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Enhancing Productivity with AI

A Hands-on Course on ChatGPT and Prompt Engineering

FA-0189

Agentic & Generative AI

Introduction

Artificial Intelligence is no longer just a science fiction concept. It's a present-day tool, ready to enhance our productivity and free us to focus on tasks that require human ingenuity and creativity. This course aims to demystify AI, specifically focusing on the capabilities of OpenAI's ChatGPT. By mastering the concept of 'Prompt Engineering', learners will be able to leverage ChatGPT to automate repetitive tasks, enhance productivity, and ultimately, find more time to do the things they love. This course is not about AI replacing humans, but rather AI complementing human effort to create an efficient, balanced work-life paradigm.

Learning outcomes

By the end of this course, you will be able to:

- Understand the core functionalities of ChatGPT and how to leverage them in a work setting.
- Master the concept and application of 'Prompt Engineering' to elicit desired outputs from ChatGPT.
- Identify tasks that can be efficiently automated using ChatGPT.
- Implement strategies to integrate ChatGPT into your workflow to increase productivity.
- Understand the ethical considerations and limitations of using AI like ChatGPT.
- Develop an adaptive learning mindset towards emerging AI technologies.

Prerequisites

- Basic understanding of Artificial Intelligence and Machine Learning concepts.

- Familiarity with using online tools and applications.
- A curious mind, open to learning new technologies.

Training outline

1. Section 1: Introduction to ChatGPT

1. What is ChatGPT?
2. How does ChatGPT work?
3. Real-world applications of ChatGPT.

2. Section 2: Navigating ChatGPT

1. Exploring ChatGPT's interface.
2. Experimenting with basic functionalities.
3. Understanding the input and output system.

3. Section 3: Unleashing the Power of Prompt Engineering

1. What is Prompt Engineering?
2. The science behind effective prompts.
3. Hands-on: Crafting your own prompts.
4. Review and feedback on prompt crafting exercise.

4. Section 4: Automating Tasks with ChatGPT

1. Identifying tasks suitable for automation.
2. Designing prompts for task automation.
3. Hands-on: Implementing automated tasks.
4. Case Studies: Successful task automation using ChatGPT.

5. Section 5: Enhancing Productivity with ChatGPT

1. Integration of ChatGPT into daily work routine.
2. Measuring the impact: efficiency and time savings.
3. Fostering creativity: What to do with your new-found time?
4. Hands-on: Develop your ChatGPT productivity plan.

6. Section 6: Ethical and Responsible Use of AI Tools

1. Understanding AI ethics and limitations.
2. Responsible use of ChatGPT.
3. The future of work with AI: A balanced perspective.

7. Section 7: Looking Ahead: ChatGPT and the Adaptive Learning Mindset

1. Embracing AI: The growth mindset.
2. Future possibilities of AI in work.
3. Final reflections and course wrap-up.

This course is designed to be interactive and hands-on, providing participants with practical skills and a confident understanding of how to harness AI tools like ChatGPT to augment their productivity, not replace their roles.

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