

ChatGPT Basics for Corporate Professionals

Course Overview

This short course is designed to introduce corporate professionals to ChatGPT and how it can enhance productivity, streamline communication, and assist with creative and technical tasks. Tailored for non-technical users, it covers essential tools and practical use cases in a business context.

Training Format

- Live online sessions via Microsoft Teams or Zoom
- Real-time instructor support
- Flexible scheduling (custom dates and times available)
- Interactive learning with practical exercises

Course Outline

Hour 1: Introduction to ChatGPT

- What is ChatGPT?
- How it works (simplified overview)
- Key terms: AI, NLP, LLM
- Setting up and accessing ChatGPT

Hour 2: Core Capabilities and Use Cases

- Drafting and proofreading emails
- Generating content ideas
- Summarising documents
- Creating meeting agendas and reports

Hour 3: ChatGPT for Business Productivity

- Brainstorming and planning
- Excel formula creation
- Writing professional responses
- Automating routine communication

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Hour 4: Prompt Engineering Basics

- How to write effective prompts
- Controlling tone, format, and style
- Using follow-up prompts effectively
- Best practices and tips

Hour 5: Hands-On Activities & Q&A

- Live corporate use case demos
- Group exercises
- Open Q&A and custom use case discussion
- Final tips and course wrap-up

Who Should Attend

- Admin staff
- Managers
- HR teams
- Sales & marketing professionals
- Anyone in a corporate setting interested in AI productivity tools

Requirements

- Internet connection
- Basic computer literacy
- No prior AI knowledge needed

Price

R6,900 per person

Contact & Enrollment

School of IT

ChatGPT Basics for Corporate Professionals

Website: www.schoolofit.co.za

Email: info@schoolofit.co.za

Phone: 082 696 7749