

Chat GPT Course

Learn how to unlock the power of ChatGPT and AI to save time, boost productivity, and improve decision-making. This 1-day course gives you practical, hands-on skills to use ChatGPT confidently, automate routine tasks, and create content efficiently, tailored to your role and workplace.

Introduction

AI tools like ChatGPT are transforming how we work, communicate, and manage information.

In this course, you'll learn practical ways to use ChatGPT to streamline tasks, create content, and make smarter decisions.

Hands-on exercises with real workplace examples help you apply these strategies immediately.

Who would benefit from this course?

- Business professionals looking to save time and improve workflows
- Team leaders and managers managing projects and communications
- Content creators, marketers, and

Private & One to One courses

We offer private group courses and one-to-one courses throughout the UK from £690 and Online from £590. Please email or call us with your preferred venue, number of delegates and any requests

customer service staff

- Anyone curious about integrating AI tools safely and effectively

In House Classroom & Online Courses

We offer this course as a classroom based course and as a live, interactive online course.

Our classroom courses are run at our premises or at yours anywhere in the UK.

Our online courses are held on Zoom and are available for people anywhere in the world with internet access.

You will be able to see the trainer, their screen, be able to chat and ask questions, just like on our regular classroom courses.

Small Class Sizes

5 Star Rated Course

Practice Led Learning

3 Months Online Support

Lunch Provided

Detailed Course Materials

Our interactive practical courses and learner centred approach, combined with small class sizes, provides the very best learning environment

Google

5.0 ★★★★★

“We all found the session incredibly useful and have been implementing some of the actions based on our learnings.”

Michael
Nestle Health Services



Chat GPT

Course Outline

Introduction to AI & ChatGPT

- Understanding AI in a business context
- How ChatGPT interprets and generates responses
- Strengths and limits of AI tools in practice
- Common workplace uses and quick wins
- Using AI safely, ethically, and securely

Getting Started with ChatGPT

- Access options and differences between plans
- Navigating the interface and key features
- Writing effective prompts from the start
- Summarising, rewriting, and idea generation
- Avoiding common beginner mistakes

Exploring Advanced ChatGPT Features

- Creating images from text-based instructions
- Using Canvas for drafting, editing, and collaboration
- Leveraging learning modes to build knowledge and skills
- Setting up reminders and task automation
- Analysing screenshots and interpreting visual inputs

Prompt Writing

- Core principles of effective prompt design
- Structuring prompts for better outputs
- Using roles, steps, and examples
- Building reusable prompt templates
- Working with uploaded files and documents
- Customising ChatGPT with memory and settings

For private courses the course content can be adapted to suit your requirements.
Please contact us to discuss your requirements.

Google

5.0 ★★★★★

“A very personalised service with no question left unanswered.

I would highly recommend the courses at M Training.”

Imogen
Australian Wines



Chat GPT

Course Outline

Exploring Advanced ChatGPT Features

- Creating images from text instructions
- Using Canvas for writing and editing
- Learning modes for skills and knowledge
- Setting reminders and automating tasks
- Analysing screenshots and visual inputs

Custom GPTs, Research & Automation

- How custom GPTs work in practice
- Building GPTs for roles or business needs
- Using AI tools to gather insights
- Automating multi-step workflows
- Using advanced tools safely and effectively

Practical Applications & Real-World Scenarios

- Handling customer complaints effectively
- Planning a product launch campaign
- Creating training plans and resources
- Turning meeting notes into actions
- Building sales proposals and pitch decks
- Developing a personal growth plan

Action Planning & Implementation

- Building a reusable prompt library
- Identifying tasks to automate quickly
- Creating a personalised AI workflow
- Setting goals for everyday AI use



5.0 ★★★★★

“Excellent delivery, informative, great analogies and thorough explanations.”

Taylor
Crystal Collections

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Please contact us to discuss your requirements.



ChatGPT Course

Why Choose M Training's ChatGPT Training Course

- Run by an experience IT trainer with over 10 years experience
- Personal support throughout the day
- 5 Star Rated in Google and Facebook and post course reviews.
- Tailored Content to your requirements
- Can be held In-House, at our premises or online
- Detailed course notes provided
- Lunch & refreshments provided*
- Certificate of completion

Private and One-to-One Courses

One-to-one and private group courses are available from £690 for a one day classroom course and from £590 for a private online course .

These courses are ideal if you cannot make one of the set course dates or if you want a more advanced course or different course outline/focus.

One-to-one and private group courses can be run anywhere in the UK, at our Manchester office or via Virtual Classroom online.

How to Book

Simply send us an email or give us as call.

Email: info@mtraining.co.uk

Call: 0161 226 6032

Or visit: www.mtraining.co.uk

"Really enjoyed the course and found it very helpful.

The trainer had lots of advice to give."

Matthew
Alliance Automotive
Group

