



# PowerData Group



# AI

# TRAINING COURSES

# Training Courses

Stay ahead in today's digital world with expert-led training that enhances productivity and efficiency.

With flexible delivery options and hands-on instruction, you'll gain practical knowledge you can apply immediately. Let's make learning work for you.



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# What Style of Training Do You Need?

Choosing the right training format can make all the difference in how well your team learns and applies new skills.

We offer flexible training options tailored to your organisation's needs. Whether you need structured classroom sessions, or a hybrid approach, or something completely different, we have a solution that fits.

## Public Training

Ideal for individuals or small teams who want to join a scheduled course with participants from other organisations. Public training sessions provide a structured, interactive learning environment where attendees can benefit from sharing experiences with others. These sessions follow a set curriculum and are perfect for those who want to upskill without the need for a dedicated in-house session.

## In-House Training

Looking for a training session tailored specifically to your team? In-house training brings our expert instructors to your workplace or chosen location, allowing you to focus on the exact skills your team needs. This option ensures a personalised approach, helping your employees learn in a familiar setting while addressing real-world scenarios relevant to their roles.

## Off-Site Training

Want to take your team out of the office to focus on learning without distractions? Off-site training allows your employees to step away from their usual work environment and engage in focused, hands-on learning. Conducted at a dedicated training facility, this method is great for fostering collaboration, team bonding, and skill development without the usual workplace interruptions.

## Live Online Training

A great option for remote teams or businesses looking for flexible learning solutions. Live online training sessions are conducted in real time by expert instructors, offering interactive and engaging learning from anywhere. Participants can ask questions, collaborate with others, and apply what they learn immediately, all while avoiding travel time and costs.

## Self-Paced Assisted Learning

For those who prefer flexibility, self-paced assisted learning provides access to structured training materials, including videos, manuals, and exercises, allowing learners to progress at their own speed. Unlike fully independent learning, this method includes support from trainers who are available to answer questions and guide participants when needed, making it a great balance between flexibility and structured learning.

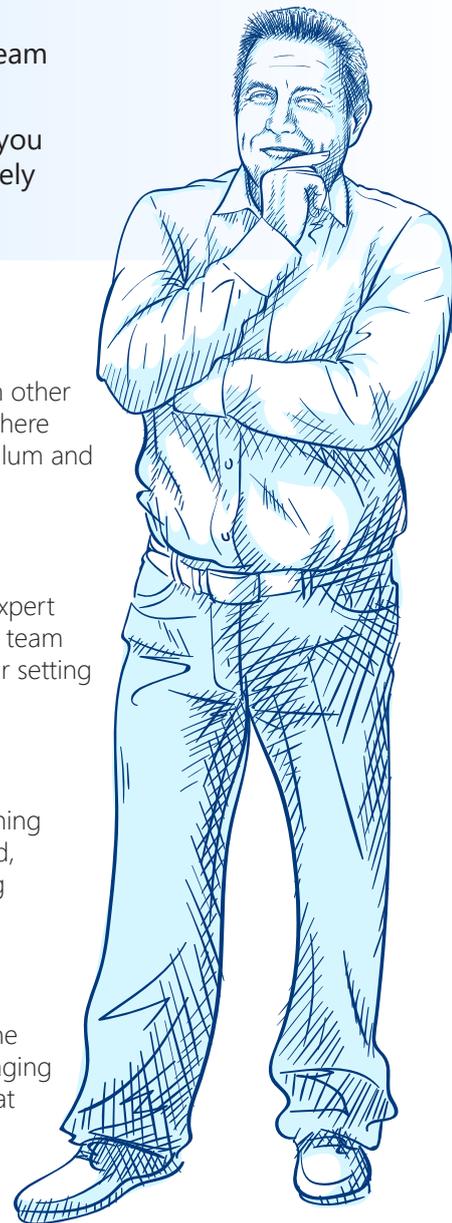
## Roving Training

If your team needs quick, targeted support, roving training is an excellent solution. This style, also known as floor walking, involves our trainers being available in your workplace (or online) to assist employees with real-time challenges as they work. Rather than a structured classroom session, this method provides on-the-spot guidance, troubleshooting, and hands-on support exactly when and where it's needed.

## Seminar / Webinar / Awareness Sessions

Need to introduce a new program or process to a large audience? Seminar / Webinar / Awareness sessions provide a high-level overview of a topic in an engaging and informative format. These sessions are ideal for launching new software, introducing company-wide initiatives, or providing employees with insights into new technology and workflows. They help teams understand key concepts quickly and decide whether more in-depth training is needed.

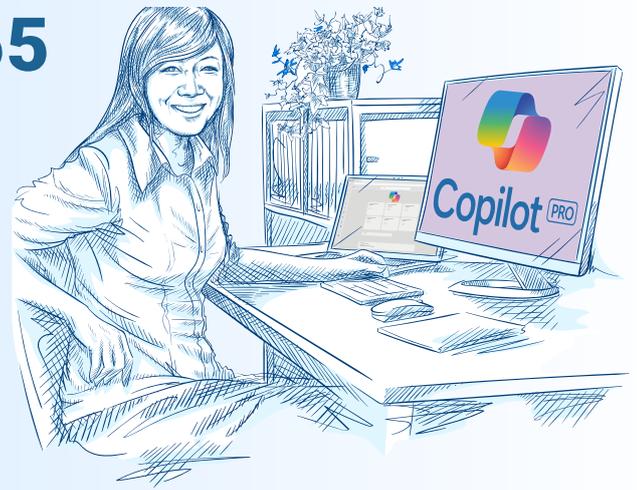
**If you're unsure which option is best for your team, we're happy to discuss your needs and recommend the perfect training solution.**



# Copilot for Microsoft 365 Introduction

Ever found yourself staring at a blank document, wishing words would magically appear? This Copilot course transforms Office strugglers into AI-powered productivity wizards.

