

Course Title:**"Mastering Generative AI Tools in One Day: From ChatGPT to Google Gemini for Enhanced Productivity and Creativity" - 1 Day****Introduction:**

Welcome to the "Mastering Generative AI Tools in One Day" course. Today, you will learn how to harness the power of various generative AI tools to enhance your productivity, creativity, and innovation. This intensive course will cover ChatGPT for conversational AI and content generation, Microsoft Copilot for code completion and writing assistance, and Google Gemini for advanced content creation and marketing applications. Additionally, you will explore AI-powered image tools such as DALL-E and Adobe Firefly, video tools like Synthesia for creating talking avatars, and audio tools like Suno for converting text to audio.

By the end of this course, you will be equipped with the skills to effectively use these generative AI tools in your projects. You will gain hands-on experience in creating content, enhancing productivity, and integrating these tools into your workflows to produce engaging and professional-quality outputs. This training will also emphasize teamwork and presentation skills through a collaborative project that you will complete and present by the end of the day. Let's embark on this journey to master the tools that will drive the future of content creation and innovation.

Course Outline:**Morning Session: Introduction to Generative AI Tools****9:00 AM - 9:30 AM: Welcome and Introduction**

- Introduction to the course and objectives
 - Overview of the course structure and what participants will learn
 - Explanation of the importance of generative AI tools in modern workflows
- Overview of generative AI tools and their applications
 - Brief introduction to each tool: ChatGPT, Microsoft Copilot, Google Gemini, DALL-E, Adobe Firefly, Synthesia, and Suno
 - Discuss how these tools can be applied in various professional settings
- Icebreaker activity to introduce participants and their roles
 - Interactive session for participants to share their backgrounds and expectations
 - Foster a collaborative and engaging learning environment

9:30 AM - 10:30 AM: Understanding ChatGPT

- What is ChatGPT and how it works
 - Explanation of the underlying technology behind ChatGPT
 - Use cases and examples of how ChatGPT can be utilized
- Use cases of ChatGPT in various industries

- Discussion on how ChatGPT is transforming industries like marketing, customer service, and content creation
- Real-world examples and success stories
- **In-Class Activity:**
 - Hands-on practice: Interacting with ChatGPT for different scenarios
 - Participants will simulate conversations and content creation using ChatGPT
 - Immediate feedback and support from the instructor
 - Group discussion on potential applications in participants' roles
 - Participants share ideas on how they can use ChatGPT in their work
 - Collaborative brainstorming session to explore innovative uses

10:30 AM - 10:45 AM: Morning Break

10:45 AM - 11:30 AM: Exploring Microsoft Copilot

- Introduction to Microsoft Copilot and its functionalities
 - Overview of Microsoft Copilot's features and capabilities
 - How Microsoft Copilot enhances productivity in coding and writing tasks
- Enhancing productivity with Microsoft Copilot
 - Practical applications and benefits of using Microsoft Copilot in various tasks
 - Tips and tricks for maximizing efficiency
- **In-Class Activity:**
 - Guided walkthrough: Using Microsoft Copilot for coding and writing tasks
 - Step-by-step demonstration of using Microsoft Copilot
 - Participants follow along and practice on their own projects
 - Group exercise: Collaborative coding session with Microsoft Copilot
 - Teams work together on coding challenges using Microsoft Copilot
 - Sharing solutions and discussing approaches

11:30 AM - 12:15 PM: Discovering Google Gemini

- Overview of Google Gemini and its features
 - Introduction to Google Gemini's capabilities and unique features
 - How Google Gemini can be leveraged for content creation and marketing
- Applications of Google Gemini in business and marketing
 - Case studies and examples of Google Gemini's impact in real-world scenarios

- Discussion on strategic applications for marketing campaigns
- **In-Class Activity:**
 - Hands-on practice: Creating content with Google Gemini
 - Participants create marketing content using Google Gemini
 - Instructor provides guidance and feedback
 - Case study: Using Google Gemini for a marketing campaign
 - Analyzing a successful marketing campaign powered by Google Gemini
 - Participants develop their own mini-campaigns

