

One Day Workshop:

Microsoft AI Prompting and Fundamentals

DELIVERED BY: **Dodla Digital**[®]

SYLLABUS

DUNS: 119367387 | **CAGE CODE:** 05P71 | **UEI:** KC98X7GKZ7T2 | **NAICS Codes:** 611430, 611519

One Day Workshop: AI Prompting and Fundamentals

ABOUT THE PROGRAM

The Microsoft AI Prompting and Fundamentals workshop, delivered by Dodla Digital, is a hands-on, immersive training designed to empower professionals with a foundational understanding of Microsoft AI tools and techniques. This workshop explores best practices for AI prompting, introduces Microsoft's AI ecosystem, and demonstrates how to effectively leverage AI-driven solutions for productivity, automation, and innovation.

LEARNING OBJECTIVES

- ✓ Gain an overview of Microsoft's AI ecosystem, including Azure AI, Copilot, and AI-powered Microsoft 365 tools.
- ✓ Learn the principles of effective AI prompting to generate accurate, relevant, and high-quality outputs.
- ✓ Optimize AI for Productivity – Explore how AI-driven tools enhance efficiency, automate repetitive tasks, and support decision-making.
- ✓ Understand the fundamentals of AI and how AI solutions fit business scenarios
- ✓ Learn the ethical considerations, governance, and best practices for responsible AI implementation in the workplace.

ELIGIBILITY CRITERIA

The Microsoft AI Prompting and Fundamentals workshop is designed for enterprise-level organizations that are actively leveraging Microsoft technologies and seeking to enhance their AI capabilities.

One Day Workshop: AI Prompting and Fundamentals

Duration: 8 Hours (Including Breaks) | Time: 8:00 AM - 4:30 PM

ITINERARY

8:00 AM - 10:00 AM

- Introduction & Workshop Objectives
- Overview of Microsoft AI Ecosystem
- Mastering AI Prompting Techniques
- Common Prompting Pitfalls & Solutions

10:00 AM - 10:15 AM Break - 15 Minutes

10:15 AM - 12:00 PM

- Fundamental AI Concepts
- Fundamentals of Machine Learning
- Fundamentals of Azure AI Services
- Common Prompting Pitfalls & Solutions

12:00 PM - 1:00 PM Lunch - 60 Minutes

1:00 PM - 2:30 PM

- Exploring Azure AI Computer Vision
- Exploring Azure AI Natural Language Processing
- Exploring Azure AI Document Intelligence and Knowledge Mining

2:30 PM - 2:45 PM Break - 15 Minutes

2:45 PM - 4:30 PM

- Exploring Azure AI Generative AI
- Mastering Generative AI Prompting Techniques
- Fundamentals of Ethical AI

COST

Standard Rate (Up to 25 Participants):

💰 \$5,000 – \$7,500 per session*

- Covers instruction, training materials, and hands-on labs
- Includes access to Microsoft AI demo environments
- Includes recording access

*Price varies depending upon travel requirements, location, and equipment requests