ChatGPT Basics: Foundational Skills for Effective Use

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UK Traininig
PARTNER



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Why This Course

In today's workplace, the ability to use AI tools effectively is becoming an increasingly valuable professional skill. ChatGPT is helping individuals and organizations improve productivity, support research, generate content, streamline communication, and solve problems more efficiently. To use it well, however, professionals need more than curiosity. They need a clear understanding of how it works, how to write effective prompts, where it adds value, and how to apply it responsibly in real-world settings.

This intensive 1-week course provides a comprehensive introduction to ChatGPT, focusing on developing foundational skills for effective use. Participants will learn essential concepts, practical applications, and ethical considerations of AI-powered language models. Through hands-on exercises and real-world examples, attendees will gain the confidence to leverage ChatGPT in various professional contexts.

What You'll Learn and Practice

By joining this program, you will:

- Understand the core principles and capabilities of ChatGPT.
- Develop effective prompt engineering techniques for optimal results.
- Explore diverse use cases and applications across industries.
- Recognize and navigate the limitations and ethical considerations of AI.
- Integrate ChatGPT into professional workflows for enhanced productivity.

The Program Flow

Day 1: Introduction to ChatGPT

- Understanding AI and language models.
- ChatGPT's architecture and capabilities.
- Basic interaction techniques.
- Setting up and navigating the ChatGPT interface.

Day 2: Effective Prompt Engineering

- Principles of well-structured prompts.
- Techniques for clarity and specificity.
- Context setting and role-playing.
- Iterative refinement of prompts.



Day 3: Practical Applications and Use Cases

- Content creation and editing.
- Research and information synthesis.
- Problem-solving and brainstorming.
- Language translation and cultural adaptation.

Day 4: Limitations and Ethical Considerations

- Understanding ChatGPT's knowledge cutoff.
- Recognizing and mitigating biases.
- Privacy and data security concerns.
- Responsible AI usage guidelines.

Day 5: Integration and Advanced Techniques

- Incorporating ChatGPT into professional workflows.
- Combining ChatGPT with other tools and APIs.
- Advanced prompt techniques for complex tasks.
- Future trends and ongoing learning resources.

Individual Impact

- Strengthen your ability to use ChatGPT more confidently and effectively in professional settings.
- Enhance your prompt writing skills for clearer, more useful, and more accurate outputs.
- Build stronger awareness of where ChatGPT adds value and where human judgment remains essential.
- Gain practical techniques for improving productivity, creativity, and day-to-day task execution.

Work Impact

- Improve team productivity through smarter use of ChatGPT in routine and complex tasks.
- Strengthen communication, content development, and research support across workflows.
- Support more responsible and effective adoption of AI within the organization.
- Enhance the organization’s readiness to use AI tools in practical, ethical, and scalable ways.

Training Methodology

This program integrates foundational AI understanding, practical exercises, and real-world application to ensure immediate relevance and useful outcomes. Learning methods include:

- Real-world case studies on ChatGPT use across different industries and functions.
- Practical exercises in prompt writing, refinement, and task-based interaction.
- Interactive workshops on workflow integration, use case design, and responsible AI use.
- Group discussions on limitations, ethics, privacy, and future opportunities.



• Frameworks and tools for applying ChatGPT effectively in professional environments.

Beyond the Course

Upon completion, participants will be better equipped to use ChatGPT with greater confidence, clarity, and practical understanding. They will return ready to:

• Apply ChatGPT more effectively across a range of professional tasks.
• Build stronger prompts that generate more useful and targeted outputs.
• Integrate ChatGPT into workflows in a more productive and responsible way.
• Continue developing their AI skills as the technology evolves.

