DATAMARCOS

LIVE ONLINE · MENTOR-LED PROGRAM

GenAI at Work: AI Tools & No-code Automation

6 weeks · 5–8 hours a week · Part-time, live online

A six-week, part-time live program for working professionals who want to use ChatGPT and similar assistants well, then connect them to everyday tools with no-code automation. Sessions are designed to be followable on a laptop or a phone, with recordings if you miss a class.

Fees and EMI options shared on a counsellor call.

Program guide · Curriculum, projects and format. No prices are listed in this brochure.

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www.datamarcos.com · hello@datamarcos.com · +91 88519 30644

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About this program

Who it is for

- Office, operations, sales, marketing, HR and administrative professionals
- People in Africa, the Gulf and other regions who want practical AI-tool skills rather than an engineering syllabus
- Anyone who wants a structured way to use assistants and simple automations at work

Who it is not for

- Engineers who want to build RAG systems, agents or production APIs — see our engineering programs
- People looking for placement or salary guarantees — we do not offer those

Starting point

- No coding or prior AI experience is required
- You should have a laptop or a smartphone and a workplace or personal workflow you can practise on

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What you will be able to do

These are skills and work products from the program — not placement, salary or promotion promises.

- 1. Use a general-purpose AI assistant for writing, research and meeting follow-up with a clear review step
- 2. Apply prompt patterns that are specific enough to be useful, and know when the output is wrong
- 3. Draft documents, sheets and presentations with AI assistance without handing over the final sign-off
- 4. Build a small no-code automation that connects an assistant to a tool you already use
- 5. Apply a short privacy and quality checklist, including when not to use AI
- 6. Leave with a personal playbook and one workplace automation you can keep using

Projects

Project 1: Personal prompt and workflow set

Reusable prompts and steps for writing, research and meetings in your role, each with a human review step.

Project 2: Workplace automation and playbook

One no-code automation plus a short written playbook covering tools, privacy rules and when not to use AI.

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Curriculum · 6 weeks

5–8 hours a week, live and mentor-led. Open each week in the live sessions for labs and feedback.

Week 1: Practical literacy and prompt patterns

- What current assistants are good at, and where they invent or miss context
- Prompt patterns for clear instructions, examples and constraints
- Choosing an approved tool at work versus a personal account
- A first pass at a playbook for your role

Lab: Rewrite a real work task as a prompt and compare two outputs.

Week 2: Writing, research and meetings

- Drafting and editing emails, notes and short documents
- Research with sources you can check
- Meeting notes, action lists and follow-ups
- A human review step before anything is sent

Lab: Run a meeting-to-actions workflow on a sample recording or notes.

Week 3: Documents, spreadsheets and presentations

- Using AI assistance inside documents and slides
- Cleaning and summarising tabular information carefully
- Keeping numbers and claims tied to a source
- A quality pass before a deck or a sheet is shared

Lab: Produce a short deck or a cleaned table from source notes.

Week 4: No-code automation with AI

- What no-code tools such as Zapier can connect, and what they should not touch
- Triggers, steps and hand-offs a non-engineer can maintain
- Adding an AI step without sending sensitive data
- Testing and failure handling at a basic level

Lab: Build a small automation, for example turning a form or an email into a draft note.

Week 5: Quality, privacy and when not to use AI

- Personal data, client material and credentials — what stays out of a tool
- Checking facts, figures and tone
- Tasks that should remain fully human
- A short personal policy you can actually follow

Lab: Audit your automation and prompt set against the privacy checklist.

Curriculum (continued)

Week 6: Personal playbook and workplace project

- Assembling prompts, workflows, the automation and the checklist
- Live walk-throughs and mentor feedback
- How to keep the playbook current after the program

Lab: Present your playbook and automation to the cohort.

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Format, fees and refunds

Part-time and live online, in a small mentor-led cohort. Weekend-morning batches are offered for learners in the US. Evening batches (India time) are offered for learners in the Gulf and Africa. Europe-oriented groups typically meet after work and on Saturdays. Recordings are shared if you miss a live session. Exact days, times and the next cohort date are confirmed on a counsellor call.

Designed with Africa and the Gulf in mind, including evening batches on India time; join live from anywhere.

A Datamarcos certificate of completion is awarded when you finish the program work. Cohort start dates are shared on a counsellor call — we do not publish a date until then.

Fees and EMI options shared on a counsellor call.

7-day refund policy: if the program is not right for you, ask within 7 days of enrollment.

Mentor

Live sessions are mentor-led by Deepesh Mishra, founder of Datamarcos, a BITS Pilani alumnus, and a solution architect and corporate trainer in data and AI who has trained teams at 200+ organizations.

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Questions, answered

Do I need to code?

No. The program uses everyday AI assistants and no-code automation. Engineers who want to build production AI systems should look at our engineering programs instead.

How long is the program?

Six weeks, part-time and live online, at about 5–8 hours a week including the live session and practice tasks.

Who is it for?

Working professionals in non-engineering roles — operations, sales, marketing, HR, administration and similar — who want practical skill with AI tools and simple automations.

Are the sessions live, and can I join from a phone?

Sessions are live and mentor-led. Materials are designed to be followable on a laptop or a phone, and recordings are shared if you miss a class. Evening batches on India time are offered for learners in the Gulf and Africa. Exact times are confirmed on a counsellor call.

Which tools are covered?

General-purpose assistants such as ChatGPT, Gemini, Claude or Microsoft Copilot, everyday workplace suites, and no-code automation such as Zapier. You practise in your own accounts; Datamarcos is not a vendor for those products.

What about fees?

Fees and EMI options shared on a counsellor call.

Is there a refund policy?

Yes. Datamarcos has a 7-day refund policy. If the program is not right for you, ask within 7 days of enrollment.

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Talk to a counsellor

Share a few details on datamarcos.com and a counsellor will talk through program fit, the next cohort, fees and enrollment.

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This brochure does not promise placement, salary or promotion outcomes. It is not legal, immigration or official-government certification advice.