

Business ChatGPT and Generative AI Applications Course

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Overview

Business ChatGPT and Generative AI Applications Course is a one-week foundation course for business managers, analysts, operations teams, and professionals, who leave with a Business Generative AI Adoption Action Plan. Participants select use cases, structure prompts, produce and analyze content, verify outputs, protect information, compare tools, and integrate reviewed steps into repeatable workflows. Agile Leaders Training Center provides training in business ChatGPT and generative AI applications.

Who Should Attend

- Business teams responsible for recurring documents, research, analysis, and decisions
- Operations teams responsible for process consistency and workflow improvement
- Communication teams responsible for drafting, review, and audience adaptation
- Data contributors responsible for preparing inputs and checking evidence
- Change teams responsible for adoption guidance and working practices
- Risk and governance teams responsible for acceptable use and oversight

The course assumes participants use common digital business tools and leaves out coding, model development, technical architecture, system administration, and vendor configuration.

Departments and Industries

The course supports generative AI application across business functions and service and production sectors.

- Operations, strategy, transformation, and project functions
- Marketing, communication, sales, and customer service
- Human resources, finance, procurement, and administration
- Financial services, healthcare, retail, and professional services
- Manufacturing, logistics, education, and hospitality

Learning Objectives

By the end of this course, participants will be able to:

- Prioritize business generative AI use cases by value, risk, and feasibility
- Build prompts with context, constraints, examples, and output criteria
- Apply ChatGPT to content, research, analysis, and decision support
- Evaluate outputs through evidence, quality, privacy, and bias checks
- Compare tools and design reviewed human-in-the-loop workflows

- Build a responsible generative AI adoption action plan

Course Agenda

Day 1: Business Use Cases and Boundaries

- Business Task and Pain-Point Inventory
- Generative AI Use-Case Opportunity Canvas
- Value-Risk-Feasibility Prioritization Matrix
- Data Sensitivity and Input Boundary Checklist
- Human Accountability and Review Map

Day 2: Prompt Design and Iteration

- Prompt Context-Task-Constraint Template
- Example and Output Format Specification
- Prompt Test Case and Variation Log
- Follow-Up Question and Refinement Loop
- Reusable Prompt Library Structure

Day 3: Content, Research, and Analysis Workflows

- Audience-Based Content Drafting Brief
- Source-Grounded Research Question Plan
- Document Summarization and Comparison Grid
- Data Interpretation and Assumption Register
- Decision Option and Rationale Table

Day 4: Verification and Workflow Integration

- Accuracy and Evidence Verification Checklist
- Bias, Tone, and Omission Review Sheet
- Privacy and Responsible Use Decision Gate
- Generative AI Tool Comparison Scorecard
- Human-in-the-Loop Workflow Map

Day 5: Business Generative AI Practice

- Suggested Exercise: Prioritize a Business Use Case
- Suggested Exercise: Build and Test a Reusable Prompt
- Suggested Exercise: Verify a Generated Business Output
- Suggested Exercise: Design a Reviewed AI Workflow
- Capstone Exercise: Business Generative AI Adoption Action Plan

Practical Exercises

The course uses suggested activities to convert business tasks into reviewed generative AI practices.

- Suggested activity: inventory recurring work and rank candidate uses by value, risk, feasibility, and data sensitivity
- Suggested activity: draft, test, refine, and document prompts for content, research, analysis, and decisions
- Suggested activity: verify evidence, assumptions, tone, omissions, privacy, and accountability before using an output
- Suggested activity: map workflow steps, human reviews, owners, adoption actions, and monitoring measures

FAQs

Who suits Business ChatGPT and Generative AI Applications training?

Business ChatGPT and generative AI applications training suits managers, analysts, operations teams, communication teams, and professionals responsible for recurring knowledge work. It assumes routine digital-tool use, not coding or model-building experience.

How does business generative AI applications training differ from technical AI development?

Business generative AI applications training focuses on task selection, prompting, output verification, responsible use, workflow design, and adoption. Technical AI development focuses on code, models, infrastructure, integrations, and deployment engineering.

Which business tasks suit ChatGPT and generative AI?

Suitable tasks often involve drafting, summarizing, comparing, classifying, extracting, brainstorming, preparing questions, exploring options, and structuring analysis, provided people verify the output and protect restricted information.

How should a business verify generative AI outputs?

A business should check claims against reliable evidence, test calculations and assumptions, review missing context and bias, confirm tone and format, inspect privacy concerns, and assign a responsible human decision owner.

How can teams make generative AI prompts reusable?

Teams can document the task, context, permitted inputs, constraints, examples, output format, quality criteria, verification steps, owner, and revision history in a shared prompt library.

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Conclusion

Participants take back a Business Generative AI Adoption Action Plan linking use cases, prompts, verification, responsible-use boundaries, workflows, owners, and measures. It turns isolated experiments into visible working practices with review points. It supports controlled adoption, shared learning, and adjustment across business teams.

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