General Information:

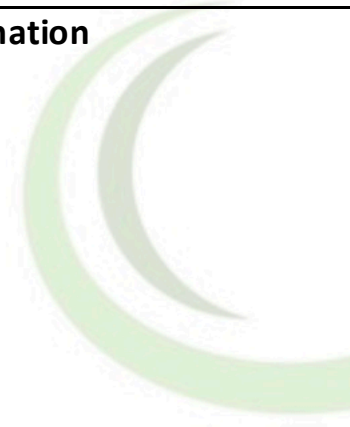|	
Date	28 October till 01 November 2024
Teaching units (90 mins)	12
Location	Münster
Country	Germany
Price	575
VAT	not included: + 19%
Minimum Number of Participants	5
Accomodation	not included / self organised
Your trainer	Dr. Jan Schmidt

Course Description

Everyone is talking about AI. But when you listen to them, it seems like they are talking about another planet, or at least an unknown language? But somehow you know: there's a lot of potential in this AI thing… If you take a closer look, you'll find out two things: (1) It's neither a planet nor a language - it's just two dozen words to learn and you'll feel much more comfortable and confident. (2) Yes, there is a lot of potential in AI, especially generative AI for your everyday office work. It's never been easier to brainstorm, find information, create text, images or video. And there is much more to discover. - The workshop is designed for people who have little or no knowledge of generative AI, but want to explore and use it's potential. We will do this by going through different tools and exploring how they work and where they can be used in everyday office life. Tools explored: ChatGPT and Perplexity (with a brief look at Gemini, Llama and Claude), Dall-E, Midjourney and Canva (for image and brochure design), invideo.ai, Renderforest and CapCut (to design videos) and finally Microsoft Copilot for Office applications.

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Overall objectives of the mobility	Participants will …
	 () Learn what generative AI is and which terms are important for using the tools.
	 () Learn basic prompt engineering: How to "talk to AI"?
	 () Gain insight into
	    (a) text to text AI to create and revise text (Chat GPT/Perplexity).
	    (b) text to image AI to create images and brochures (Midjourney, DALL-E, Canva).
	    (c) text to video AI to create videos and short clips (invideo.ai, CapCut).
	 () Identify examples and fields to apply AI.
	 () Learn how to use Microsoft Copilot for MS Office

Added Value of the mobility (in the context of modernisation and internationalisation of the sending institution	() Participants will be more efficient in their everyday work and will be capable to generate more and new results. () Participants will share their knowledge about AI in their home institution. Thus they will massively contribute to modernisation. () Meeting with colleagues from all over Europe the participants will further develop their international network.
Activities to be carried out	The workshop will be highly interactive and give opportunities to exchange and contribute continuously. Methods used are: () Presentation by trainer. () Working in pairs and small groups. () Presentations by participants & Feedack () Online ressources: various generative AI-tools. () Working on use cases and examples provided by participants.

Expected impact and outcome	The aim of the workshop is to introduce the participants to AI and it's applications in everyday office life. Therefore after the workshop they will be able to: () Participate in basic discussions on AI using the most frequent terms. () Generate prompts in different text to-contexts. () Use AI in daily work. () Able to follow the further development of AI and familiarise themselves independently with new versions or new tools.
Target group	Employees in university administration and researchers interested in AI-applications.

Your Destination	Visit and explore the beautiful city of Münster! Located in the western part of Germany, Münster is a city with many students and is characterised by cyclists, green spaces and many old buildings. A city with a peaceful and international atmosphere that also offers the opportunity to explore the nearby Ruhr area.