# BOOST
## THE LEADING TRAINING PROVIDER



Digital Transformation and Innovation

# ChatGPT Expert Masterclass

## Course Introduction

This training course is designed to equip participants with the knowledge and skills to effectively use ChatGPT in a professional setting. Over the course of five days, attendees will learn best practices, communication strategies, and advanced features to enhance their proficiency in using ChatGPT for various professional applications.

## 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.

## 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.

# 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
- **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
- **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

- **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

- **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

# Confirmed Sessions

| FROM | TO | DURATION | FEES | LOCATION |
| --- | --- | --- | --- | --- |
| April 14, 2025 | April 18, 2025 | 5 days | 4250.00 $ | UAE - Dubai |
| Sept. 1, 2025 | Sept. 5, 2025 | 5 days | 5950.00 $ | USA - Texas |
| Nov. 3, 2025 | Nov. 7, 2025 | 5 days | 4250.00 $ | UAE - Dubai |