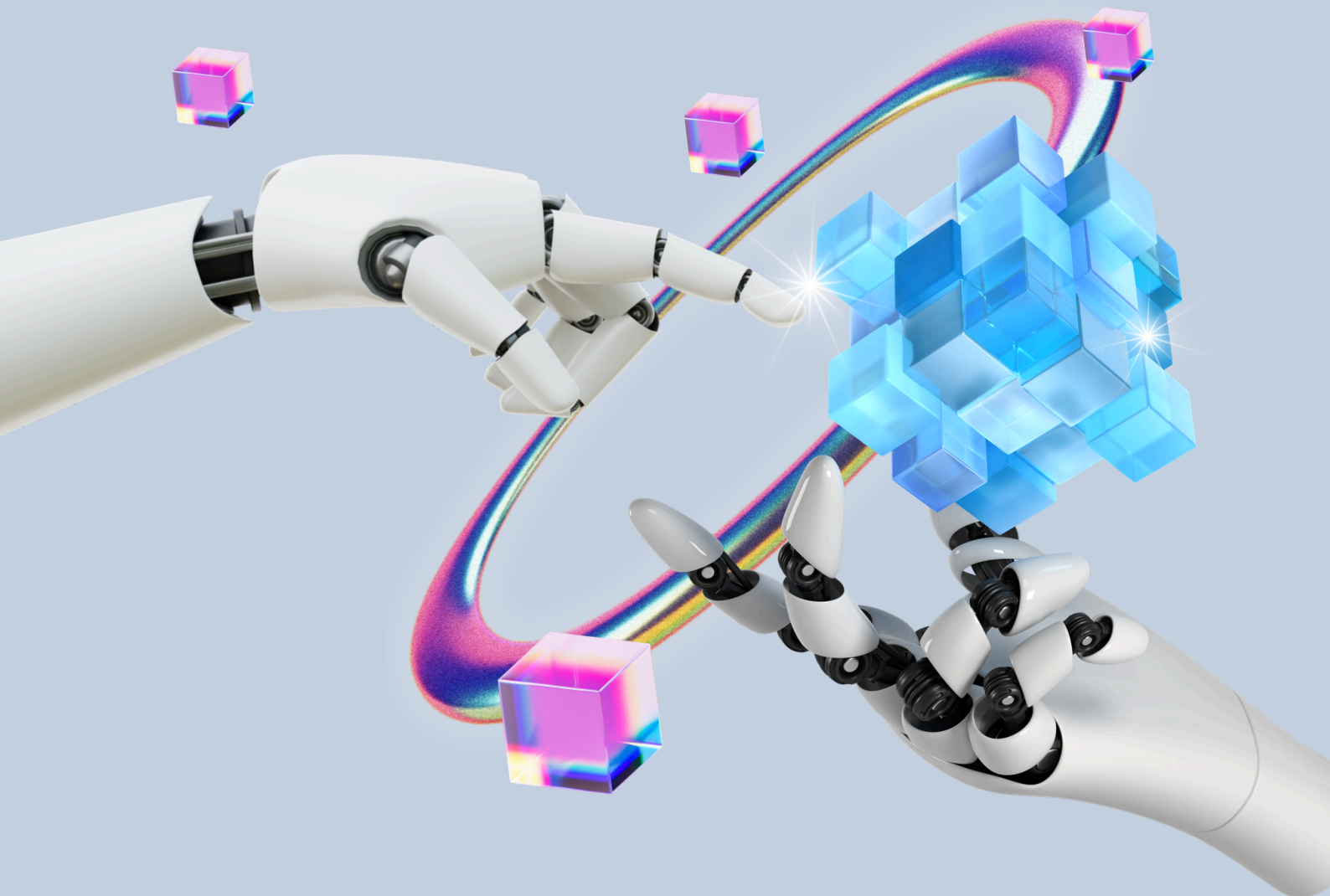


PROMPT ENGINEERING AND RESPONSIBLE AI PRACTICES

ASK BETTER, GET EVEN BETTER RESULTS! MASTER
PROMPT ENGINEERING PATTERNS, TECHNIQUES, AND
APPROACHES TO EFFECTIVELY LEVERAGE GENERATIVE AI
SAFELY AND ETHICALLY.



LEARNING OUTCOMES:

By the end of this program, participants will be able to:

- Understand how to “talk” to AI tools effectively using well-structured prompts.
- Get more accurate answers by learning how to ask better questions.
- Use prompting methods for different tasks — writing, planning, creating, or problem-solving.
- Recognize the importance of ethics, privacy, and fairness when using AI tools.
- Build personal prompt templates that make AI use faster and more efficient.

COURSE OUTLINE:

Day 1 – Getting Started with Prompting

Theme: “Talking to AI so it understands you.”

- What is a “prompt”? How AI understands your words.
- Exploring ChatGPT, Gemini & Copilot: hands-on practice on mobile & laptop.
- Writing your first useful prompts — for writing emails, recipes, travel plans, class summaries.
- Techniques: role-based prompts and context prompts
- Quick wins — how to get AI to shorten, translate, and format text in Bahasa & English.

Day 2 – Smart Prompting for Daily Life & Work

Theme: “Training AI to be your assistant.”

- Creating personalised helpers: meal planner, home budgeter, or study buddy.
- Using prompts for simple design & content creation (Canva Magic Write, CapCut AI, ChatGPT image tools).
- Building templates - “How to write a polite email / job application / announcement / caption.”
- Troubleshooting AI answers — what to do when responses are wrong or too general.

Day 3 – Responsible AI in Practice

Theme: “Smart use of AI with privacy and ethics in mind.”

- Understanding safe AI use — privacy, copyright, and data sharing (do’s & don’ts for Malaysian users).
- Spotting AI bias and fake information — simple checks before you share content.
- Responsible communication: how to acknowledge AI use in school or work projects.
- Protecting personal data & social media content when using AI tools.
- Mini Task: build your own “Prompt Playbook” for home tasks, work tasks, or side hustles — a ready guide you can use daily.

TARGETED PARTICIPANTS:

Anyone using AI for work, education, and daily life.

DURATION:

3 days × 7 hours (21 hours)