Whether you're drowning in emails or battling unruly presentations, you'll master prompt engineering and learn to collaborate with an assistant that never needs coffee breaks or complains about Monday mornings.



Skill Level: **Beginner**

Duration: **½ Day**

Time: **9:00am – 12:00pm**

## Course Content

### Getting Started with Copilot

- Overview of Copilot
- How Copilot Integrates with 365
- Writing Effective Prompts
- Refining Responses with Feedback

### Copilot in Outlook

- Drafting Emails with Copilot
- Using Coaching to refine email
- Summarising email threads
- Drafting Quick Replies

### Copilot in Word

- Generating and Refining AI Text
- Editing Documents with Copilot
- Summarising Long Documents
- Formatting and Structuring Content Efficiently

### Copilot in Excel

- Using natural language queries
- Applying Formatting with Copilot
- Creating Charts with Copilot
- Using Copilot to Add Conditional Formatting

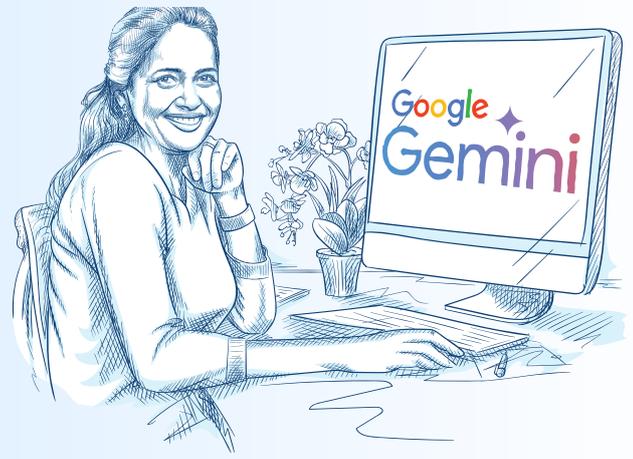
### Copilot in PowerPoint

- Create presentation from Prompt
- Create presentation from file
- Refining Slide Content
- Creating and Enhancing Visuals
- Automating Slide Design for Impactful Presentations

# Gemini for Google Workspace Introduction

Ever spent hours creating slides that could have been done in minutes? This Gemini course transforms Google Workspace users into AI collaboration champions.

Whether you're drafting endless emails or wrestling with spreadsheet formulas, you'll learn to harness AI assistance that works across your favourite Google tools, without accidentally summoning skynet in the process.



Skill Level: Beginner

Duration: ½ Day

Time: 9:00am – 12:00pm

## Course Content

### Getting Started with Gemini

- Overview of Gemini
- Writing Basic Prompts in Gemini
- Refining Responses with Feedback
- How Gemini Integrates with Google Workspace

### Gemini in Gmail

- Drafting Emails with AI Assistance
- Using Gemini's "Help Me Write"
- Creating and Refining Responses
- Adding Meeting Times

### Gemini in Google Docs

- Exporting from Gemini to Docs
- Editing and Refining Text
- Generating Text with Gemini
- Summarising Documents

### Gemini in Google Sheets

- Creating Tables for Structured Data
- Generating Formulas
- Troubleshooting Formulas
- Insights with Data Analysis

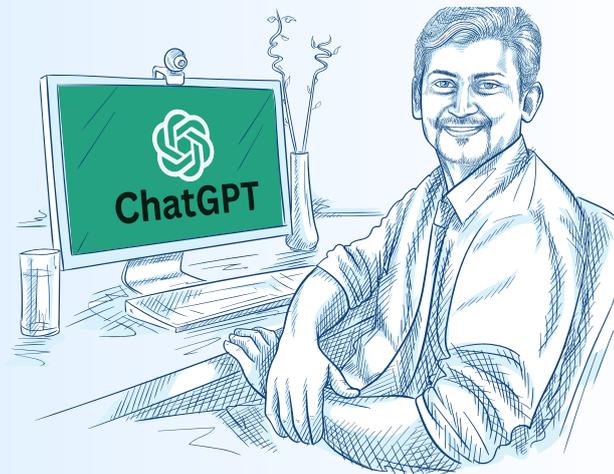
### Gemini in Google Slides

- Creating Presentation Outlines
- Summarising and Refining Content
- Generating and Replacing Images

# ChatGPT for Beginners

Ever spent hours searching for answers online, only to end up with 37 open browser tabs? Or needed a research assistant who works 24/7 without demanding snacks? This ChatGPT course transforms frazzled researchers into efficient AI collaborators.

Whether you're writing content or solving problems, you'll master the art of prompting and learn to extract useful responses from an AI without unexpectedly setting off a digital rebellion in the process.



Skill Level: Beginner

Duration: ½ Day

Time: 9:00am – 12:00pm

## Course Content

### Getting Started with ChatGPT

- What is ChatGPT?
- How ChatGPT Works
- Free vs. Paid Versions
- Accessing ChatGPT
- Understanding Limitations
- Privacy & Security Considerations

### Interacting with ChatGPT

- The Art of Prompting:
- Types of Prompts
- Using Step-by-Step Prompting
- Controlling Tone and Style
- Fixing Common Issues

### Advanced Prompting Techniques

- Role-Based Prompts
- Chaining Prompts for Complex Tasks
- Refining Responses

### ChatGPT for Everyday Tasks

- Writing & Editing Assistance
- Summarising Texts and Articles
- Getting Step-by-Step Instructions

### Creating AI-Generated Images with ChatGPT

- What is DALL·E?
- How to Generate Images from Text
- Modifying & Refining Images