



Consulting and Training | Reach New Heights

Course Name

ChatGPT Expert Masterclass

Sector Name

Digital Transformation and Innovation

Document Type

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ChatGPT Expert Masterclass

Course Introduction

The ChatGPT Expert Masterclass is a comprehensive training program designed to help learners master the practical use of ChatGPT and modern artificial intelligence tools across business, education, marketing, productivity, and digital workflows. As AI becomes a major driver of innovation, professionals increasingly rely on AI-powered systems to improve efficiency and decision-making.

This course focuses on the fundamentals of ChatGPT, prompt engineering, generative AI, and AI-powered productivity tools. Participants will learn how to communicate effectively with AI systems using structured prompts to generate accurate, creative, and high-quality outputs.

The program covers important topics such as AI content creation, prompt writing techniques, workflow automation, research assistance, business communication, and problem-solving using AI. Learners will understand how to use ChatGPT to support writing, brainstorming, coding assistance, customer communication, and knowledge management tasks.



A major focus of the course is prompt engineering, helping participants develop advanced prompting techniques that improve AI accuracy, context understanding, and task performance. Learners will explore real-world use cases across industries including marketing, education, HR, project management, and digital business operations.

In addition, the course highlights ethical AI use, data awareness, productivity optimization, and best practices for integrating AI into professional workflows.

This course is ideal for professionals, entrepreneurs, students, marketers, freelancers, educators, and anyone interested in practical AI applications and digital transformation.

By completing this course, participants will gain the skills needed to use ChatGPT effectively, automate repetitive tasks, improve productivity, and leverage AI technologies for smarter decision-making and professional growth.

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Target Audience

The target audience for this course includes business professionals, customer service representatives, content creators, educators, administrative personnel, IT support staff, freelancers, human resources professionals, sales teams, and anyone interested in enhancing their professional communication skills.

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Learning Objectives

- ✓ Understand the fundamentals of ChatGPT and its applications.
- ✓ Learn how to use ChatGPT to draft professional emails, reports, and documents.
- ✓ Develop effective communication strategies using ChatGPT.
- ✓ Explore advanced features and customization options in ChatGPT.
- ✓ Gain practical experience through hands-on exercises and real-world scenarios.

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Course Outline

✓ Day 01

Introduction to ChatGPT

- ✓ Welcome and Course Overview
 - ✓ Introduction to the course and objectives
 - ✓ Overview of ChatGPT and its capabilities
- ✓ Fundamentals of ChatGPT
 - ✓ Understanding how ChatGPT works
 - ✓ Basic commands and interactions
- ✓ Setting Up ChatGPT for Professional Use
 - ✓ Customizing settings and preferences
 - ✓ Integrating ChatGPT with other tools and platforms
- ✓ Hands-On Practice
 - ✓ Basic exercises and interactive sessions

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Course Outline

✓ Day 02

Drafting Professional Emails and Documents

- ✓ **Writing Professional Emails**
 - ✓ Best practices for email communication
 - ✓ Examples and templates
- ✓ **Creating Professional Reports and Documents**
 - ✓ Structuring reports and documents
 - ✓ Formatting and presentation tips
- ✓ **Advanced Document Features**
 - ✓ Using ChatGPT for complex document creation
 - ✓ Collaboration and sharing features
- ✓ **Hands-On Practice**
 - ✓ Drafting emails and documents

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Course Outline

✓ Day 03

Effective Communication Strategies

✓ **Principles of Effective Communication**

- ✓ Understanding your audience
- ✓ Clarity and conciseness

✓ **Communicating with Different Stakeholders**

- ✓ Adapting your communication style
- ✓ Examples and role-playing

✓ **Managing Professional Conversations**

- ✓ Handling difficult conversations
- ✓ Conflict resolution

✓ **Hands-On Practice**

- ✓ Communication scenarios and exercises

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Course Outline

✓ Day 04

Advanced Features and Customization

✓ **Exploring Advanced ChatGPT Features**

- ✓ Automations and integrations
- ✓ Custom responses and templates

✓ **Personalizing ChatGPT for Your Needs**

- ✓ Customizing responses
- ✓ Using API for advanced customization

✓ **Implementing ChatGPT in Your Workflow**

- ✓ Case studies and examples
- ✓ Practical applications

✓ **Hands-On Practice**

- ✓ Advanced feature exercises

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Course Outline

✓ Day 05

Practical Applications and Review

✓ **Real-World Scenarios and Applications**

- ✓ Case studies and success stories
- ✓ Interactive discussions

✓ **Review and Q&A**

- ✓ Recap of key learnings
- ✓ Addressing participant questions

✓ **Final Project and Presentation**

- ✓ Participants present their final projects
- ✓ Feedback and discussion

✓ **Course Wrap-Up**

- ✓ Final thoughts and takeaways
- ✓ Certificate distribution

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 19, 2027	April 23, 2027	5 days	4250.00 \$	UAE , Dubai
Sept. 7, 2026	Sept. 11, 2026	5 days	5950.00 \$	USA , Texas
Nov. 9, 2026	Nov. 13, 2026	5 days	4250.00 \$	UAE , Dubai
March 14, 2027	March 18, 2027	5 days	4250.00 \$	KSA , Riyadh

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