Advanced Generative AI: Master Prompts, Workflows and AI Agents

Training Program



Turn occasional AI use into reliable, reusable and controlled working methods.

This course is for professionals already using generative AI who want to make complex tasks more reliable. It connects instructions, context, sources, workflows and a simple agent with testing and appropriate human oversight. Workshops use one main assistant without requiring a document management system or the development of a complete application.

Objectives and target skills

- Structure requests with sources, constraints and success criteria.
- Organise usable context and verify AI outputs.
- Turn a recurring task into a documented workflow.
- Configure and test a simple agent with authorised tools.
- Define human checks, permissions and traceability rules.

Audience	Prerequisites	Duration
✓ Professionals already using AI: consultants, managers, project leads, business specialists, trainers and freelancers.	✓ Experience using an AI assistant for several professional tasks. ✓ A computer, authorised access and a subscription supporting files and custom instructions. ✓ A recurring task and non-sensitive or anonymised examples; no programming required.	1 day, or 7 hours.

Training content

Structure instructions and context

- Define objectives, inputs, constraints, formats and acceptance criteria.
- Select and date sources; handle contradictions and missing information.

Verify outputs

- Identify errors, omissions and unsupported claims; check facts and calculations.
- Design test cases, define expected quality and plan human approval.

Design a reusable workflow

- Describe stages, decisions, outputs and exceptions for a business task.
- Connect research, analysis, production and checks; document how work can resume.

Build a simple agent

- Distinguish conversations, assistants, agents and automation; define a bounded mission.
- Configure instructions, knowledge, skills and authorised tools; explain MCP connectors.

Secure and supervise

- Protect sensitive data, limit permissions and apply internal policies.
- Identify useful GDPR and AI Act considerations; record errors, limitations and approvals.

Workshop and deliverables

- A tested business workflow, reusable instructions and a configured simple agent.
- A test set, quality checklist and improvement roadmap.

Access conditions

Before the course starts, an initial assessment questionnaire identifies the participant's professional activity, expectations, existing skills and technical environment. An additional discussion is arranged if needed to check that the course is suitable and prepare any necessary adjustments. Enrolment is normally arranged between two months and one week before the course starts, subject to available places, prerequisites and, where applicable, the funding body's processing times. Practical arrangements are provided in the joining instructions. Terms and conditions of sale: https://www.opcoach.com/cgv. The initial assessment identifies existing AI uses, the task to improve and the capabilities of authorised tools.

Accessibility for people with disabilities

Participants with disability-related needs are invited to tell OPCoach before the course starts. OPCoach works with them to assess possible teaching, technical and organisational adjustments, including for the initial assessment and learning assessments. Specialist partners may be involved if needed. Disability contact: Chrystèle Lagarde. To be put in touch with her, contact OPCoach at olivier.prouvost@opcoach.ai or +33 6 28 07 65 64.

Training format

The course is trainer-led, on site or remotely, live via Zoom. Demonstrations, exercises and assessments take place during supervised training time.

Group size

Open-enrolment training: 2 to 8 participants. In-company / dedicated training: 1 to 6 participants, on site or remotely.

Fees

Open-enrolment training: **EUR 875 excluding VAT per participant**. A minimum of two enrolments is required. For two or more participants from the same company, the in-company rate applies.

In-company / dedicated training: **EUR 1,250 excluding VAT for two participants, +/− EUR 150 excluding VAT per participant added or removed**, for groups of 1 to 6 participants. Access to the tools required for the workshops must be arranged before the course. Subscriptions and third-party services are not included in the fee. The course can be paid for directly by the company or the participant. A funding application may be submitted to the company's French skills funding body (OPCO), subject to its eligibility rules and processing times. Any funding remains subject to the funding body's prior approval.

Schedule

Check the upcoming sessions and arrangements on OPCoach.ai. Availability is updated on this page. For a dedicated session, contact OPCoach.

Training location

Inter-company training takes place in our InterIndep premises at 2 impasse Michel Labrousse, 31100 Toulouse. The training room is accessible by public transport and by car, and has parking facilities. Several restaurants and a hotel are located nearby. A break area is available for cold and hot drinks during breaks. All these facilities are accessible to people with reduced mobility. In-company training is preferably delivered at the client's premises. Hosting conditions are validated before the training. Remote training is delivered with Zoom and can be organized as inter-company or in-company training.

Teaching approach

Alternating short lectures and individual hands-on exercises on a workstation. Sharing and discussion of the results obtained. Technical and teaching assistance is provided by Olivier Prouvost during the course: olivier.prouvost@opcoach.ai - +33 6 28 07 65 64.

Teaching resources

On site: training room with video projector, whiteboard, high-speed Wi-Fi and a training binder provided to the participant. Remote: high-speed internet access, webcam, free Zoom software, PDF course material sent to the participant. One workstation per participant. Digital course materials and exercise files are provided to participants. Connection details and instructions for accessing resources are included in the joining instructions. Participants keep the deliverables they produce during the workshops.

Trainer supervision

Olivier Prouvost, DEA in Computer Science, recognized open source expert and trainer for more than 20 years, developer of AI solutions to optimize SMEs, speaker at international conferences, Eclipse committer on several projects, founder of OPCoach, a Qualiopi-certified training organization since 2020, and ICPF & PSI certified expert trainer and consultant.

Learning assessment

Attendance is recorded through electronic sign-in, both on site and remotely. For remote training, the trainer also checks completion of activities and each participant's progress. Assessment criteria are presented at the start of the course. Participants present a workflow and a simple agent tested on representative cases. Criteria cover precise instructions, relevant sources, quality checks, autonomy limits and traceability of results.

Recognition

This vocational training course is non-certifying: it does not prepare participants for a certification registered in the French National Directory of Professional Certifications (RNCP) or Specific Register (RS). A statement of skills records the learning outcomes observed during assessments. A certificate of completion records actual participation.

Satisfaction assessment

At the end of the training, the participant completes a satisfaction survey and takes part in a group feedback session. The participant benefits from unlimited email support for practical questions related to the training. After 3 months, or after applying the training in the workplace, a follow-up questionnaire is completed to assess practical use.

Technical, teaching, administrative and financial contact

Olivier Prouvost, +33 6 28 07 65 64, olivier.prouvost@opcoach.ai