

## LLM ESSENTIALS & POWER TECHNIQUES

### Part-1: LLM Foundations & Prompt Mastery

Recommended for individuals new to ChatGPT, DeepSeek, Gemini, or Claude, or those lacking confidence in applying them to a wide problem space.

- **Introduction to LLMs** (How LLM work, strengths and limitations)
- **Prompt Engineering Essentials** (How to craft effective prompt, Common prompt patterns: Instruct, Few-shot, Role-specific, Chain-of-thought)
- **Handson exercises** combining various techniques

**Duration:** 2 - 2.5 hours

**Outcome:** Participants gain the confidence to apply LLMs to daily tasks and solve a wider range of problems independently. Participants leave with a set of verified prompt patterns ready for immediate use.

---

### Part-2: Advanced Techniques & Applied Workflows

Designed for regular LLM users who want to move beyond basic prompts and apply AI to complex, domain-specific problems.

This part is customized to audience: we collect pain points from participants beforehand and adjust the exercises to match their real challenges.

- **Meta-Prompting:** asking the LLM to draft and refine its own prompts for maximum efficiency.
- **Interactive Prompting:** making the LLM to interview you to gather necessary context.
- **File & Document Analysis:** Best practices for handling files directly within the LLM for summary and extraction.
- **Data Privacy & Masking:** Practical techniques to remain private and secure while working with sensitive data.

**Duration:** 2-3 hours, depending on use cases involved

**Outcome:** Audience learn to apply AI to high-complexity tasks in a safe manner. Participants leave with customised workflows which effective for addressing recurring work tasks identified prior to the session.

---

## Program Delivery & Customisation

### Format

Hands-on Focus - each session is built around practical exercises, not just theory.

Its been proven to be most effective when Part 1 and Part 2 are separated by a few days, allowing participants to practice foundations before progressing.

**Tailoring Options:** We can customise the content based on your specific needs

- Industry-specific examples and terminology.
- Integration of internal reports for analysis exercises.
- Mapping exercises to typical team workflows.

### Optional Add-ons

- Homework exercises between sessions.
- Follow-up clinics for troubleshooting specific use cases.