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1	<p><b>Training Description</b></p> <p>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.</p> <p>The essential part of this workshop is about learning the effective text input in order to get accurate and fast responses from ChatGPT.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>At the end, a quick hands-on session is designed to let the participants experiencing the power of using ChatGPT at work.</p>
2	<p><b>Learning Objective</b></p> <ol style="list-style-type: none"> <li>1. To learn Artificial Intelligence (AI) Fundamental</li> <li>2. To learn ChatGPT Fundamental</li> <li>3. To learn Effective Text Input to ChatGPT</li> <li>4. To study how working professionals can use ChatGPT at work</li> <li>5. To experience better working performance using ChatGPT</li> </ol>
3	<p><b>Learning Outcome</b></p> <ol style="list-style-type: none"> <li>1. 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.</li> </ol>

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Training Course Outline

1. 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. 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
3. 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
4. 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
5. Module 5: Hands-on Exercise: Using ChatGPT for better Work Efficiency and Effectiveness

**Note:**

- 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.