

Beginner

CHAT GPT-5 ESSENTIALS

COURSE OUTLINE



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TRAINING

ChatGPT-5 Essentials – Half Day

Overview

This half-day, instructor-led session introduces professionals to ChatGPT-5—an advanced conversational AI tool designed to support productivity, creativity, and decision-making. Whether you're drafting emails, summarising documents, brainstorming ideas, or exploring new ways to automate tasks, this course provides a practical, accessible introduction to ChatGPT-5. Through live demonstrations, role-relevant examples, and guided exercises, participants will learn how to interact with ChatGPT-5 effectively and responsibly, unlocking its potential for everyday work.

Duration

Half Day

Audience

Ideal for professionals across sectors who want a fast, practical introduction to ChatGPT-5. Especially suited to:

- Administrative and operational staff seeking time-saving tools
- Project managers and team leads looking to streamline communication
- Educators, marketers, and analysts exploring creative and research support
- Anyone curious about using AI to enhance their workflow

Learning Outcomes

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

- Understand what ChatGPT-5 is and how it differs from earlier versions
- Use effective prompting techniques to guide AI responses
- Apply ChatGPT-5 to summarise content, draft communications, and generate ideas
- Recognise the limitations and ethical considerations of using AI tools
- Build confidence in experimenting with ChatGPT-5 for everyday tasks

Course Content

1. Welcome and Orientation

- Overview of ChatGPT-5 and its capabilities
- Setting expectations for hands-on learning

2. Foundations of Prompting

- What makes a good prompt
- Examples of effective vs ineffective prompts
- Activity: refining prompts for better results

3. Core Use Cases for Professionals

- Drafting emails, reports, and meeting notes
- Summarising articles and documents
- Brainstorming ideas and outlining plans

4. Responsible Use and Limitations

- Understanding AI boundaries and data handling
- Encouraging critical thinking and human oversight

5. Wrap-Up and Next Steps

- Recap of tools and techniques
- Resources for continued learning