

DFO CONSULTING

AI Prompt Engineering & Applied AI Training Catalog

*Professional Training Programs for Effective, Responsible, and Defensible Use of Generative AI
in Workplace, Legal, and Public-Sector Environments*

✓ Virtual & In-Person Delivery	✓ Half-Day & Full-Day Options
✓ Customizable to Your Needs	✓ Hands-On Applied Exercises
✓ Professional & Defensible Methods	✓ Group Discounts Available

Contact Information:

Dr. Frank Olmos
Email: drfrankolmos@gmail.com
Phone: (323) 687-5120
Website: www.drolmos.com

About Our Training Programs

DFO Consulting provides professional training programs focused on the effective, responsible, and defensible use of generative artificial intelligence in workplace, legal, and public-sector environments. Our courses emphasize structured methodologies, real-world application, and professional judgment.

Delivery Formats:

- **Virtual:** Live interactive sessions via Zoom or Microsoft Teams
- **In-Person:** On-site delivery at your organization

Session Length Options:

- **Half-Day (4 hours):** Focused delivery covering core concepts and essential techniques
- **Full-Day (8 hours):** Comprehensive experience with expanded use cases, increased interaction, extended discussion, and additional applied exercises

Core Training Programs

1. The CHATPROMPT Pyramid™ – AI Prompt Engineering Basics ★

Most Popular

This foundational course introduces a structured 10-level prompt engineering framework designed to improve the accuracy, consistency, and usefulness of AI-generated outputs. Participants learn how to define context, objectives, tasks, and outputs in a systematic way that reduces errors and improves reliability.

- **Key Topics:** The 10-level CHATPROMPT framework • Context setting and role assignment • Task structuring and output formatting • Reference examples and iterative refinement • Modularization and chain-of-thought reasoning
- **Ideal For:** HR professionals, investigators, administrators, legal support staff, and anyone new to structured AI use
- **Pricing:** Half-Day (4 hours): \$1,800 | Full-Day (8 hours): \$3,000

2. Advanced AI Prompt Engineering

Prerequisite: CHATPROMPT Basics or equivalent experience

This course builds on foundational skills and focuses on advanced techniques for complex and high-stakes work. Instruction covers multi-stage prompting, modular task design, reasoning control, verification techniques, high-density summarization, and ethical guardrails.

- **Key Topics:** Multi-stage prompting architectures • Self-consistency verification methods • Chain-of-density summarization • Cognitive replication techniques • Quality control and validation protocols
- **Ideal For:** Experienced AI users, senior investigators, HR directors, legal professionals handling complex cases
- **Pricing:** Half-Day (4 hours): \$1,800 | Full-Day (8 hours): \$3,000

Specialized Application Courses

(All courses delivered in four-hour format)

3. Applying AI in Workplace Investigations

This course focuses on the use of generative AI to support workplace investigations while maintaining legal defensibility and professional standards.

- **Key Topics:** Legally defensible interview summarization (4-stage protocol) • Timeline construction with triple verification • Evidence comparison and cognitive replication • Addressing AI-generated complaints • Quality control standards
- **Ideal For:** Workplace investigators, HR investigators, Title IX coordinators, employee relations specialists
- **Pricing:** \$1,800 (4-hour session)

4. AI for Human Resources & Employee Relations

This course examines practical AI applications in HR and employee relations, with emphasis on ethical use and bias mitigation.

- **Key Topics:** Policy analysis and interpretation • Performance management documentation • Employee communication drafting • Job analysis and description development • Bias detection and mitigation strategies
- **Ideal For:** HR generalists, HR managers, employee relations specialists, benefits administrators
- **Pricing:** \$1,800 (4-hour session)

5. Ethical & Responsible Use of AI in the Public Sector

This course addresses governance, transparency, compliance, and risk considerations when using AI in public-sector and regulated environments.

- **Key Topics:** Public records and transparency requirements • Procurement and vendor evaluation • Bias and fairness in government AI use • Documentation and audit trail requirements • Risk assessment frameworks
- **Ideal For:** Government HR professionals, public administrators, compliance officers, agency leadership
- **Pricing:** \$1,800 (4-hour session)

6. AI-Enhanced Recruitment & Applicant Screening

This course covers AI applications in talent acquisition while maintaining fairness, compliance, and professional standards.

