# Google Prompting Essentials Course

Want to use generative AI tools but not sure where to start? Google Prompting Essentials teaches you how to give clear and specific instructions to generative AI - known as prompting. In 5 easy steps, you'll learn how to prompt effectively and unlock more of AI’s benefits

**NOTE**: This is a pilot course. May have accessibility issues.

**Course dates:**

Cohort 1: April 15, 2025

Cohort 2: June 2, 2025

Cohort 3: August 12, 2025

1 months at a dedicated 3 hours a week

Additional 1 hr a month for weekly 15-minute NSITE check-in meetings

**Requirements:**

* Completion of the **Google AI Essentials Course**

**What you'll learn**

Through hands-on exercises and real-world examples, you’ll learn how to use AI to:

* Save time: Craft emails, brainstorm with ease, build tables and trackers, and summarize lengthy documents.
* Uncover and share powerful insights: Identify patterns in data, create compelling data visualizations, and even rehearse presentations.
* Tackle complex projects: Transform abstract ideas into actionable steps, use AI to role-play conversations, and get expert feedback.
* Use AI responsibly: Evaluate your outputs for bias and errors, and iterate to get more helpful results..

**Coursework: 4-course mini-series**

**Week 1**

* **Start writing prompts like a pro-**3 hours

Need a dependable formula for writing prompts? We’ll share a 5-step prompting framework that you can use across tools and models. And if your prompt doesn’t produce what you need on the first try, don't worry – that's part of the process! You’ll learn how to evaluate and iterate until you get the results you’re looking for

**Week 2**

* **Design prompts for everyday work tasks-**3 hours

Leverage generative AI tools to speed up work tasks and boost your productivity.

Examine the important role humans play in the effective use of AI, and understand the types of workplace tasks you can augment with AI. By the end of this module, you will be able to determine if AI is right for a given task and how to use AI to accelerate workflows

**Week 3**

* **Speed up data analysis and presentation building-**3 hours

Need to crunch data or pull together a presentation? You’ll design prompts that help you extract insights, understand spreadsheet formulas, and build graphs to visualize data. Once you’re ready to present your findings, you can use AI tools to help with speaker notes and practice before your big day.

**Week 4**

* **Use AI as a creative or expert partner-**3 hours

Wish you had a partner to help think through different possibilities? You'll use advanced prompting techniques, like prompt chaining and multimodal prompting, to turn abstract ideas into step-by-step solutions. Even better, you’ll create a personalized AI agent to role-play conversations and provide expert feedback that can help you prepare for any scenario.