

# Mastering ChatGPT: Best Practices for Prompt Engineering

**DATE:**

March 12, 2025

**TIME:**

9.30am – 6.30pm

**TRAINING MODE:**

Virtual Zoom Platform

**CPD HOURS:**

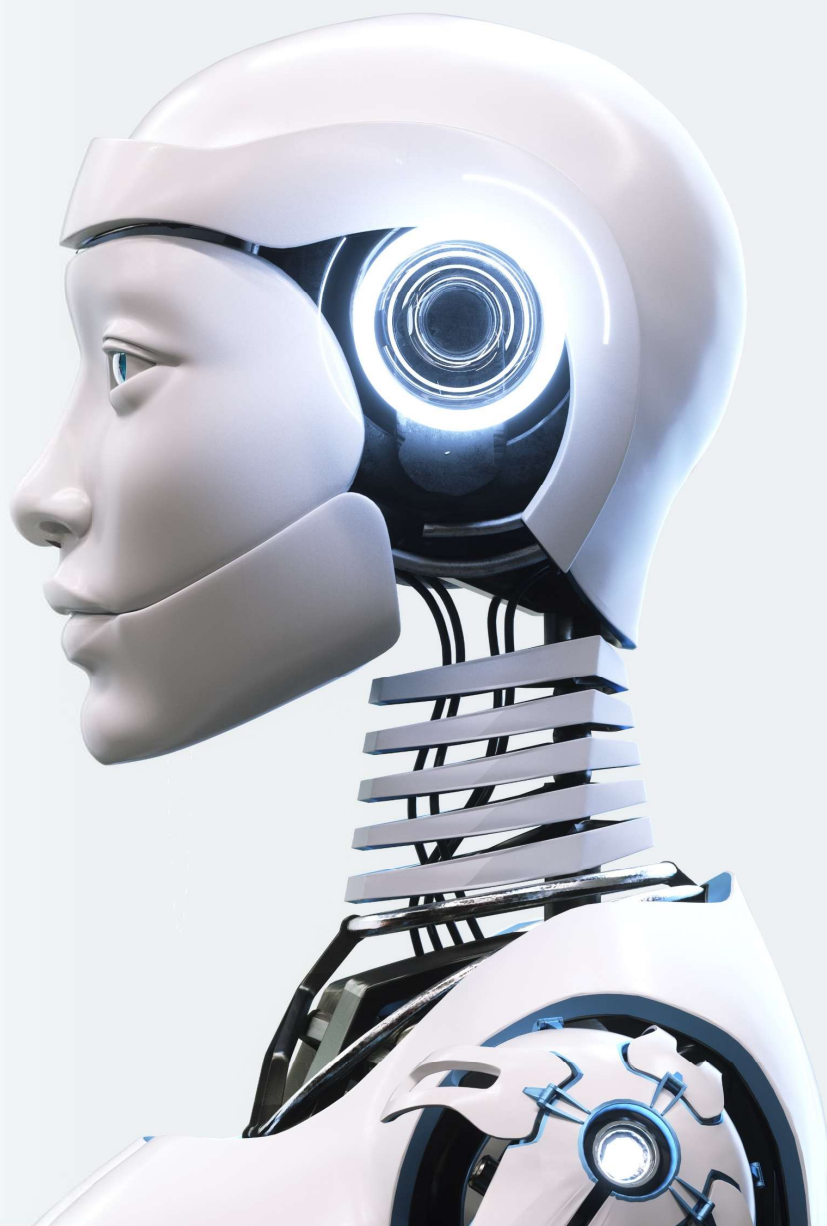
7 Hours

**PROFICIENCY LEVEL:**

Intermediate



12 Prime Skills  
12 Power Skills



# PROGRAMME OVERVIEW

This programme empowers participants to use ChatGPT to streamline their workflow, enhance their decision-making processes, and improve their overall job performance by increasing efficiency, accuracy, and innovation.

## PROGRAMME OBJECTIVE

Upon completion of the course, participants will be able to:

- Understand the capabilities and limitations of ChatGPT.
- Identifying the different types of prompts that can be used with ChatGPT.
- Understand and apply prompt engineering strategies.
- Craft clear, specific, and relevant prompts to improve ChatGPT's output.
- Apply the learned concepts to real-world use cases.
- Participate in case studies and mock exercises to develop practical skills in performing information system audit engagements.

## WHO SHOULD ATTEND

This programme is open for all ranks of employees who has some basic skill of using ChatGPT.

# COURSE CONTENT

No	Topic	Duration (Approx)
1	Introduction to ChatGPT & Prompt Engineering	1.5 hrs
2	Types of Prompts and Their Applications	1 hr
3	Advanced Prompt Engineering Strategies	1 hr
4	Hand-on Practice Sessions	2.5 hrs
5	Real-world Applications and Best Practices	1 hr
6	Q&A and Wrap-up	1 hr

## PROGRAMME WORTH

**Member** : RM 780 / USD 180

**Non-Member** : RM 850 / USD 200

# SPEAKER PROFILE



## **SUNITHA CHINTHAKUNTLA**

**IT Trainer | Data Analytics Expert | RDBMS Specialist | Certified Educator | Big Data Enthusiast**

Sunitha Chinthakuntla is a dedicated IT Trainer and Data Analytics Expert with over a decade of experience specializing in Relational Database Management Systems (RDBMS), Big Data, and Data Analysis.

Her expertise encompasses database design—both logical and physical—utilizing tools such as SQL, Oracle, and Snowflake. Sunitha is recognized for her self-motivation, quick learning ability, and innovative approach, complemented by her excellent communication and leadership skills. She holds a Master of Science in Computer Science from Osmania University and has earned various certifications, including Microsoft Certified Professional in Database Fundamentals.

Sunitha's contributions to academia include published research on database security and morphological word recognition, as well as several awards such as the "Women to Watch Out for in AI & Analytics" at the E3xR3 AI-x Summit in 2021. With extensive teaching experience that spans multiple institutions and roles—from Assistant Professor to Academic Trainer—she has developed impactful strategies to enhance the educational experience for her students.

Sunitha's commitment extends to her involvement in coordinating various academic and technical events, as well as mentoring students through their academic journeys. Her diverse skill set includes proficiency in programming languages such as C, C++, and Java, and a strong command of analytical tools, making her a dynamic contributor in the field of IT education and analytics.

# FSF SKILLS

12 Prime Skills  
12 Power Skills  
Proficiency Level: Intermediate



Delivery Partner by



## Prime Skills

### Digital and Data Integration

1. Artificial Intelligence (AI) Management
2. Artificial Intelligence, Ethics and System Governance
3. Continuous Improvement and Process Re-Engineering
4. Global Perspectives
5. Process Automation
6. Scenario Planning and Analysis
7. Data Collection and Analytics
8. Data Governance
9. Data Protection

### Risk Management, Governance, and Regulatory Compliance

10. Risk Management
11. Risk Governance
12. Technology Risk Management

## Power Skills

### Innovation & Delivery

1. Adaptability and Resiliency
2. Business Acumen
3. Change Management
4. Critical Thinking
5. Digital Fluency
6. Innovative Thinking
7. Learning Agility
8. Problem Solving
9. Internal Governance

### Social Intelligence

10. Collaboration
11. Communication
12. Influencing and Negotiating

# REGISTER YOUR ATTENDANCE



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