- **Key Topics:** Job posting optimization • Resume and application review assistance • Structured interview development • Candidate communication • Bias mitigation in screening
- **Ideal For:** Recruiters, talent acquisition specialists, hiring managers, HR coordinators
- **Pricing:** \$1,800 (4-hour session)

7. AI in Performance Management & Employee Development

This course explores how AI can support performance evaluation, feedback, and professional development processes.

- **Key Topics:** Performance review drafting and analysis • Development plan creation • Feedback quality improvement • Career progression planning • Performance data analysis
- **Ideal For:** Managers, HR business partners, organizational development professionals, training coordinators
- **Pricing:** \$1,800 (4-hour session)

Training Format Comparison

Feature	Half-Day (4 hours)	Full-Day (8 hours)
Core Concepts	✓ Comprehensive	✓ Comprehensive
Live Demonstrations	✓ Essential examples	✓ Extensive examples
Use Cases	✓ 3-4 focused scenarios	✓ 6-8 diverse scenarios
Hands-On Practice	✓ Guided exercises	✓ Extended practice sessions
Q&A and Discussion	✓ Structured time	✓ Extended interactive discussion
Customization	✓ Limited	✓ Significant
Post-Training Resources	✓ Digital materials	✓ Digital + expanded toolkit

Delivery Details

Virtual Training

- Delivered via Zoom or Microsoft Teams with interactive screen sharing and breakout rooms
- Digital materials provided via secure link
- Recording available upon request (additional fee)

In-Person Training

- Delivered at your location
- Requires projector/screen and stable internet connection
- Option for printed participant booklets (+\$15/participant)
- Travel and mileage billed at federal rates

Customization Options

All training programs can be customized to address your organization's specific workflows, industry regulations, existing AI tools, organizational policies, and real case examples (anonymized).

- **Customization typically includes:** Pre-training survey • Review of organizational materials • Integration of client-specific examples • Modified curriculum and exercises • Post-training consultation (30 min)
- **Customization Fee:** +\$500 per training session

Group Pricing & Multi-Session Discounts

- 2-3 sessions: 10% discount
- 4-5 sessions: 15% discount
- 6+ sessions: 20% discount

For organizations planning ongoing training across multiple departments or annual refresher sessions, contact us for custom partnership pricing.

Additional Services

Train-the-Trainer Program

Certify internal staff to deliver foundational AI prompt engineering training within your organization.

- **Format:** 2-day intensive program | **Pricing:** \$6,000 (up to 5 participants)
- **Includes:** Instructor materials, slide decks, exercise templates, certification

Post-Training Consultation

One-on-one or small group follow-up sessions to address specific implementation challenges.

- **Format:** 1-hour virtual sessions | **Pricing:** \$300/session

Custom Curriculum Development

Development of organization-specific training materials, prompts, or AI usage guidelines.

- **Pricing:** Custom quote based on scope

Booking Process

- **Initial Consultation (Free):** 30-minute call to discuss needs and objectives
- **Proposal:** Customized training proposal with agenda and pricing
- **Scheduling:** Coordination of dates and logistics
- **Pre-Training:** Survey and materials gathering (if customized)
- **Delivery:** Virtual or in-person training session
- **Follow-Up:** Post-training resources and evaluation

Payment Terms

- 50% deposit required to secure training date
- Balance due within 30 days of training delivery
- Payment accepted via check or electronic transfer
- Purchase orders accepted from government agencies

Cancellation Policy

- 30+ days notice: Full refund minus \$200 administrative fee
- 15-29 days notice: 50% refund
- Less than 15 days: No refund (rescheduling available)

About the Instructor

Dr. Frank Olmos brings over 30 years of experience in merit system human resources and currently serves as Executive Director of Classified Personnel for Bellflower Unified School District. He is a Statistics Professor at California State University, Los Angeles, and founder of the CHATPROMPT framework for professional AI use.

Credentials & Recognition

- 2024 Stephen E. Bemis Memorial Award recipient
- Author of *Smells Like A.I. Spirit: How to Use AI to Master Human Resources*
- Presenter for WRIPAC, CODESP, PTC-SC, ACSA, and IPAC
- Expert in psychometric assessment, job analysis, and workforce investigations

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Phone: (323) 687-5120

Website: www.drolmos.com

LinkedIn: www.linkedin.com/in/drfrankolmos/

This catalog is effective January 2026 and subject to change. Contact us for the most current pricing and availability.