AI Fundamentals with Prompt-a-Thon: ChatGPT Edition

Category: AI, Data & Analytics | **Vendor:** OpenAI

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

This course gives learners a clear and practical look at Artificial Intelligence with an emphasis on how to use OpenAI ChatGPT in day-to-day work. The morning session builds a strong understanding of what AI is, how it works, and how ChatGPT fits into the larger picture. Learners explore the basics of prompting, see real examples, and practice simple techniques that help them get better results. The afternoon is a hands-on Prompt-a-Thon where learners work in small groups to solve real problems by applying what they learned. Each team picks a challenge, builds and tests prompts, and prepares a short explanation of their solution. The experience is interactive and helps learners build confidence using AI tools in practical ways.

About This Course

This course gives learners a clear and practical look at Artificial Intelligence with an emphasis on how to use OpenAI ChatGPT in day-to-day work. The morning session builds a strong understanding of what AI is, how it works, and how ChatGPT fits into the larger picture. Learners explore the basics of prompting, see real examples, and practice simple techniques that help them get better results. The afternoon is a hands-on Prompt-a-Thon where learners work in small groups to solve real problems by applying what they learned. Each team picks a challenge, builds and tests prompts, and prepares a short explanation of their solution. The experience is interactive and helps learners build confidence using AI tools in practical ways.

Who Should Attend

This course is designed for professionals who want to understand and use AI in their daily work. All backgrounds are welcome.

Prerequisites & Entry Requirements

General Prerequisites:

- No AI or coding experience is required.
- Basic comfort with a computer and common workplace tools is recommended.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

Explain what AI is in simple terms and describe common workplace uses Describe what ChatGPT is and how large language models work at a basic level Use core prompting skills that improve clarity and output quality Apply prompt patterns such as instruction prompts, role prompts, question prompts, context prompts, and refinement prompts Review prompts and outputs with a critical eye and improve them through iteration Work in teams to design real solutions using ChatGPT Present an AI supported idea that explains the problem, the prompt approach, and lessons learned Recognize ethical considerations related to privacy, accuracy, and responsible use

Detailed Course Outline

1 - Welcome and Course Overview

- Introductions
- Learning goals
- What to expect from the experience

2 - What AI Is and How It Works

- Plain language explanation of AI
- What large language models are
- Common terms such as model, context, tokens, hallucinations
- Real examples and workplace use cases

3 - ChatGPT Overview

- What ChatGPT is and what it can do
- Strengths and limits of ChatGPT
- Helpful ways to think about working with AI in conversation
- Live examples that show how ChatGPT responds and adapts cases

4 - Prompting Fundamentals in ChatGPT

- What a prompt is and why wording matters
- Clear examples of strong prompts compared to weak ones
- Core prompt patterns
  - Instruction prompts
  - Question prompts
  - Role prompts
  - Context and few shot prompts
  - Chain of thought prompts
  - Creative prompts
  - Refinement prompts
- Hands on guided practice with ChatGPT

5 - Transition to Prompt-a-Thon

- Overview of the afternoon flow
- Group setup and expectations
- How to pick a strong problem or workflow to explore

6 - Kickoff and Instructions

- Review Prompt-a-Thon flow
- Team roles
- How to test and iterate prompts in a focused way

7 - Problem Selection and Brainstorming

- Teams identify several tasks that take time or create friction
- Pick one problem to explore with ChatGPT

8 - Prompt Building and Testing

- Create a first draft prompt
- Test and review outputs
- Try new versions
- Capture strong examples

9 - Team Review and Selection

- Share best prompt versions within each group
- Agree on the example that tells the clearest story

10 - Team Presentations and Wrap Up

- Present the problem, prompt approach, and results
- Peer and instructor feedback
- Main takeaways and next steps

Frequently Asked Questions

Q: What delivery options are available for AI Fundamentals with Prompt-a-Thon: ChatGPT Edition?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day AI Fundamentals with Prompt-a-Thon: ChatGPT Edition course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the AI Fundamentals with Prompt-a-Thon: ChatGPT Edition training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for AI Fundamentals with Prompt-a-Thon: ChatGPT Edition?

Yes, we provide corporate training, dedicated training, and closed classes for AI Fundamentals with Prompt-a-Thon: ChatGPT Edition. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for AI Fundamentals with Prompt-a-Thon: ChatGPT Edition?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your AI Fundamentals with Prompt-a-Thon: ChatGPT Edition training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

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