

Course Details for funding Support and Skills Future Credit

Training Provider	
Singapore Professionals and Executive Cooperative Limited	
Course Summary	
Course Title	Generative AI for Work and Life: A Practical 1-Day Masterclass
Language	ENGLISH
Duration of course <i>(Total hours over no. of sessions)</i>	7 hours (1 day x 7 hours of instruction) 9.00am – 5.00pm Morning & afternoon tea breaks Lunch 12.00pm – 1.00pm
Course Details	
Course Description (100 Words)	This intensive one-day course equips participants with foundational and intermediate skills in Generative AI, enabling them to harness AI tools confidently for work and everyday life. Beginning with a clear introduction to Artificial Intelligence, participants will progress through four hands-on prompt engineering techniques, AI-powered content creation across text, images, video, and music, and professional applications covering communication and documentation. The course also addresses responsible AI use, covering ethics, data security, and legal considerations. Designed for working adults in Singapore, it builds practical AI literacy that is immediately applicable and highly valued by employers across all industries.
Course Objectives	<ol style="list-style-type: none"> 1. Understand the fundamentals of Artificial Intelligence, Machine Learning, Deep Learning, and Generative AI 2. Navigate the current Gen AI landscape, including major tools and platforms 3. Apply a minimum of four prompt engineering methods to produce high-quality AI outputs 4. Use AI tools to create content across text, images, video, and music formats 5. Produce professional communications, documentation, and research using Generative AI 6. Apply Gen AI effectively across personal, corporate, and professional contexts 7. Identify and manage ethical, legal, and security risks when working with Generative AI
Topic/ Course Outlines: Example: <i>Topics covered:</i> <u>Session1:</u> <i>a) Introduction to..(1hr)</i>	<u>Session 1: Introduction to AI, ML, DL & Gen AI Landscape (1 hr)</u> a) What is AI? Key concepts, history, and the AI–ML–DL relationship b) What is Generative AI? How LLMs work, explained simply c) Gen AI landscape: ChatGPT, Claude, Gemini, Microsoft Copilot – choosing the right tool d) Hands-on: First interaction with a Gen AI tool

