AI &CHATGPT TRAINING

FOR TEAMS

UNLOCK EFFICIENCY, CREATIVITY & STRATEGIC ADVANTAGE

AI ISN'T REPLACING HUMANS – BUT HUMANS USING AI WILL REPLACE THOSE WHO DON'T.

GIVE YOUR TEAM THE SKILLS TO WORK SMARTER, SAVE TIME, AND STAY AHEAD.

Course Modules

1. **The Fastest Revolution Humanity Has Ever Seen**
   - Why AI is reshaping every industry—faster than electricity or the internet ever did.
   - What this means for your business right now.

2. **What is AI & Who is ChatGPT?**
   - Demystifying AI & machine learning.
   - Seeing AI in everyday life & work (finance, marketing, customer care, management).
   - Introduction to ChatGPT—your new productivity partner.

3. **Everyday Uses: Personal & Professional**
   - How to start using AI to simplify tasks, plan projects, handle emails, brainstorm ideas & more.
   - Practical demos- turning abstract tools into everyday time-savers.

4. **Work & Productivity Superpowers**
   - Use cases tailored to your industry.
   - From drafting proposals to analysing spreadsheets & generating marketing content.

5. **Mastering the Prompt Code**

6. Must-Use Features

- Image & document analysis, voice chat, data uploads, creating visuals, spreadsheets insights—features you didn't know you needed.

7. Responsible & Ethical AI

- How to fact-check, avoid bias, keep data secure, and make AI your helper (not decision-maker).

What your team will walk away with:

✅ Clear understanding of how to use AI & ChatGPT at work.

✅ Confidence to train AI to serve your unique needs.

✅ Hands-on practice that turns "tech fear" into tech power.

✅ More value, inspiration & insight than you paid for.

Perfect for:

Business owners • Managers • Sales teams • Admin & ops • Marketing teams • Anyone who wants to save time & work smarter.