

Chat GPT Masterclass

Course Description

The ChatGPT Intensive course is a tutor-led, online learning experience designed to take participants from foundational knowledge to advanced proficiency in leveraging ChatGPT effectively. This hands-on course combines theoretical insights, practical techniques, and real-world applications to help individuals and teams unlock the full potential of ChatGPT in diverse contexts. Participants will gain mastery in crafting effective prompts, integrating ChatGPT into workflows, and addressing ethical considerations, culminating in a capstone project showcasing their skills.

Whether you're a professional staying updated with AI advancements or a newcomer, this course equips you to navigate the evolving AI landscape.

Key Benefits

- ✓ **Foundational Knowledge of ChatGPT** – Gain a solid understanding of how ChatGPT works, its capabilities, limitations, and real-world applications across industries.
- ✓ **Proficiency in Prompt Engineering** – Learn to craft effective and advanced prompts, refining your ability to guide ChatGPT for accurate, creative, and context-specific outputs.
- ✓ **Advanced Feature Utilisation** – Master ChatGPT's advanced functionalities, including API integrations and workflow customisation for professional use.
- ✓ **Real-World Application Skills** – Develop and present solutions to real-world challenges, applying ChatGPT to practical scenarios through collaborative projects.
- ✓ **Ethical and Responsible AI Usage** – Develop and present solutions to real-world challenges, applying ChatGPT to practical scenarios through collaborative projects.

Target Audience

The ChatGPT Intensive course is tailored for professionals, innovators, and enthusiasts eager to integrate AI into their work and daily life. Whether you're a content creator, marketer, developer, or business leader, this program delivers practical skills in prompt engineering and advanced ChatGPT features to boost productivity and drive innovation. Ideal for those tackling complex challenges and streamlining workflows, the course is perfect for both AI newcomers and experienced practitioners looking to deepen their understanding and ethical use of cutting-edge technology.

Benefits & Real Life Skills

Taking the ChatGPT Intensive course offers you the opportunity to harness cutting-edge AI tools for real-world applications. You'll develop essential skills in prompt engineering, learn to leverage advanced ChatGPT features, and integrate AI solutions seamlessly into your professional workflows. With hands-on exercises and collaborative projects, you'll build the confidence to solve complex challenges, improve productivity, and drive innovation in areas like customer support, content creation, and business strategy. Ultimately, this course equips you with both technical prowess and practical insights, ensuring you are well-prepared to apply ethical and effective AI practices in any professional setting.

Duration: 8 hours over 2 days

ChatGPT Intensive Course Syllabus

Day 1: Foundations of ChatGPT

1. Introduction & Course Overview

- Welcome and introduction to the course structure, objectives, and outcomes. Participants will understand how the course will progress and what they can expect to achieve by the end.
- An overview of ChatGPT's capabilities and transformative potential in various fields.

2. ChatGPT Fundamentals

- A deep dive into how ChatGPT works, including its underlying AI technology, strengths, and limitations.
- Exploration of practical applications across industries such as content creation, customer support, education, and more.

3. Prompt Engineering Basics

- Introduction to crafting clear, concise, and effective prompts.
- Techniques for guiding ChatGPT to produce more accurate, contextually relevant, and creative outputs.

4. In-Depth Prompt Engineering Techniques

- Advanced methods for creating complex prompts tailored to specific goals or industries.
- Strategies for iterative refinement and multi-turn conversations to achieve optimal results.

5. Hands-On Exercises & Reflection

- Interactive group activities to practice prompt engineering.
- Reflection on key takeaways and challenges faced during the day.

Day 2: Advanced Applications & Integration

1. Quick Recap & Q&A from Day 1

- A brief review of key concepts and techniques from Day 1.
- Open Q&A to address participants' questions or challenges encountered overnight.

2. Advanced ChatGPT Features & Use Cases

- Exploration of advanced ChatGPT functionalities, such as fine-tuning responses, leveraging APIs, and creating chatbots.



- Case studies on innovative and impactful ChatGPT use cases across sectors.

3. **Best Practices for Implementation & Integration**

- Guidance on integrating ChatGPT into professional workflows, tools, and teams.
- Practical tips for ensuring consistent and reliable performance.

4. **Scenario-Based Lab: Real-World Project**

- Hands-on exercise where participants work in teams to solve a real-world problem using ChatGPT.
- Collaboration and peer feedback to refine solutions.

5. **Ethical & Policy Considerations for ChatGPT**

- Discussion of ethical issues, biases, and responsible AI usage.
- Strategies for developing and adhering to clear policies for ChatGPT in organisational settings.

Capstone Project & Course Wrap-Up

6. **Capstone Project, Presentations & Feedback**

- Participants present their final projects, showcasing their skills in applying ChatGPT to solve a complex challenge.
- Constructive feedback from peers and instructors to refine ideas and applications.

7. **Course Wrap-Up**

- Summary of key lessons learned throughout the course.
- Next steps for participants to continue developing their ChatGPT expertise.
- Closing Q&A and celebration of participants' progress.

This intensive course ensures participants leave with both the technical skills and practical understanding needed to harness ChatGPT's full potential in any context. Whether you're a beginner or looking to deepen your expertise, this course offers the tools and confidence to excel.

Virtual Class System requirements

All Virtual Classes will be conducted over Zoom.

System requirements

- An internet connection – broadband wired or wireless (3G or 4G/LTE)
- Speakers and a microphone – built-in, USB plug-in, or wireless Bluetooth
- A webcam or HD webcam - built-in, USB plug-in, or:
- An HD cam or HD camcorder with a video-capture card
- Virtual camera software for use with broadcasting software like OBS or IP cameras

Supported operating systems

- macOS X with macOS X (10.11) or later
- Windows 11
- Windows 10

Note: Devices running Windows 10 must run Windows 10 Home, Pro, or Enterprise. S Mode is not supported.

- Ubuntu 12.04 or higher
- Mint 17.1 or higher
- Red Hat Enterprise Linux 8.0 or higher
- Oracle Linux 8.0 or higher
- CentOS 8 or higher
- Fedora 21 or higher
- OpenSUSE 13.2 or higher
- ArchLinux (64-bit only)

Note: On Windows devices, Zoom utilizes WebView2 and Chromium Embedded Framework (CEF) for certain features. If not available, these are downloaded automatically by Zoom, but admins should ensure these are whitelisted on managed devices.

Supported web browsers

- Desktop
- Chrome: Within 2 versions of current version
- Firefox: Within 2 versions of current version
- Edge: Within 2 versions of current version
- Safari: Within 2 versions of current version

As an example, if the current version of Chrome is 111, then Zoom supports versions 109, 110, and 111. As new versions are released, the minimum version will also follow behind by 2 versions.