Generative AI & Gemini Notebook for Professionals

Check out our Google Review for this course

I attended the public training session & had a great experience. The trainer, Ellson Boey, was excellent. He explained the concepts clearly, was very patient with questions & made the session highly engaging with great hands-on interaction & practical applications

Gemini notebook training by Ellson Boey is highly recommended. I benefited a lot. Expedite my learning in AI journey by James Low

Ellson Boey gave a fantastic Gemini Notebook workshop - by Yee Chin

GAI COURSE

GAI & Gemini Notebook for Professionals

Business Management

Introduction

Generative AI is transforming knowledge work by signiýcantly enabling easy access to everyone by offering much lower cost to access AI LLM Chat & Application. We are in an era whereby many professionals are picking up this skill to be an AI Power user to augment their own skills or expand beyond their current work capability.

This 2-day hands-on boot camp equips both technical & non-technical professionals with skills spanning LLM fundamentals, prompt engineering frameworks, stepwise problem-solving, Gemini Notebook workþows, & Gen AI governance.

Learning Objectives

- Master LLM & Prompt Fundamentals: Apply structured prompt frameworks (COSTAR/CRAFT), Zero / Few-Shot & Chain-of-Thought reasoning
- Implement Top-Down Problem Solving: Deconstruct complex workþows using Stepwise Refinement, Tree of Thoughts (ToT) & Graph of Thoughts (GoT)
- Advanced prompt technique like meta prompt, reversal prompt & prompt shortcut
- Understand & create Gemini Notebook end to end.
- Applying the AI Capability of Gemini Notebook to build complex tools that can augment the different persona like Project Manager (*understanding wide & fragmented information real-time in Google suite environment*) and Quality Manager (*synthesizing organization QMS against any ISO Standards*)
- Ensure Ethical & Legal Compliance: Mitigate prompt injections, data leakage, copyright risks and hallucinations

Duration

2 days | 9am ï 5pm | 14 hours

Who Should Attend

Whether youìre a student, working professional or business owner, this course is designed for anyone who wants to confidently apply Generative AI and use Gemini Notebook to improve the way they work. No prior coding or IT background required.

Course Fees

(Limited-Time Course Launch Rate)

Member: $458.89
Non-Member: $507.94
All fees stated are inclusive of Registration Fee & 9% GST

Award of Certificate

Certiýcate of Completion will be issued to participants who have attended at least 75% of the course

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Course Contents

Module 01: Introduction to Generative AI & AI History
Core Concepts: GAI & Brief AI History. Awareness of the different AI Model & AI race between different countries. Knowledge Work Impact: Emergence of the AI Fluency, productivity benchmarks, & hallucination risks.

Module 02: Prompt Engineering ~ Basic Techniques
Prompt Mechanics: Context, instructions, delimiters, & temperature parameters. PACE / CRAFT / COSTAR: Structured prompting frameworks for summarization, classification, & research.

Module 03: Prompt Engineering ~ Intermediate Techniques
Multi-Shot Prompting: Zero-Shot, One-Shot, & Few-Shot output alignment. Reasoning & Role-Play: Chain-of-Thought (CoT) logic.

Module 04: Advanced Prompting Techniques
Advanced Reasoning Networks: Branching & merging solution paths via Tree of Thoughts (ToT) & Graph of Thoughts (GoT). Different **prompt technique - Meta prompt, reversal prompt, red team, reverse** clarifi**cation. Efficiency booster using prompt shortcut.**

Module 05: AI Application Gemini Notebook
End to End Gemini Notebook understanding & creation. Understanding advanced usage of Gemini Notebook in professional capacity using 3 persona (Persona ~ *Quality Manager, Operation Manager & Project Manager).*

Module 06: GenAI Security, Ethical, & Legal Considerations
Security Threat Vectors: Preventing prompt injection, jailbreaking, token smuggling, & data poisoning. Governance: AI ethics frameworks, copyright / privacy compliance.

Device requirement

To ensure an optimal experience, participants will need to bring a laptop for downloading information (data set) & trying prompts & accessing shared materials via Zoom or Google Drive. Tablet (eg. iPads) is not advisable.

There is no requirement to download any software & the LLM used are mainly web based - Gemini (*incl Gemini Notebook*), ChatGPT, **Claude** & Copilot**.**

If participants are using company's laptop, please check company's policy to access following Tools:

Module 1-4 > LLM Chat Tool (Any one of the following four LLM is sufficient)
1a) Gemini | ***https://gemini.google.com***
1b) ChatGPT | ***https://chatgpt.com***
1c) Claude | ***https://claude.ai***
1d) Copilot | ***https://copilot.microsoft.com***

Module 5 > AI Application
2a) Gemini Notebook | ***https://notebook.google.com***
2b) Google Drive | ***https://drive.google.com***

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Please refer to this URL https://www.sqi.org.sg/courses/ or QR Code for soft copy and updated training schedule

Membership Application

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Membership Categories:
~ Organisation membership
~ Individual membership

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