



Your Total Training Resource

OpenAI® ChatGPT® Revolutionize Business Productivity Virtual Workshop

"Unlocking Boundless Potential: ChatGPT's Impact on Productivity and Innovation Across Your Business"

Join us to explore ChatGPT's potential to reshape your business workflows and job functions, revolutionizing productivity and paving the way for unprecedented success, regardless of your role. Learn its fundamentals, master the art of asking precise questions, and ensure ethical AI usage. Unlock benefits like speed and accuracy in data analysis, creative content generation, and personalized customer interactions. Optimize content creation, generate marketing materials, and automate processes while maintaining authenticity. Utilize ChatGPT for data analysis and multilingual capabilities. Discover its integration into Microsoft Office applications, gaining profound insights into how it streamlines tasks, enhances client interactions, and amplifies efficiency and creativity across Excel, Word, PowerPoint, OneNote, Outlook, and more.

What you will learn in this workshop:

- Recognize the potential of ChatGPT to revolutionize business workflows and job roles.
- Develop the skill of crafting precise questions to maximize the benefits of ChatGPT.
- Promote ethical AI usage, ensuring responsible and moral AI interactions.
- Unlock the capability to swiftly and accurately analyze data.
- Effortlessly generate creative and captivating content.
- Deliver personalized interactions to elevate customer experiences.
- Optimize content creation, simplify marketing material generation, and automate processes while maintaining authenticity.
- Harness ChatGPT's multilingual capabilities for various language requirements.
- Explore the seamless integration of ChatGPT into Microsoft Office applications, enhancing efficiency and creativity in Excel, Word, PowerPoint, OneNote, Outlook, and more.
- Discover how ChatGPT can streamline tasks, enhance client interactions, and amplify overall efficiency and creativity in your daily work.



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Registration Information

Time: This is a 6½ - hour workshop delivered over 1 day.

Pricing: 1-2 attendees \$365 per person, 3+ attendees \$325 per person.

The entire fee is non-refundable if a cancellation occurs less than 7 days before the date; substitutions are allowed up to the day of the sessions.

Other Information:

- The session will be delivered on the GoTo Meeting platform so all participants will work from their own workspace and use their own computer. GoTo Meeting has video capability but, if the participant's computer is not equipped with a camera, audio will also work.
- To register we will need the name of each participant and their email address.
- **Five (5) days before the date of the session we will send each participant an electronic copy of the course materials. Additionally, we will provide a link of a Meeting ID that when clicked on will allow the participant to enter the training room. Please have participants check their spam/junk folders starting 5 days before the session as often the invitation may end up in that folder- info will come from smalan@c-kg.com.** For those signing up less than 5 days prior, it will be no problem as we will immediately provide this information.
- Participants should enter the GoTo Meeting training room at least 15 minutes before the start time.
- The session will be limited to 12 participants to allow for, and ensure, maximum interaction, participation and engagement.

To register or for additional information either email, phone or complete the [online registration form](#).

Email/Phone: Ken Keller (kkeller@c-kg.com 847-331-9497) or Darryl Harris (darryl.ckg@gmail.com 630-730-4393) or Sue Malan (smalan@c-kg.com 630-495-0505)

Register online: [Complete form by clicking here](#). If you register online, a confirmation email will be sent to you with next steps and payment details. Please note we accept checks as a form of payment.

[To see a complete list of our current workshops click here.](#)

Customized onsite workshops are also available in person and virtually and are instructor led. Please contact us with any questions.