

Advanced Generative AI Training Program - From Prompts to Workflows and Agents

Training Program

This one-day course is designed for professionals who already use a generative artificial intelligence assistant and want to move from one-off requests to reliable, reusable methods. It teaches participants how to structure context, build workflows, control results and design a first simple agent using authorised sources and tools.

Exercises can be completed with ChatGPT, Claude, Codex or an equivalent assistant. The course does not cover the installation of a documentation system such as Obsidian or the full development of an application: it turns individual AI uses into reproducible professional practices.

Participants leave with an operational business workflow, a reusable instruction template, the specification of a simple agent, a test protocol and a verification checklist adapted to their use cases.

Objectives and target skills

- Structure a complex request by specifying the objective, sources, constraints, expected format and success criteria.
- Organise reliable context that AI can use without unnecessarily sharing sensitive data.
- Turn a recurring task into a documented, reusable and controllable workflow.
- Verify AI outputs using quality criteria, tests, sources and human validation suited to the risk.
- Distinguish between a conversation, project, specialised assistant, agent, automation, connector and MCP server.
- Design, configure and test a simple agent using authorised instructions, knowledge and tools.
- Define the confidentiality, traceability, responsibility and supervision rules required for professional use.

Audience	Prerequisites	Duration
✓ Executives, managers, consultants, project managers, business managers, support functions, trainers, self-employed professionals and anyone who already uses generative AI regularly in their professional activity.	✓ Participants must have already used a generative AI assistant for several professional tasks and be familiar with the basic functions of an AI conversation. ✓ Each participant must bring a computer and have an active subscription to ChatGPT Plus, Claude Pro or an equivalent service that supports files and custom instructions. ✓ No programming skills are required.	1 day, or 7 hours.

Training content

Move from one-off prompts to a professional method

- Identify the limitations of an isolated request or an unstructured conversation.
- Distinguish between one-off assistance, workflows, agents and automation.
- Select tasks and autonomy levels suited to the expected benefit and risk.

Build reliable instructions

- Define an objective, expected result and verifiable acceptance criteria.
- Provide useful context, sources, constraints and exclusions.
- Require an actionable format and break the request into controllable steps.
- Reuse effective instructions without preserving errors.

Organise context and knowledge

- Select only the documents and data that are truly necessary.
- Distinguish temporary context, durable references and sensitive information to exclude.
- Prepare readable sources and manage their version, provenance and freshness.
- Reduce contradictions and flag missing information.

Design reusable workflows

- Describe inputs, steps, decisions, outputs and exceptions.
- Chain research, analysis, transformation, review and production.
- Prepare templates and organise work resumption or handover.
- Measure time saved without sacrificing quality or traceability.

Understand and build a simple agent

- Distinguish an agent from a simple prompt or chatbot.
- Define its mission, scope, sources and decision rules.
- Understand the role of skills, connectors, local tools and MCP servers.
- Define permissions and anticipate errors or operations requiring confirmation.
- Test the agent before using it on real data or actions.

Security, responsibility and governance

- Identify personal, confidential and strategic data.
- Apply the relevant principles of the GDPR, AI Act and internal policies.
- Control access, data retention and logging.
- Maintain human oversight and document limitations and responsibilities.

Control result quality

- Recognise hallucinations, omissions and fragile reasoning.
- Verify facts, calculations, citations, dates and links.
- Build an evaluation grid and test simple, ambiguous and sensitive cases.
- Define the human validations required before an action or publication.

Practical workshop and deliverables

- Choose a recurring professional task brought by the participant.
- Build its workflow and a reusable instruction template.
- Produce the specification of a simple agent.
- Test the setup on several representative cases.
- Formalise a quality checklist and improvement plan.

Access conditions

Registration must be completed at least 14 calendar days before the start of the course. For specific projects, shorter arrangements may be considered depending on trainer availability.

Accessibility for people with disabilities

OPCoach adapts its courses to the needs of people with disabilities whenever possible. Contact us before registration so that suitable arrangements can be assessed.

Training format

The course combines explanations, demonstrations, guided practice, exercises based on participant use cases and shared feedback.

Group size

The number of participants is limited to preserve interaction and hands-on guidance.

Fees

Inter-company course: EUR 875 excluding VAT. In-house and bespoke courses: please contact us.

Subscriptions to AI tools and third-party services are not included in the fee.

Schedule

Dates are agreed with participants or published in the OPCoach course calendar.

Training location

The course can be delivered at OPCoach in Toulouse Basso Cambo, remotely, or on the client's premises depending on the agreed format.

Teaching approach

The course uses active learning, demonstrations, practical exercises and progressive application to real situations.

Teaching resources

Participants receive the materials, templates and practical resources used during the course.

Trainer supervision

The course is delivered by an OPCoach trainer with hands-on experience in artificial intelligence, software engineering and professional knowledge systems.

Learning assessment

Learning is assessed throughout the course through practical exercises, discussions, produced deliverables and a final review of the participant's workflow.

Recognition

A certificate of attendance is issued at the end of the course.

Satisfaction assessment

Participants complete a satisfaction questionnaire at the end of the course.

Technical, teaching, administrative and financial contact

OPCoach — contact@opcoach.ai