

ChatGPT Workshop: Mastering Prompting & Practical Use

Workshop structure:

- 3 lessons, each 10 min theory + 10 min practice questions
 - Practical assignment (2 hours) during the week
 - Final exam graded 50/50 with assignment
 - Certification for 60/100 or higher
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Lesson 1: Using ChatGPT for Questions, Plans & Problem Solving

Learning Text

ChatGPT can help you quickly answer questions, create plans, and solve problems by understanding your intent clearly. The key is to start with a clear, concise prompt that includes what you want and the format you want it in. For example, if you want a daily work plan, specify the goal, time frame, and level of detail. You can ask ChatGPT to break down complex topics into simple steps or give you multiple options to choose from.

Tips:

- Be specific about your question or task.
- Include context if needed.
- Ask ChatGPT to explain or summarize if you want simple answers.
- Use bullet points or numbered lists in your prompt for clarity.

Practical Questions

1. Ask ChatGPT to create a 3-day work plan for learning a new software tool like Wordpress or ChatGPT.
 2. Request a summary of the latest trends in electric cars.
 3. Have ChatGPT generate a checklist for organizing a team meeting.
 4. Ask for 3 quick tips to improve personal productivity.
 5. Request a comparison between two popular smartphones.
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Lesson 2: Writing Prompts for Feedback & Document/Text Analysis

Learning Text

ChatGPT can analyze text, documents, emails, or even images (when you upload them) and give you useful feedback or insights. To get the best results, your prompt should clearly state what kind of analysis or feedback you want. For example, if you want feedback on an email, mention the tone, style, or purpose. For technical documents, ask for summaries, clarifications, or identification of key points.

Tips:

- Specify the document type and what you want analyzed.
- Ask ChatGPT to give pros and cons or suggest improvements.
- Use stepwise instructions for multi-part documents or conversations.
- Include a request for tone or style analysis if relevant.

Practical Questions

1. Paste an email draft and ask ChatGPT to suggest improvements for clarity and professionalism.
 2. Provide a technical paragraph and ask for a simple summary.
 3. Share a conversation snippet and ask for the main conflict and a resolution suggestion.
 4. Upload or describe an image and ask ChatGPT to analyze key elements or mood.
 5. Ask ChatGPT to review a product description and suggest ways to make it more engaging.
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Lesson 3: Writing Prompts to Analyze Chat History, Personality & Personal Brand

Learning Text

ChatGPT can look back on your conversation history to help analyze how you use it, identify patterns in your personality or communication style, or help you build a personal brand by summarizing key themes or interests you've expressed. To do this well, your prompt should mention the history or context explicitly and ask for specific insights.

Tips:

- Request summaries or themes from your previous chats.
- Ask for personality traits based on your writing style.
- Use ChatGPT to find recurring topics or favorite styles.
- Ask it to suggest improvements or new approaches based on your past chats.

Practical Questions

1. Ask ChatGPT to summarize your last 5 conversations' main topics.
2. Request an analysis of your communication style and tone.
3. Ask ChatGPT to find recurring interests or themes in your chats.
4. Request suggestions on how to improve your personal brand based on your chat history.
5. Ask ChatGPT to identify any habits or patterns in your prompting style and suggest ways to optimize it.