

CHATGPT-5 FULL DAY

COURSE OUTLINE



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 **Capital**
TRAINING

ChatGPT-5 Full Day

Course Aims

This full-day immersive training session is designed for professionals who want a comprehensive understanding of ChatGPT-5 and how to apply it confidently across their daily work. Blending foundational knowledge with practical application and advanced techniques, this course equips users to integrate ChatGPT-5 into their workflow—whether for communication, research, planning, or creative tasks. Through hands-on demonstrations, realistic scenarios, and guided exercises, participants will learn how to prompt effectively, troubleshoot common issues, and use ChatGPT-5 responsibly and strategically.

Duration

Full Day

Target Audience

This course is ideal for professionals across departments who want to build confidence in applying ChatGPT-5 to their daily tasks. It's especially suited to:

- Team leads, project managers, and operations staff
- Communications, marketing, and content creators
- Analysts, educators, and administrative professionals
- Anyone ready to embed AI into their workflow with clarity and purpose

Learning Outcomes

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

- Navigate ChatGPT-5 confidently and understand its capabilities
- Use prompting techniques to generate accurate, relevant, and helpful responses
- Apply ChatGPT-5 across a range of tasks including writing, summarising, planning, and ideation
- Troubleshoot and refine prompts for better outcomes
- Recognise ChatGPT-5's limitations and apply best practices for responsible use
- Build confidence in experimenting with AI to support real-world tasks

Course Content

Session 1 - Welcome and Orientation

- Overview of ChatGPT-5 and its evolution
- Setting expectations for immersive learning

Session 2 - Foundations of Prompting

- What ChatGPT-5 understands and how it responds
- Crafting prompts for clarity, tone, and purpose
- Activity: transforming vague prompts into task-specific instructions

Session 3 - Practical Use Cases Across Roles

- Drafting emails, reports, and presentations
- Summarising content and extracting key insights
- Brainstorming ideas and planning projects
- Role-based scenarios: admin, comms, ops, education

Session 4 - Advanced Prompting Techniques

- Structuring layered queries for richer responses
- Using formatting and context to guide output
- Activity: build a multi-step workflow using ChatGPT-5

Session 5 - Troubleshooting and Prompt Refinement

- Diagnosing common issues and improving results
- Live demonstrations and peer exercises

Session 6 - Ethics, Oversight, and Responsible Use

- Understanding AI boundaries and misinformation risks
- Encouraging human review and critical thinking

Session 7 - Wrap-Up and Next Steps

- Recap of tools, techniques, and takeaways
- Sharing favourite use cases and peer insights
- Resources for continued learning and experimentation