INTRODUCTION TO CHAT GPT & MICROSOFT CO-PILOT

**Course Code: ITA01 | Title: Introduction to ChatGPT & Microsoft Copilot | Duration: 1 Day
Delivery: Microsoft Teams Live Online**

Course Description:

AI is no longer just a futuristic concept—it's here, and it's transforming the workplace at an unprecedented pace. Whether you're a business leader, a manager, or an employee, AI is your personal assistant, productivity booster, and problem solver.

This training isn't just about learning new tools; it's about future-proofing your career and business. Many professionals worry that AI will replace jobs, but the reality is: AI won't replace you—someone using AI will. If you're not leveraging AI, you're already falling behind.

With ChatGPT and Microsoft Copilot, you can increase productivity by at least 25%, reducing time spent on repetitive tasks, emails, meetings, and data management.

If you embrace AI now, you'll gain a competitive edge. If you ignore it, you risk being left behind. **This might be the most valuable training session you'll ever take**—one that could **completely change how you work**.

Let's dive in and **unlock AI's full potential** to transform your workflow, enhance efficiency, and help you achieve **more with less effort**. 🚀

Who Should Attend Training?

This training is for anyone who wants to work smarter, not harder. Whether you're a business owner, manager, administrator, or team member, AI can help you save time, reduce workload, and improve efficiency. If your job involves emails, meetings, reports, spreadsheets, or presentations, this session will show you how to automate repetitive tasks and boost productivity.

AI is not just for tech experts—it's a tool that can benefit sales teams, HR professionals, finance staff, customer service reps, and educators. If you want to stay ahead in your career and make AI work for you, this training is for you.

Benefits From Attending The Training:

By attending this training, you'll increase productivity by at least 25%, freeing up time for more important tasks. AI can help you write better emails, generate reports, manage meetings, and automate data work. Instead of wasting hours on routine tasks, you'll learn how to use AI to get more done in less time.

You'll also discover how AI can assist with creating presentations, summarizing documents, solving Excel problems, and even generating images and translations. By the end of the session, you'll have hands-on experience and the confidence to start using AI tools in your daily work.
AI is here to stay—learn how to use it to your advantage and stay ahead of the competition.

Course Contents:

What is ChatGPT?

- Act as your personal trainer for writing, problem-solving, and automation. Proofread emails for grammar, tone, and clarity.
- Generate quotes and business documents quickly.
- Support staff meetings by summarizing key points and structuring discussions.
- Solve Excel formula errors and explain complex calculations.
- Create PowerPoint presentations from text.
- Generate AI-powered transcripts for meetings and recordings.
- Produce images with AI to enhance presentations and marketing materials.
- Assist with voice recognition & transcription.
- Translate text between languages (e.g., Spanish & French).

What is Microsoft Copilot?

- **Outlook:** Automated email drafting, summarization, and scheduling.
- **Word:** AI-powered document creation and formatting.
- **Excel:** Formula assistance, automated analysis, and data visualization.
- **PowerPoint:** AI-generated slides based on bullet points.
- **Teams:** Meeting notes, action point generation, and collaboration enhancements.

Agenda:

1. Introduction to AI & ChatGPT
- What is AI, and how does it work?
- The evolution of AI tools: ChatGPT & Microsoft Copilot.
- Real-world AI applications for business productivity.

2. Getting Started with ChatGPT
- Accessing ChatGPT: Free vs. Pro versions.
- Writing effective prompts for accurate AI responses.
- Hands-on Activity: Refining prompts for improved results.

3. Practical Business Use Cases: Using ChatGPT as a Personal AI Trainer:
- Proofreading & improving email drafts.
- Creating business quotes & reports.
- Structuring staff meeting discussions (good & bad points).

4. ChatGPT for Excel Assistance:
- Solving complex Excel formulas.
- Explaining calculations in simple terms.

5. AI in PowerPoint & Transcription:
- Generating PowerPoint presentations from text.
- Creating AI-generated transcripts for meetings & training sessions.

6. ChatGPT for Image Generation & Voice Recognition:
- Using AI to create custom images for marketing & training.
- AI-powered voice recognition & transcription tools.

7. AI for Language Translation:
- Real-time text translation (Spanish & French).
- Voice-to-text translation for multilingual communication.
- Hands-on Exercise: Participants complete a business task using ChatGPT.

8. Microsoft Copilot for Microsoft 365: Copilot in Teams:
- Auto-generating meeting notes & action items.
- AI-powered task management for collaboration.
- Live Demonstration: Participants explore Copilot in action across Office 365 apps.

9. AI for Meetings & Documentation
- How AI tools assist with meeting summaries & documentation.
- Best practices for AI-powered action tracking.
- Activity: Running a mock meeting and generating AI-driven minutes.

10. Ethical Use & Limitations of AI
- Understanding AI biases & limitations.
- Data privacy & security considerations. When to rely on AI vs. human judgment.

11. Q&A & Wrap-Up
- Open discussion on AI use in business.
- Best practices for continuous learning.
- Participant Resources:

With AI, your productivity is about to skyrocket. Get ready to revolutionize the way you work!

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