ChatGPT & Copilot for Productivity

Use ChatGPT and Microsoft Copilot to draft, research and create images faster and more safely.

DURATION	FORMAT	LEVEL	LABS
16 hours	Onsite, online or hybrid	Foundation	Cloud sandbox included

About this programme

A hands-on introduction to ChatGPT and Microsoft's Copilot tools for everyday productivity, from setting up accounts and choosing models to prompting, image generation and understanding how data and bias shape AI output.

Who it is for: Business users, managers and support functions new to AI assistants

What your team will be able to do

- Set up ChatGPT with appropriate privacy settings and understand plan costs
- Choose the right model and assistant for a task
- Write effective prompts and refine the outputs
- Generate images with DALL-E and Microsoft's image tools
- Recognise how data and bias shape AI outputs

Before you start

- No technical background needed
- A ChatGPT or Microsoft Copilot account, if your company provides one

Course outline

1. Getting started with ChatGPT

- Setting up an account and a tour of the web application
- Plans, costs and privacy options
- The kinds of questions and tasks ChatGPT handles well

2. Models and assistants

- Free and paid ChatGPT tiers and how their models compare
- Microsoft Copilot (formerly Bing Chat) and web-grounded answers
- Same question, different models: comparing outputs
- Who hosts these models, and other providers in the market

3. How conversational AI works

- What AI models are and how conversational AI uses them
- Tuning parameters and their effect on responses
- How data shapes models and how bias is introduced

4. Image generation

- Creating images with DALL-E
- Microsoft Designer and Bing Image Creator
- Comparing image tools for business use

5. Prompt engineering for productivity

- Basic concepts and elements of a GPT prompt
- Prompt engineering techniques
- Using GPT to generate and improve prompts
- Content filtering and safe use

Sample schedule

2 days onsite, or 4 half-day sessions online. We fit days and session lengths to your team's calendar.

Day 1	8 h	Getting started with ChatGPT; Models and assistants; How conversational AI works
Day 2	8 h	How conversational AI works (continued); Image generation; Prompt engineering for productivity

Assessment and certification

How learning is checked

- A short knowledge check on day one and again at the end, so you can see each person's progress
- Graded hands-on labs in every module, reviewed by the trainer
- A final exercise that applies the programme to a problem like your team's own

Certificate and exams

- Participants who complete the programme receive a Cognitive Networks AI certificate of completion.

Formats and cohort size

- Onsite: At your office or a venue you choose, in full days.
- Online, live: Instructor-led over video, usually in half-day sessions so people can keep up with work.
- Hybrid: Some days in a room together, the rest online. Useful when a team works across cities.

Cohort size: 15 to 25 people per trainer. Larger teams run as parallel cohorts on the same outline, so everyone learns the same thing.

Pricing: We quote per cohort, based on duration, format and number of cohorts. There is no per-seat price list: tell us your team and we send a proposal within one business day.

Bring this programme to your team

Request a proposal at cognitivenetworks.ai/contact?programme=chatgpt-copilot-productivity

reachus@cognitivenetworks.ai · Bangalore +91 72043 05303 · Dallas +1 (303) 827-7415