

# Chat GPT Masterclass: Features & Applications



## Chat GPT Masterclass

Designed to equip participants with a comprehensive understanding of ChatGPT's advanced functionalities and practical applications in an easy to understand format.

Cost  
**£495**

When  
**1st May 2025  
9.00 to 5.00pm**

**COREFOCUSX**

Location  
**St Helier (TBC)**

### Course Outline

Understand the principles of prompt engineering to get the best responses from ChatGPT. Learn how to explore and Implement Chat GPT capabilities. Gain proficiency in advanced functionalities. Develop strategies to incorporate ChatGPT into daily tasks which are repetitive and time-consuming. Grasp the theoretical aspects of Chat GPT and develop the practical skills to apply to your role and the role of colleagues in your organisation



# Masterclass Course Outline

The following is a course outline for the training day, which will run from **9.00am to 5.00pm** with breaks throughout the day. Lunch will be provided for all attendees.



## Craft Effective Prompts

Understand the principles of prompt engineering to elicit optimal responses from ChatGPT. Learn techniques for structuring prompts, including defining roles, tones, contexts, tasks, and desired output formats



## Identify and Apply Top Use Cases

Explore and implement ChatGPT's capabilities in – Content Creation, Language Translation, Summarisation, Idea Generation, Coding Assistance.



## Utilise Advanced Features

Gain proficiency in leveraging ChatGPT's advanced functionalities including : System Settings & Privacy, History Management, Pre Defined GPT's, Projects Features. Operator Integration, Canvas Feature as well as Task Scheduling and Automation.



## Integrate ChatGPT into Professional Workflows

Developing strategies to incorporate ChatGPT into daily tasks across various industries.

**Important Notice :** Please bring your own laptop to the training. You will also need to sign up for ChatGPT Plus.



**Course Trainer** – "Over 40 years of experience in coding and a lifelong tech enthusiast and an early adopter of ChatGPT a professional daily user and a industry AI mentor".

**Simon Jackson**

Director of Software Innovation – CorefocusX



## About CorefocusX

CorefocusX, a trusted Microsoft partner, with a team of seasoned professionals committed to driving digital transformation and enhancing business performance.

An early adopter of AI used to assist in client applications and developments both within the Channel Islands and internationally

We specialise in fostering growth through innovative solutions and expert consultancy, empowering organisations across industries to achieve their full potential. Our passion lies in helping businesses excel by leveraging innovation, cutting-edge technology, and operational adaptability. With extensive experience across diverse sectors, we deliver tailored strategies and a wealth of expertise to every client we serve.



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