X1
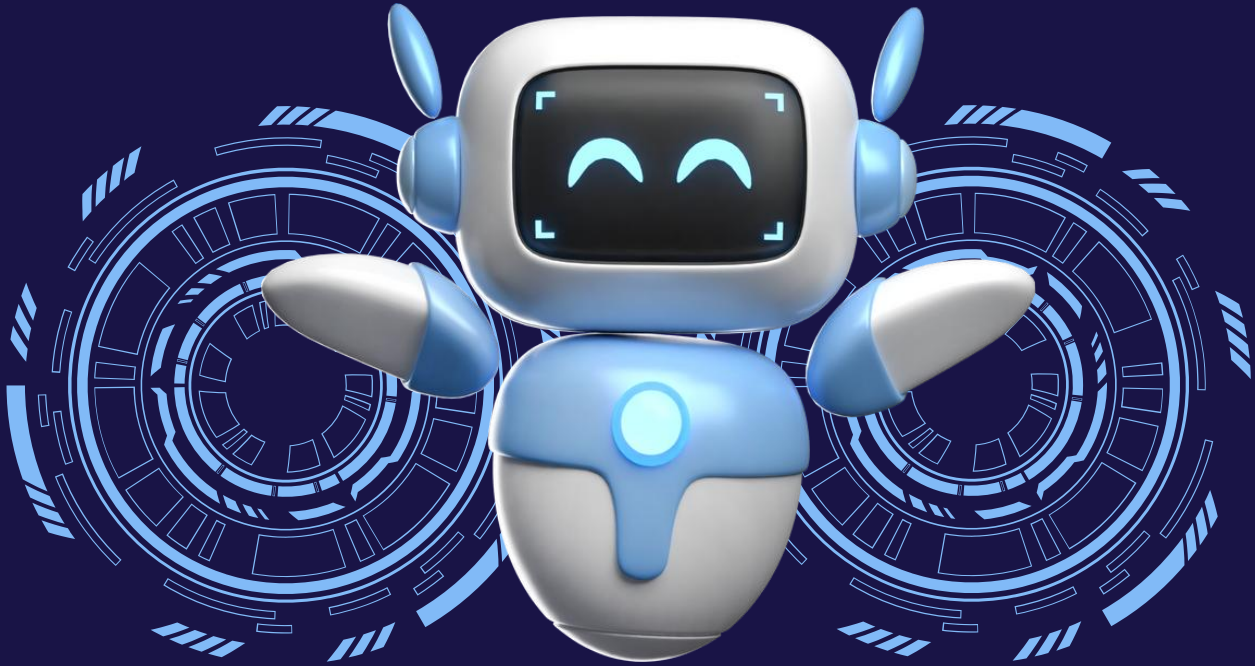
# How to Use Generative AI Effectively: ChatGPT, Copilot & Gemini

This course introduces participants to the practical use of leading Generative AI platforms - ChatGPT, Microsoft Copilot, and Google Gemini.

Participants will learn how to apply these tools effectively to improve productivity, decision-making, and communication in their professional contexts. The course provides a balance of conceptual understanding, demonstrations, and hands-on practice.

**DURATION**
1 day

**LANGUAGE**
English

**COURSE CODE**
AI-10025

**CPD Points**
*Pending Approval*

**Course Fee**
SGD$ 280 / pax
[Subject to GST]

**IS RC** ®

# How to Use Generative AI Effectively: ChatGPT, Copilot & Gemini

## Course Objective

- Provide participants with a structured understanding of GenAI tools and their strengths.
- Demonstrate how ChatGPT, Copilot, and Gemini can be applied to daily tasks.
- Equip participants with best practices for prompting, workflow integration, and avoiding common pitfalls.
- Enable hands-on practice to build confidence in tool usage.

## Course Content

The syllabus focuses on:

- Introduction to Generative AI & Key Platforms
- ChatGPT: Effective Prompting & Use Cases
- Microsoft Copilot: Boosting Productivity Across M365 Tools
- Google Gemini: Leveraging AI for Search & Knowledge Workflows
- Best Practices, Pitfalls & Ethical Considerations
- Hands-on Mini Project

## Who Should Attend

Professionals and individuals who want to leverage generative AI tools like ChatGPT, Microsoft Copilot, and Gemini to enhance their productivity, creativity, and strategic decision-making.

## Method of Study

- Face-to-face workshop with active learning environment
- Online Webinar with virtual interactive activities

## Certification

Certificate of Attendance will be awarded for participant who:

- With 100% attendance

## Learning Outcomes

By the end of the course, participants will be able to:

- Explain the key functions and differences between ChatGPT, Copilot, and Gemini.
- Apply prompting techniques to generate accurate and relevant outputs.
- Integrate GenAI tools into workplace tasks (e.g., writing, summarizing, data analysis).
- Identify limitations and ethical considerations when using AI.
- Confidently use GenAI to solve a small-scale workplace problem.