



# Advanced ChatGPT Skills

## Understand how large language models work and get the most out of ChatGPT

This workshop is designed for organisations using ChatGPT who wish to utilise ChatGPT to its full potential while mitigating potential risks. You will learn about large language models, the core technology powering ChatGPT, and their strengths and weaknesses. We will show you all the advanced features in ChatGPT with live demonstrations and challenges for you to complete.

## Workshop Details

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**Cost:** \$1000

**Duration:** 2 hours

**Format:** In-person, interactive workshop

**Size:** 1-20 people

## Workshop Outline

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### **1) Introduction to Large Language Models**

- What is a Large Language Model?
- Common mistakes and misconceptions.
- Suitable use cases.
- How to write an effective prompt.

### **2) ChatGPT Basics**

- Concerns
- What are hallucinations

- Basic capabilities: new chats, chat history, editing messages, retrying
- Selecting the appropriate model
- Uploading files
- Understanding multimodality: how does ChatGPT work with images

### **3) Customising ChatGPT**

- Custom Instructions
- Memory
- Projects
- Custom GPTs

### **4) Advanced Features**

- Searching the web
- Performing research
- Editing with Canvas
- Generating images
- Computer use

## **Post-Workshop Takeaways**

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- Understand what a large language model is and identify suitable use cases
- Understand the risks when using ChatGPT or other large language models
- Learn how to navigate ChatGPT and all its features
- Customise ChatGPT to your own workflows

## **Why Us?**

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We are AI consultants with deep technical expertise and industry experience.

- **Hands-on expertise:** As an AI company we use ChatGPT and large language models in every part of our operations. We share lessons from our own internal processes, so you know what works and what doesn't work.
- **Proven track record:** Over the last 2 years, we have worked with a diverse range of companies across Perth, developing and hosting various AI applications and providing state of the art training for ChatGPT and Copilot.

- **Cutting-edge knowledge:** We stay up to date with the latest OpenAI and Microsoft tools.
- **Technical foundations:** Backgrounds in applied mathematics, computer science, and AI research.



We simplify complex AI concepts, making them practical and actionable for your team.

## Let's Get Started

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