

SMART PROMPTING: HOW TO WORK BETTER WITH AI CERTIFICATE COURSE

This four-week, non-credit certificate program introduces professionals to the essential skills of effective prompting—the key to **unlocking the full power of artificial intelligence in today’s digital world**. Through hands-on practice, guided demonstrations, and real-world examples, participants learn how to design clear, strategic prompts that produce accurate, relevant, and high-quality outputs from AI tools. Whether used for writing, analysis, planning, creativity, or everyday problem-solving, effective prompting transforms AI into a practical partner for both business and life.

EARN A CERTIFICATE OF COMPLETION

VIRTUAL MEETING DATES:

Tuesday, April 7, 14, 21, & 28
6:00 – 7:30 PM

Virtual Instructor Led



MISERICORDIA
UNIVERSITY
CENTER FOR
WORKFORCE DEVELOPMENT
& TALENT SOLUTIONS

WHO IS THIS WORKSHOP FOR?

This workshop is designed for working professionals, managers, educators, entrepreneurs, and lifelong learners who want to use AI more confidently and effectively.

It is ideal for individuals who:

- Use AI tools like ChatGPT but want better, more reliable results
- Create content, reports, emails, or presentations
- Make decisions, solve problems, or manage workflows
- Support students, employees, or clients
- Are curious about how AI can streamline their personal or professional routines

No prior technical knowledge is required—just curiosity and the desire to improve how you work with AI.

WHY TAKE THIS COURSE?

AI is now a daily productivity tool—but only when you know how to communicate with it effectively.

This course empowers you to:

- Save time and generate better results when completing everyday tasks
- Enhance professional communication using clear, well-structured prompts
- Boost creativity and innovation in your work and personal life
- Increase confidence in using AI responsibly and thoughtfully
- Stand out professionally with a recognized certificate in AI prompting skills
- Develop repeatable workflows and templates you can use long after the course ends

Effective prompting is a career advantage—and a life skill you’ll use every day.

WHAT WILL I LEARN?

Over four interactive sessions, you will learn how to:

- Build high-quality prompts using structure, context, and clarity
- Use advanced prompting techniques for deeper, more meaningful responses
- Apply prompting to real business challenges
- Use prompting for everyday life and personal productivity
- Build a personalized library of prompts you can use immediately

JEFF SIGEL BIO:

Jeff Sigel is passionate about creating better work environments and more fulfilling careers for middle managers and senior business leaders. After more than 20 years of corporate experience across U.S. food manufacturing, grocery retail, and restaurant brands, Jeff now coaches mid-to-senior level executives, partners with organizations to strengthen their capabilities, and shares ways to use AI to level up leadership skills.

He is also the author of *The Middle Matters: A Toolkit for Middle Managers* and the CEO of Twinning Edge, where he helps teams leverage AI, automation, and digital-twin thinking to work smarter and build trust at scale. Jeff holds a bachelor’s degree from Harvard University in Chemistry and Physics and an MBA from the University of Rochester.



WHAT WILL THIS COURSE COST?

This four week course will cost \$299

QUESTIONS?

If you have questions, please contact Paul Nardone, Director of the Center for Workforce Development and Talent Solutions at (570) 674-8130 or email: pnardone@miser cordia.edu. You can also visit our workforce development webpage at: miser cordia.edu/workforcedevelopment