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<p>b) <i>Learn about the benefits of....(3 hrs)</i></p>	<p><u>Session 2: Prompt Engineering – Methods 1 & 2 (45 min)</u></p> <ul style="list-style-type: none"> a) Method 1: Zero-Shot Prompting – getting results with no examples b) Method 2: Few-Shot Prompting – guiding AI with examples c) Hands-on practice: prompting for different goals <p><i>Morning Tea Break: 10.30am – 10.45am</i></p> <p><u>Session 3: Prompt Engineering – Methods 3 & 4 (45 min)</u></p> <ul style="list-style-type: none"> a) Method 3: Chain-of-Thought (CoT) Prompting – step-by-step reasoning b) Method 4: Role & Persona Prompting – assigning context and identity to the AI c) Combining methods for better results <p><u>Session 4: AI for Communication, Documentation & Text Content (1 hr)</u></p> <ul style="list-style-type: none"> a) Writing, editing, summarising, and paraphrasing with AI b) Drafting professional emails, reports, proposals, meeting minutes, and SOPs c) Adapting tone and translating content for different audiences d) Hands-on: Draft a professional email and a short business report <p><i>Lunch Break: 12.00pm – 1.00pm</i></p> <p><u>Session 5: AI for Image, Video & Music Creation (1 hr)</u></p> <ul style="list-style-type: none"> a) Image generation: DALL-E, Midjourney, Adobe Firefly – writing effective image prompts b) AI video tools: Runway, Sora, Pictory, HeyGen – overview and demos c) AI music generation: Suno, Udio – creating original audio and soundtracks d) Use cases: marketing, presentations, social media, branding, and licensing <p><i>Afternoon Tea Break: 3.00pm – 3.15pm</i></p> <p><u>Session 6: Gen AI for Personal, Corporate & Professional Use (45 min)</u></p> <ul style="list-style-type: none"> a) Personal use: planning, learning, travel, finance, health & wellness b) Corporate use: HR, Marketing, Operations, Sales & Finance applications c) Building AI into daily workflows for productivity gains <p><u>Session 7: Ethics, Security & Legal Considerations in Gen AI (45 min)</u></p> <ul style="list-style-type: none"> a) AI ethics: bias, fairness, transparency, and accountability b) Data privacy and security: what NOT to share with AI tools c) Legal risks: copyright, intellectual property, deepfakes, and AI-generated content d) Singapore regulatory landscape: PDPA, AI governance framework, and responsible use guidelines
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	<p><u>Session 8: Capstone Practice & Wrap-Up (30 min)</u></p> <p>a) Integrated hands-on activity using skills from the full day</p> <p>b) Q&A, reflection, and next steps for continued AI learning</p>
<p>Learning Outcomes</p> <p><i>Learning outcome:</i></p> <ol style="list-style-type: none"> 1. Understand senior psychology... 2. Participant can create a questionnaire 3. Can talk in dialect 	<p>The workshop will enable participants to:</p> <ol style="list-style-type: none"> 1. Explain the relationship between AI, Machine Learning, Deep Learning, and Generative AI in plain language 2. Apply at least four prompt engineering techniques to generate accurate, relevant, and high-quality AI outputs 3. Use AI to produce professional communications, text content, and business documentation 4. Create image, video, and music content using appropriate Gen AI tools 5. Apply Gen AI across personal and corporate contexts to enhance productivity and workflow efficiency 6. Identify ethical considerations, data security risks, and legal obligations when using Generative AI tools in Singapore
<p>Training Delivery Method</p>	<p>Instructor-Led Training (ILT) with live demonstrations, hands-on practice activities, group discussions, and real-world case studies. Participants use their own laptops or devices throughout the programme. Learning is reinforced through short exercises after each session. Training materials, tool access guides, and a resource list are provided to all participants.</p>
<p>Trainer details:</p> <p>About 50-80 words, stating the Trainer's experience in the relevant subject matter, relevant work and/or teaching experience, and professional qualification (if any):.</p>	<p>Prabhjit Singh is an ACTA-certified trainer with over 20 years of experience in training and development. Since 2024 he specialises in Generative AI, Digital Marketing, and Cybersecurity, and has delivered training to thousands of learners across corporate, public, and SME sectors. His expertise lies in translating complex technologies into practical workplace applications. Known for his engaging and hands-on approach, he equips participants with relevant, industry-aligned skills that support productivity, digital transformation, and career development.</p>
<p>How the training can help workers to be more employable and enhance employment</p>	<p>AI literacy is one of the most in-demand skills in Singapore's workforce today. Participants who complete this course will be able to demonstrate practical Gen AI competencies that employers across all sectors actively seek. The skills gained — from prompt engineering and content creation to professional documentation and responsible AI use — directly enhance productivity, reduce time spent on routine tasks, and signal readiness for the digital economy. This training aligns with Singapore's SkillsFuture and Smart Nation initiatives, equipping workers to remain relevant and competitive in an AI-driven job market.</p>

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Content is updated and relevant to the specialization	Yes. Course content is reviewed and refreshed regularly to reflect the fast-evolving Generative AI landscape. Tools, models, and examples featured in this course represent the latest developments as of the training date. The trainer actively monitors industry advancements and incorporates current, real-world use cases into every delivery.
The training is certifiable/recognized by the industry:	A Certificate of Completion is issued to all participants who complete the 2-day programme. The course is designed in alignment with SkillsFuture Singapore (SSG) competency frameworks and the Infocomm Media Development Authority (IMDA) Digital Skills for Life initiative. The trainer holds the Advanced Certificate in Training and Assessment (ACTA), the nationally recognised training qualification in Singapore.