



CHAT GPT FUNDAMENTALS

BY ELITE INDIGO

Enhance your team's communication strategies and master the art of using ChatGPT to upgrade prompting skills and improve productivity.

Walk away with practical "quick wins" to effectively integrate ChatGPT into your workflows and elevate your team's performance immediately.

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ChatGPT Fundamentals

• Overview

As technology advances and the world becomes more digital, there is a growing need for working professionals to keep up with these changes. This workshop is specifically designed for the future workforce to be efficient and effective at work by mastering AI Tool like ChatGPT.

First, the workshop will introduce basic knowledge of AI before narrowing into ChatGPT fundamental, which is a typical NLP tool (or Chatbot). It will showcase how ChatGPT can change and impact our work life significantly through popular use cases and success stories. The essential part of this workshop is about learning the effective text input in order to get accurate and fast responses from ChatGPT. ChatGPT is capable of serving many industries day to day working needs now.

But for this workshop will focus on how ChatGPT can help working professionals to optimize their work performance and productivity. Routine tasks like handling email, handling messaging, doing research, doing reporting, support customer, etc. will be best done by ChatGPT now. Artificial Intelligence (AI) is designed and programmed for machine to learn, think and act like a human.

AI has been around for more than half a century but only getting very popular and practical with Machine Learning (ML) / Deep Learning (DL) implementation after 1980s. Artificial Intelligence has indeed become important part of our daily life and creates huge impact in how we live, work and play.

Today you see in Home/Personal Assistant application using Natural Language Processing (NLP) techniques and Security/Surveillance applications using Video/Image Analytic techniques are typical examples of AI applications. At the end, a quick hands-on session is designed to let the participants experiencing the power of using ChatGPT at work.



ChatGPT Fundamentals

• Learning Objectives

1. To learn Artificial Intelligence (AI) Fundamental
2. To learn ChatGPT Fundamental
3. To learn Effective Text Input to ChatGPT
4. To study how working professionals can use ChatGPT at work
5. To experience better working performance using ChatGPT

• Learning Outcome

The learners will be able to apply the knowledge from this training and use ChatGPT in daily work (content creator) such as quickly develop content, in return, it saves time and effort.

• Methodology

- Tool used is ChatGPT (latest version)
- Showcasing how this AI tool can be applied in training industry too.
- Course duration is 8 hours
- Delivery is online with instructor (live class)
- Certificate of Completion will be provided for each participant.

• Duration

1-day Full Workshop.



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ChatGPT Fundamentals

• Course Outline & Schedule

Duration	Details
0.5 Hours	Module 1: Artificial Intelligence (AI) Fundamental i Definition ii History iii AI/ML/DL Relationship iv Key Components (Compute, Algorithm, Data) Explained v Examples of AI Tools – ChatGPT, Dall-e, Stable Diffusion, Vall-e, Faceswap.ai, etc
2 Hours	Module 2: ChatGPT Fundamental i Overview – history, architecture and training data ii Primary Functions iii Benefits - such as improved efficiency, scalability, and accuracy iv Real-world applications of ChatGPT in various industries
2 Hours	Module 3: Effective Text Input for ChatGPT i Importance of context ii Strategies for phrasing questions iii NLP (natural language processing) techniques - importance in communicating effectively with ChatGPT iv Best practices for formatting text inputs - including use of punctuation, capitalization, and abbreviations
1 Hour	Lunch
1 Hour	Module 4: ChatGPT Use Cases for Working Professionals i Working Professionals' Routine Task List ii Benefits of using ChatGPT iii Case studies and Success stories
1.5 Hours	Module 5: Hands-on Exercise: Using ChatGPT for better Work Efficiency and Effectiveness Wrap Up & Survey

ABOUT ELITE INDIGO

We are dedicated to empowering businesses to achieve their full potential. With a team of seasoned professionals and a wealth of industry experience, we offer tailored consulting services to help organizations overcome challenges and seize opportunities.

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Dive into the cutting-edge world of AI, exploring algorithms, data analysis and more.



TECHNICAL SKILL

Sharpen your technical prowess from programming, software and more.



SOFT SKILL

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LEADERSHIP SKILL

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TEAMBUILDING

Understand the dynamics of teamwork, communication, and synergy



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