hkpc Academy 生產力學院



Generative AI Intensive: Master AI-Powered Solutions for Real Business Impact and Smart Operations

CONNECTION TECHNOLOGY 裝備未來 FUTURESKILLS

The development of Artificial Intelligence (AI) has reached an explosive critical point, where it's so powerful that it threatens to replace human being in the labour market. OpenAI's latest AI ChatGPT and Dall-E is capable of making legal contracts, medical diagnosis, business copywriting, customer service, story writing, or even academic papers, computer programs that invade computers, art generation, just to name a few.

In this hands-on master course, you will learn how to harness the power of ChatGPT and Dall-E, a cutting-edge AI tool, to produce high-quality content for various occasions. We will even cover the hottest AI tool now, **Google Gemini and Grok** in this course. Whatever industry you're from, these new technologies will bring impacts that you've never imagined.

Upon completion of the course, you will have a fundamental understanding of how to use ChatGPT and Dall-E to produce high-quality content for business, automating your workload and saving you time and effort.

Programme code	P0000415/10017990-07
Date & Time	9, 10, 15 & 17 Dec 2026 7:00pm to 10:00pm (Total 12 hours)
Venue	HKPC Building, 78 Tat Chee Avenue, Kowloon
Medium	Cantonese
Course fee	HK$4,500* *(Group discount will be offered to enrolment of 2 people or above, alumni discount will be offered to participants of our previous Generative AI courses, please contact us for details)*

Course Highlight

- One of the very few local courses conducted in Cantonese, with hands-on activities
- Live ChatGPT, Gemini and Grok demo. We will cover the basics of the most popular GenAI tools and how it works, as well as more advanced techniques for maximizing its potential in your work.
- Ideal for people with a basic understanding of AI who are eager to deepen their knowledge and apply generative AI in innovative ways.
- Taught by industry veteran with 20 years of IT experience

Inquiry Ms. WAI | +852 2788 5794 | Ms. CHENG | +852 2788 5010 | training_2213@hkpc.org

Course Outline*

Session	Agenda

Session 1 (3 hrs)
 	
Session 2 (3 hrs)
Generative AI Foundations & Guided Practice
	• **Understanding Generative AI**
	• **Navigating the AI Model Landscape**
	Gain insights into the practical differences between current AI models, including:
	  • OpenAI's GPT models (e.g., GPT-4o, GPT-4o-mini, o3, o4-mini)
	  • Google's Gemini
	  • Anthropic's Claude
	  • Elon Musk's Grok
	  • And other emerging models
	• **Introduction to Poe: Primary LLM Platform for the Course**
	Learn how to utilize Poe effectively as the main platform for interacting with various LLMs:
	  • Understanding Poe's credit system and model access (free vs. paid tiers)
	  • Managing message context limits within Poe chats
	  • Overview of available model types in Poe (text generation, image generation, voice generation, video generation)
	  • Exploring key platform features such as public sharing and creator monetization (note: AI bot and app creation will be introduced at a high level only, not practiced in this course)
	• **Context Windows and AI Behavior**
	• **Memory Management in LLMs**
	• **Selecting the Right Model and Tool**
	• **Effective Prompt Writing**
	• **Generating Professional-Quality Business Writing**
	• **Visual Content Creation**
	• **AI-Assisted Slide Presentations**

Course Outline*

Session	Agenda

Session 3 (3 hrs)
 	
Session 4 (3 hrs)
Next-Level GenAI for Business Tasks
	• **Advanced Prompting Techniques**
	  • Multi-step chaining made simple
	  • Formatting and tone adjustments that are easy to apply
	• **Enhanced Image Generation Skills**
	  • Crafting specific prompts for detailed image outputs
	  • Utilizing advanced visual tools for high-quality image generation
	• **Automating Real-World Business Tasks Using Generative AI**
	  • **Transcribing recordings** using online tools and local PC solutions
	  • **Generating structured, professional meeting notes** without tedious manual formatting
	  • **Extracting data from messy sources** (e.g., receipts) into spreadsheet-ready formats
	  • **Building a task-specific AI assistant** (e.g., a meeting minutes generator) using Poe, with no coding required
	  • **Creating a simple AI app** with a complete, user-friendly interface, easy to deploy and use
	  • **Generating customized Google Form questionnaires** quickly and efficiently
	  • **Hands-On Practice :**
	  • Automating common tasks such as transcription, formatting, and data structuring
	  • Designing a lightweight, user-facing AI app in Poe with no coding required
	• **Understanding LLM Memory and Context Management**
	• **Recognizing and Managing AI Limitations**
	• **Introduction to Retrieval-Augmented Generation (RAG)**
	• **Awareness of Legal and Regulatory Considerations**

*Content in course outline is subject to change at the instructor's discretion

Mr Keith Li

Keith is the Co-Founder and Chief Executive Officer of Innopage Limited, a company specializing in Mobile Apps and Blockchain / Web3 projects development. Since 2010, under Keith's leadership, Innopage has received numerous local and international awards for its innovative products. In addition to his professional pursuits, Keith serves as a part-time lecturer at local universities. Currently, he also holds the position of Chairman of the Hong Kong Wireless Technology Industry Association (WTIA).



Enrolment method

- Scan this QR code to enroll for this course.
- Special discount will be offered to group enrolment of 2 or above and alumni of our previous Generative AI courses, please contact Ms. Yan WAI at 2788 5794 or Ms. Jasmine CHAN at 2788 5634 or training_2213@hkpc.org for enrolment details.