

# Unlocking the Future: A Beginner's Journey into AI and ChatGPT (1 day training)

## 1. INTRODUCTION

This dynamic one-day training program is designed to introduce you to the fascinating world of Artificial Intelligence and empower you with practical skills to use the most popular AI tool, ChatGPT, effectively. Whether you are curious about AI or eager to leverage ChatGPT for personal or professional use, this training is your gateway to the future.

## 2. KEY LEARNING OBJECTIVES

### 1: Introduction to ChatGPT and AI

#### Overview of AI and ChatGPT

- Introduction to Artificial Intelligence
- Definition and history of AI
- Key milestones in AI evolution

#### Types of AI

- Narrow AI vs. General AI
- Examples of AI in everyday life (e.g., Siri, Alexa, recommendation systems)

#### Machine Learning (ML)

- What is ML and how it differs from traditional programming
- Types of ML: Supervised, Unsupervised, and Reinforcement Learning

#### Deep Learning

- Introduction to neural networks and deep learning
- Applications of deep learning (e.g., image and speech recognition)

#### Introduction to ChatGPT

- Overview of OpenAI's ChatGPT
- Capabilities and limitations of ChatGPT

### 2: Practical Application - Using ChatGPT

#### ChatGPT Functionalities and Working

- How ChatGPT Works
- Basic architecture and functioning
- Understanding the model's training and data sources

## User Interface Overview

- Navigating the ChatGPT interface
- Key features and functionalities

## ChatGPT Prompt Engineering

- Crafting Effective Prompts
- How to start a conversation with ChatGPT
- Techniques for improving prompt clarity and specificity

## Advanced Prompt Techniques

- Using system messages for better context
- Adjusting temperature and max tokens for different outputs

## Working with OpenAI API

- Accessing and Setting Up
- How to sign up and access OpenAI API
- Basic API calls and responses
- Practical examples and hands-on exercises

## Data Privacy with ChatGPT

- Ethical Considerations
- Data privacy and security
- Avoiding biases in AI models

## Best Practices

- Ensuring accuracy and reliability of responses
- Maintaining user trust and transparency

## ChatGPT Plugins

- Overview of Plugins
- Types of available plugins
- How plugins can extend ChatGPT's capabilities

## Using Plugins

- Installing and configuring plugins
- Practical use cases and demonstrations

## Q&A and Closing Remarks

### **3. DELIVERY METHOD**

This training session is led by a Certified John C Maxwell Coach, Speaker and Trainer, who is also a Certified Artificial Intelligence Consultant (CAIC™) from the United States Artificial Intelligence Institute, USAII®.

The training will be delivered through a combination of interactive lectures, hands-on practice sessions, and Q&A discussions. Participants will engage with multimedia presentations, live demonstrations, and guided exercises. Emphasis will be placed on real-world applications and practical skills, ensuring an engaging and comprehensive learning experience. Participants should bring their laptops for hands-on activities.

MUR 17,000

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