



**Maine's
Community Colleges**

WORKFORCE AND PROFESSIONAL DEVELOPMENT

GOOGLE PROMPTING ESSENTIALS

UNLOCK AI'S POTENTIAL WITH EFFECTIVE PROMPTS

WANT TO USE 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.

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.

Applied Learning Project

Through hands-on activities, you'll practice writing prompts for generative AI tools, developing practical skills you can apply right away. You'll use AI for idea generation, content creation, summarization, data analysis, building AI agents, and more.

Course Length

10 hours, self-paced online training. Available on your schedule! Taught in 11 languages.



**HAROLD ALFOND CENTER
FOR THE ADVANCEMENT OF
MAINE'S WORKFORCE**

Short-term workforce training through Maine's community colleges

Maine's community colleges are offering Google Career Certificates to help students and workers gain fast, flexible, and affordable access to in-demand skills. No prior experience needed.

FREE TRAINING!

Skills You'll Gain:

Chat GPT
Data Ethics, Analysis, Visualization
Prompt Engineering
Artificial Intelligence
Excel Formulas
Data Presentation
Sampling (Statistics)
Presentations
Timelines
Graphing

Courses:

4 course series

Level:

Beginner

Rating:

4.8 out of 5 stars



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