

SCHOOL OF IT INTERNATIONAL

ChatGPT Basics for Corporate Professionals

Live, 1-on-1 online training in ChatGPT for corporate professionals — enhance productivity, streamline communication, and assist with creative and technical tasks.

ChatGPT Basics

School of IT International (Pty) Ltd

Somerset West, Cape Town, South Africa · schoolofit.co.za

ChatGPT Basics for Corporate Professionals

Tailored for non-technical users, this short course introduces corporate professionals to ChatGPT and how it can enhance productivity, streamline communication, and assist with creative and technical tasks. 1-on-1 online training with a real lecturer.

● Flexible hours

● Commence anytime

● 1-on-1 online with a real lecturer

Learning Objectives

Covered over 5 hours.

- 1 Introduction to ChatGPT — what it is, how it works, key terms (AI, NLP, LLM), setup
- 2 Core capabilities and use cases — drafting/proofreading emails, generating ideas, summarising documents
- 3 ChatGPT for business productivity — brainstorming, Excel formulas, professional responses, automation
- 4 Prompt engineering basics — writing effective prompts, controlling tone/format/style
- 5 Hands-on activities & Q&A — live corporate use case demos and group exercises

Pricing

COURSE PRICE

R6,900

Full payment before commencement (no payment plan)

Course Duration & Format



Duration

5 hours — maximum completion time



Payment

Full payment only (no payment plan)



Mode

1-on-1 online, real lecturer, flexible scheduling



Certificate

Certificate of Completion included

Career Prospects

- ◆ Admin Staff Member
- ◆ Manager
- ◆ HR Professional
- ◆ Sales & Marketing Professional
- ◆ Corporate Professional (any industry)

Typical AI-literate professional salary uplift (South Africa)



N/A — productivity-focused course

Who should attend: Admin staff, managers, HR teams, sales & marketing professionals, and anyone in a corporate setting interested in AI productivity tools. No prior AI knowledge needed.

 Get job-ready skills — start your ChatGPT Basics for Corporate Professionals course today.

[Enrol Now →](#)

 +27 82 696 7749  info@schoolofit.co.za

Somerset West, Cape Town, South Africa