

ChatGPT Unlocked:

A Practical Guide to Increase Work Productivity

Introduction

In a recent survey, 69% of consumers preferred chatbots for quick communication with businesses, and 64% believed that chatbots and AI would make customer service more efficient in the future. With AI conversations becoming increasingly prevalent, it's crucial to learn how to leverage them effectively to boost your productivity.

In this training program, you will learn how to unlock the full potential of AI with ChatGPT. With over 175 billion parameters, ChatGPT is one of the most advanced language models available and can generate human-like responses to a wide range of prompts. By mastering the art of prompting ChatGPT, you can create engaging and informative conversations that help you communicate more effectively and efficiently.

If you want to be a outstanding executives, officers or even managers , "ChatGPT Unlocked" has something to offer. Join us on this exciting journey and unlock the full potential of AI conversations with ChatGPT!

Program Objectives:

The objectives of this program are to:

- Help you understand the basics of AI and the benefits of using ChatGPT
- Teach you how to prompt ChatGPT effectively to generate engaging and informative responses
- Provide you with practical tips and tricks for using ChatGPT to enhance your Productivity especially in management, human resource, marketing, finance, education, investigation, writing and field related to business.
- Enable you to apply your learning to real-world scenarios and experience the benefits of AI conversations firsthand.

Learning Outcomes:

By the end of this program, you will be able to:

- Understand the basics of AI conversations and the advantages of using ChatGPT
- Prompt ChatGPT effectively to generate accurate and informative responses
- Apply best practices for using ChatGPT to enhance your productivity
- Identify real-world scenarios where AI conversations can be used to improve efficiency and productivity.

Who should attend

Executives, and managers who would like to enhance their productivity with technology

Methodology

Slides, presentation, hand-on practical, discussion, case study, quiz and problem based learning

Program Outline

Day 1
M1: Introduction What is ChatGPT How does ChatGPT works? How does ChatGPT difer from Chatbots What can ChatGPT be used Application of ChatGPT
M2: Why Using ChatGPT Time Saving Improved Content Quality Enhanced Creativity Boost Productivity
M3: Getting Started with ChatGPT Sign Up to Open AI Choose Your Plan Access the platform
M4: ChatGPT in Daily Office Operation ChatGPT in Management ChatGPT in Marketing ChatGPT in Accounting and Finance ChatGPT in Education and Journalism ChatGPT in Analysis and Investigation
M5: Introduction to Prompt Engineering Techniques Introduction to Natural Language Processing What is prompt engineering Principle of Using Prompt ChatGPT
Day 2 (Practical)
M6: Instructions Prompt Technique Instructions Prompt Technique General ChatGPT Prompt Template
M7: Application of Prompt I : Leaders, Executive Copywriting ChatGPT Prompts Template

ChatGPT Prompts Template for Work Productivity
Formal Writing ChatGPT Prompt Template

M8: Application of Prompt II: Specific

Recipe Prompt Template
Social Media content Prompts Template
Speech and script writing Prompts Template
Authors Tips for Writing Prompts
Academician Prompt

M9: Common Mistakes When Prompting

Validity and reliability
Training ChatGPT

M10: ChatGPT as Future Communication Tools

The Rise of AI Beyond ChatGPT
AI will not replace you

Why you should attend?

Here are a few reasons why leaders and executives might consider attending ChatGPT training:

1. To understand the potential of natural language processing: Natural language processing can be used to automate tasks, analyze data, and improve communication with customers and employees. By attending ChatGPT training, leaders and executives can better understand the potential of natural language processing and how it can be applied in their organization.
2. To explore new business opportunities: Natural language processing can uncover insights and patterns in data that might not be visible with other analysis methods. By attending ChatGPT training, leaders and executives can explore new business opportunities and gain a competitive edge.
3. To improve writing and communication with customers and employees: ChatGPT can be used to automate responses to customer inquiries, analyze customer feedback, and improve communication with employees. By attending ChatGPT training, leaders and executives can learn how to use natural language processing to improve communication and engagement with customers and employees.
4. To stay up-to-date with the latest technologies: ChatGPT is a cutting-edge AI language model, and attending ChatGPT training can help leaders and executives stay up-to-date with the latest advancements in natural language processing and AI.

Overall, attending ChatGPT training could be beneficial for participants who want to stay ahead of the curve and leverage the power of natural language processing and AI to improve their organization's operations, communication, and competitiveness.