

Power Up Your Business With Chat GPT

ClearCut
IT TRAINING

1. Welcome and Introduction

2. What is ChatGPT and How Does it Work?

- What is AI? What is ChatGPT? Different versions explained.
- Large Language Models explained in plain English
- Key features: text generation, voice, vision, memory, custom instructions
- Tour: ChatGPT in action (browser and mobile app)

3. Writing Your First Prompts

- What is a prompt?
- Basic prompt structure and examples
- Improving answers with follow-up questions
- Practical exercise: Try a basic task (e.g. write a message or summary)

4. Everyday Use Cases for Work and Life

- E-mail drafting and summaries
- Social media posts and captions
- Reports, blogs, and content ideas
- Brainstorming and checklists
- Travel plans and event planning
- Discussion: What work tasks could ChatGPT help with?

5. Using Files, Voice and Images

- Uploading and working with documents (PDFs, Word, Excel)
- Reading and analysing screenshots
- Talking to ChatGPT with voice

6. Working Smarter with Memory and Projects

- What is Memory in ChatGPT?
- How to create and use a Project
- Keeping your work organised

7. Prompting Tips for Better Results

- Be clear, specific, and set expectations
- Ask ChatGPT to think step by step
- Use roles: "Act as a teacher" or "Be my content reviewer"
- Exercise: Rewrite a vague prompt to get better output

8. Best Practice and Responsible Use

- How to fact-check and verify output
- Understanding AI limitations (e.g. hallucinations)
- Keeping data safe and private
- When not to use ChatGPT
- Settings to check: Custom Instructions and Data Controls

9. Creating a Prompt Library

- What's a prompt library and why is it useful?
- Examples of helpful prompt templates
- Saving and copying prompts for regular tasks

10. Real-Life Examples and Case Studies

- Success stories from different industries
- Highlight: How SMEs, councils, and charities are using ChatGPT
- Case examples: Social media content, internal documents, policies

11. Wrap-Up and Next Steps

- Review key skills learned
- Quiz
- Your next steps
- Resources
- Q&A and feedback