Master AI and ChatGPT in 1 day to maximize your productivity

Discover how artificial intelligence is transforming your professional daily life

Are you spending hours each week writing similar emails, sorting through endless data, or creating content on social media? It's frustrating, isn't it? What if you could do everything better, faster, and in a more fun way? This is where ChatGPT and other AI tools come into play.

A unique one-day training workshop to:

• **Understand** the fundamentals of Artificial Intelligence (AI)

• **Master** the use of ChatGPT and generative AI tools

• **Improve** productivity through automation and AI integrations

• **Customize and configure** an AI virtual assistant to meet your professional needs

• **Develop a strategy** and an integrated AI implementation plan for your job and activities

Throughout this training, you will explore AI, its possibilities and limitations, and put your knowledge into practice through **interactive workshops, concrete use cases, and group discussions**.

Unleash the power of AI: learn to harness artificial intelligence to make it your personal assistant!

Our training on artificial intelligence will immerse you in the fascinating world of generative AI, with **a focus on ChatGPT and its many practical applications**. Whether you are a business owner, marketing professional, or recruiter, this training will allow you to understand how to use AI to **automate processes, personalize your workflow, and create a custom virtual assistant**. With practical exercises and concrete demonstrations, you will leave with skills immediately applicable in your profession.

KEY POINTS OF THE TRAINING

- Exploration of generative AI (ChatGPT, Copilot, Midjourney)
- Mastering the techniques of creating prompts with the SOLAR© method
- Personalization and advanced settings of ChatGPT
- Introduction to task automation with tools like Zapier and Make.com
- Design and configuration of virtual assistants for specific needs
- Practical cases and automation scenarios adapted to various professions

TRAINING CONTENTS

Morning - Theory, demonstration, and interaction

8:30 - 9:00: Welcome and networking - Welcome coffee and networking

9:00 - 10:30: Demystifying AI and discovering ChatGPT

- Introduction to basic AI concepts
- Exploration of generative AI tools (Copilot, Midjourney, Gamma, ...)
- Features and limits of ChatGPT

10:30 - 12:30: Creating perfect prompts

- Learning the 10 essential parameters
- Advanced techniques and tips for optimal use
- Demos and exercises: drafting emails, meeting minutes, content creation, ...

12:30 - 13:30: Lunch Break - Networking moment

Afternoon - Practical exercises and concrete applications

13:30 - 14:15: Personalizing and setting ChatGPT

- Using custom instructions for a custom user experience

14:15 - 14:45: Practical applications and concrete cases

- Review of a complete process and implementation plan

14:45 - 15:45: Personalized virtual assistant (requires a ChatGPT Plus account) for specific tasks

- Discovery and demonstrations
- Design and configuration for targeted professional needs

15:45 - 16:15 : Automation and integration

- Introduction to automation tools (Zapier, Make.com, n8n, ...)
- Automation scenarios to optimize the workflow

16:15 - 16:30 : Conclusion and prospects

- Summary and exchanges on the next steps

WHO IS THIS TRAINING FOR?

- **Professionals** who want to increase their productivity and benefit from what AI can bring.
- **Salespeople and marketing managers:** enrich campaigns with AI tools and create engaging content.
- **Project managers and assistants: i**mprove productivity and manage tasks in an innovative way.
- **Creatives and marketers:** inspire creativity and produce superior quality content.
- **Educators and trainers:** understand and teach the applications of AI in education.
- **Business leaders and managers:** optimize business management and process automation.

This training is a first step in your AI training journey. If you want to go in-depth into the specific aspects of marketing, recruitment/HR, or management, we recommend following our specialized training courses.

PREREQUISITES

- No specific diploma required, open to all skill levels.
- No specific skills required, although familiarity with digital tools and social networks is an asset

COURSE MATERIALS AND NECESSARY EQUIPMENT

- The training presentation will be distributed to all participants in digital format.
- Have a computer and a valid email address to create a free account on ChatGPT (can be done on a smartphone) For some advanced features, access to the paid version of ChatGPT may be necessary.