

Introduction to ChatGPT– Sample Course Outline

Duration: One Day

This course is suitable for anybody looking to streamline daily workflows, improve work quality and develop new skills by making use of ChatGPT in the workplace.

What will be covered?

- ✓ What ChatGPT can do and what its limitations are
- ✓ When you should use ChatGPT
- ✓ How to write effective prompts
- ✓ Best practice considerations

About this course

Attending this course will help you to:

- Understand the capabilities and limitations of ChatGPT.
- Write prompts to assist your workflow in many ways.
- Use ChatGPT to assist in learning new skills.
- Use best practices when articulating your prompts.
- Leverage ChatGPT's contextually relevant responses.
- Use Custom Instructions.
- Use Custom GPTs.

Prerequisites:

- Access to a ChatGPT account.
- A stable internet connection.
- A second monitor is recommended but not required.