

AI Prompt Engineering for Government Workforce Course

As AI tools become more common in government environments, knowing how to communicate clearly and responsibly with AI systems is an essential skill. This course equips participants with foundational prompt engineering techniques that help improve productivity, enhance clarity, and reduce risk when using AI to support government work.

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: <https://www.graduateschool.edu/courses/ai-prompt-engineering-for-the-federal-workforce>



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Course Outline

Module 1: Introduction to AI and Prompt Engineering

- Overview of generative AI and language models
- How AI assistants interpret and respond to prompts
- Starting, managing, and continuing AI conversations
- Understanding chat context and prompt chaining
- Introduction to multimodal prompting

Module 2: Crafting Effective AI Prompts

- Principles of clear and effective prompt design
- Zero-shot and few-shot prompting approaches
- Using prompt frameworks to structure instructions
- Iterative prompt refinement and experimentation
- Evaluating AI outputs for quality and relevance

Module 3: Practical Application and Challenges

- Applying AI prompting to real government work tasks
- Controlling writing style and tone with AI
- Recognizing AI limitations, including hallucinations and bias
- Ethical, privacy, and security considerations
- Responsible AI use within government guidelines

Module 4: Learning Activities & Knowledge Checks

- Guided demonstrations and applied exercises

- Scenario-based practice using work-related examples
- Knowledge checks reinforcing key concepts