

Course introduction

In this course, you will learn how to use GPT and understand how to improve your daily productivity.

- **Chapter 1: Fundamental Principles**
 - Misconceptions
 - Basic Principles
 - Common Scenarios
 - Prompt Engineering
- **Chapter 2: Level 1 prompt engineering**
 - CFC model
 - Positive Examples
 - Negative Examples
 - Practice
- **Chapter 3: Level 2 prompt engineering**
 - RCFC framework
 - 0/1/n shot prompts
 - Practice
- **Chapter 4: Level 5 Integration for business use case** (Preview)
 - Advanced Integration Business Case
 - Risks and Potential of GPT for Enterprise Applications
- **Bonus Section** (Popular AI tools accessible in China)

Applicable for:

Any individual or corporate interested leveraging GPT to improve their efficiency.

AGENDA

- **Introduction**
- **The Principles:**
 - What are the misconceptions about ChatGPT
 - How does it learn?
 - What can it do? List of usages
 - How to make it work?

5 minute break

- **How do you make it work for you?**
 - Exercise:
 - How would you use ChatGPT to create a daily work related scenario (let them choose from survey)?
- **How can it work better?**
 - (Beginner Level) Successes and Failures
 - What you must know: the secret sauce to Prompts
 - (Advanced Level) The potentials
- **How could you make it work better for you?**

20 minutes break:

- Break
- Discuss with your team on your next assignment
- **How did you make it better for you ?**
 - Workshop:
 - Re-engineer your prompts
 - Present your learnings
 - Your takeaways and how would you apply it at work
- **Summary: How could you use it for Corporates:**
 - Other advanced use cases
 - The Risks
 - SIM Offers
 - Closing Survey

Trainer



Jackie Fong

South China Regional Director

System in Motion

- The current Regional Manager of South China Region and Head of Finance Department of System in Motion Co., Ltd.
- Specializing in IT Strategy Consulting, AI Transformation Consulting, and digital project risk management.
- Current active member of Entrepreneur Organization Executive Forum, co-founder of SheroUp Academy and SheWorth, and advocate of energy management.

Company Presentation



System in Motion

System in Motion is an Information System Modernization Consultancy that focuses on AI Transformation, Integration, Data Boost Services and IT project management training.

Our belief: the customers' needs over solution; the customers' rapid change in business over original designs. Based on this belief, we continuously provide personalized services and support to help our customers build sustainable and profitable business growth.