AI voor Teams: maak van AI uw professionele partner

Een praktische trainingsdag om uw dagelijkse uitdagingen om te zetten in kansen met artificiële intelligentie

Imagine having a tireless assistant to carry out your daily tasks, whatever your job. The impact of artificial intelligence on the world of work is undeniable, and ChatGPT, Copilot and the various AI tools are emerging as strategic assistants to lighten and ease your daily workload. **Understanding and mastering generative AI** can not only significantly lighten your workload, but also save you time and prove to be a valuable asset.

• Discover the potential and limits of generative AI

• Master the fundamentals and advanced techniques of prompt engineering

• Explore real-life use cases that reflect your day-to-day professional challenges

Throughout this course, you will explore AI, its possibilities and its limits, and **put your knowledge into practice through interactive workshops, real-life use cases and group discussions**.

UNLEASH THE POWER OF AI: LEARN HOW TO HARNESS ARTIFICIAL INTELLIGENCE TO MAKE IT YOUR PERSONAL ASSISTANT!

- **Lighten your workload:** learn how to delegate repetitive and time-consuming tasks to ChatGPT, allowing you to concentrate on more strategic aspects of your work.
- **Increase efficiency and speed:** discover how ChatGPT can help you write documents, analyse data or even organise events in record time.
- **Customise your experience:** with advanced techniques, adapt ChatGPT to your specific needs to make it your personal assistant.

WHY CHOOSE THIS TRAINING?

A series of **practical and interactive workshops** await you, ranging from an introduction to generative AI to the exploration of **advanced use cases**. Whether you're in marketing, administration, event management, human resources or any other field, you'll leave with concrete tools to make your work more efficient and more enjoyable.

What you'll get out of it:

- Practical skills that can be applied immediately in your day-to-day work
- A better understanding of AI and its practical applications
- The ability to use AI to turn everyday challenges into opportunities

This course is your gateway to greater professional effectiveness and a mastery of AI that will set you apart in your field.

Ne manquez pas cette occasion unique de faire de l'IA un allié dans votre vie professionnelle. Inscrivez-vous dès aujourd'hui !

COURSE PROGRAMME

09h00 - 09h45   Introduction generative AI and ChatGPT

- Welcome and presentation of the day's objectives
- Introduction to generative AI: history, evolution and current status
- Generative AI landscape: ChatGPT, Google Bard, Copilot and similar tools
- ChatGPT key figures: usage statistics, performance and reach
- Bias, risk and ethics in generative AI
- Questions and answers

09h45 - 10h15   Configuration and Basic Principles

- Creating and configuring ChatGPT accounts
- Customised instructions and basic prompt engineering principles

- Multimodal use of ChatGPT

10h15 - 10h30 : Coffee Break

10h30 - 12h00   Introduction to Prompts

- Types of prompts and best practices
- Demonstration of the first prompts
- Practical exercises with feedback

12h00 - 13h00 : Lunch

13h00 - 14h00   Advanced Prompt Engineering Techniques

- Deepening prompt engineering techniques
- Using chained prompts, iterative and conditional prompts
- Practical exercises with feedback

14h00 - 15h00   Use Cases - Workshop

- ChatGPT and AI for communication and marketing :
    - Copywriting, translation and personalisation of content
    - Communication on social networks
      Creation of visuals (image, logo, etc.)

- ChatGPT and AI for day-to-day management:

    - Preparation of agendas, drafting of minutes, strategy development
    - Analysis of data, trends and markets
    - Automated creation and optimisation of Powerpoint presentations, action tracking
    - Event preparation, planning and management

15h00 - 15h30 : Coffee Break

15h30 - 16h00   Use Cases - Workshop Continued

- ChatGPT and AI for Human Ressources

    - Automated creation of job descriptions
    - CV analysis and development of selection tests

16h00 - 17h00   Create and configure your own GPT

17h00 - 17h30   Summary, Conclusions and Q&A session

WHO SHOULD ATTEND?

This course **is an essential tool for anyone using a computer, tablet, or smartphone**, seeking to understand how artificial intelligence (AI) can be leveraged as an efficient personal assistant.

PREREQUISITES

There are no prerequisites for this course, just a desire to learn and discover a new way of working.

COURSE DOCUMENTATION & SOFTWARE

The course presentation will be distributed to all course participants in digital format.

Participants will need to bring their PC and have taken out a paid subscription to ChatGPT4 (20$ for 1month) in order to benefit from all the possibilities offered by the tool. We can help you create your ChatGPT account at the reception if you wish.