12:15 PM - 1:00 PM: Leveraging Image, Video, and Audio Tools

- Introduction to AI-powered image tools (e.g., DALL-E, Adobe Firefly)
 - Overview of AI image generation and editing tools
 - How these tools can transform visual content creation
- Overview of AI-powered video tools (e.g., Synthesia for talking avatars)
 - Introduction to AI video creation and editing tools
 - How these tools can be used to create engaging video content
- Overview of AI-powered audio tools (e.g., Suno for text to audio)
 - Introduction to AI audio generation tools
 - Practical applications for creating audio content from text
- **In-Class Activity:**
 - Hands-on practice: Generating and enhancing images with AI tools
 - Participants experiment with creating images using DALL-E and Adobe Firefly
 - Sharing and discussing their creations
 - Producing a short video with talking avatars using AI tools
 - Participants create a short video using Synthesia
 - Discussion on best practices and creative techniques
 - Creating an audio script and recording text to audio with AI tools
 - Teams write and record audio scripts using Suno
 - Sharing and evaluating the audio outputs

1:00 PM - 1:45 PM: Lunch Break

Afternoon Session: Practical Application and Team Presentations

1:45 PM - 2:15 PM: Recap and Team Assignment

- Brief recap of morning learnings
 - Review of key concepts and tools covered in the morning
 - Addressing any questions or clarifications
- Assigning teams for the afternoon project
 - Explanation of the team-based project work for the afternoon
 - Formation of teams and distribution of roles

2:15 PM - 3:00 PM: Project Planning and Strategy

- Defining project goals and deliverables
 - Teams establish clear goals for their projects
 - Identifying key deliverables and milestones
- Developing a project plan using generative AI tools
 - Utilizing AI tools to assist in project planning
 - Creating a timeline and assigning tasks
- **In-Class Activity:**
 - Teams brainstorm and outline their project ideas
 - Collaborative brainstorming session to generate project concepts
 - Teams outline their project plans and strategies
 - Creating a project timeline and assigning roles
 - Teams develop a timeline for their projects
 - Assigning specific roles and responsibilities within the teams

3:00 PM - 3:15 PM: Afternoon Break

3:15 PM - 4:00 PM: Content Creation with Generative AI

- Creating content using ChatGPT, Microsoft Copilot, and Google Gemini
 - Practical application of the tools to generate project content
 - Integrating various AI tools for a cohesive project output
- Integrating image, video, and audio elements
 - Enhancing project content with multimedia elements
 - Best practices for creating engaging and interactive content
- **In-Class Activity:**
 - Teams work on generating content for their projects
 - Hands-on session for content creation using AI tools
 - Instructor support and guidance provided throughout the session

- Instructor support and feedback sessions
 - Teams receive feedback on their work-in-progress
 - Adjustments and improvements based on instructor input

4:00 PM - 4:45 PM: Finalizing Project Materials

- Reviewing and refining project content
 - Teams review their content for consistency and quality
 - Making necessary refinements and adjustments
- Ensuring cohesive and engaging presentations
 - Tips for creating compelling and professional presentations
 - Finalizing the presentation format and structure
- **In-Class Activity:**
 - Teams finalize their marketing slides, videos, and other materials
 - Final touches on project deliverables
 - Ensuring all elements are polished and presentation-ready
 - Peer review and constructive feedback
 - Teams present their work to peers for feedback
 - Constructive critique and suggestions for improvement

4:45 PM - 5:30 PM: Team Presentations and Feedback

- Teams present their projects to the class
 - Formal presentation of team projects
 - Showcasing the use of generative AI tools in their projects
- Q&A and feedback sessions for each presentation
 - Interactive Q&A session for each team
 - Providing constructive feedback and suggestions
- **In-Class Activity:**
 - Teams present their completed projects
 - Presentation of final project outputs
 - Demonstration of learned skills and tools
 - Class discussion on the use of generative AI tools and learnings
 - Reflection on the course learnings and experiences
 - Discussion on future applications and potential improvements

What You Will Learn:

In this course, you will learn how to effectively use generative AI tools such as ChatGPT, Microsoft Copilot, Google Gemini, and various AI-powered image, video, and audio tools. You will gain hands-on experience in creating content, enhancing productivity, and leveraging these tools for innovative projects. By the end of the course, you will be able to integrate these AI tools into your workflows to produce engaging and professional-quality content. Additionally, you will develop teamwork and presentation skills through a collaborative project, ensuring you can apply these learnings in real-world scenarios.

Objectives Covered:

- Equip participants with the knowledge and skills to use various generative AI tools