

Chat GPT for Everyday Productivity

ClearCut
IT TRAINING

Duration: 3.5 hours

Course Objectives

By the end of this session, attendees will:

- Understand how ChatGPT works and why prompt quality matters
- Identify use cases for improving productivity in their own role
- Learn how to write effective prompts using goal, context and tone
- Practise refining responses and iterating for better results
- Gain confidence applying ChatGPT to regular tasks and problem-solving

Topics

Welcome & Introduction

- Overview of ChatGPT and why it's relevant now
- Course objectives and format

What is ChatGPT and Why It's Useful

- Brief explanation of AI, LLMs, and ChatGPT vs Copilot
- Live demo/tour of ChatGPT and it's key features
- Key capabilities: writing, analysing, summarising, transforming
- Real examples and live demos/use cases: admin, writing, marketing, training, reporting

Mastering Prompts: How to Get Better Output

- The anatomy of a good prompt: goal, context, style, constraints
- Practical examples: from vague to excellent prompts
- Hands-on activity: "Rebuild this weak prompt" (Group exercise)

Practical Exercises: Everyday Use Cases

Participants choose one of:

- Draft a customer email or LinkedIn post
- Summarise meeting notes or a report
- Create a checklist or plan

Using ChatGPT, they:

- Create a first draft prompt
- Get output
- Iterate to improve result using follow-ups
- Share output

Troubleshooting, Tips and Getting Creative

Live demo of:

- Uploading a file or screenshot
- Using voice features
- Using ChatGPT as an 'operating system'
- Common issues and how to fix them (hallucinations, vagueness)
- Introduction to "prompt libraries" and building reusable tools

Wrap-Up & Takeaways

- Recap key lessons
- Q&A