Intermediate/Advanced ChatGPT
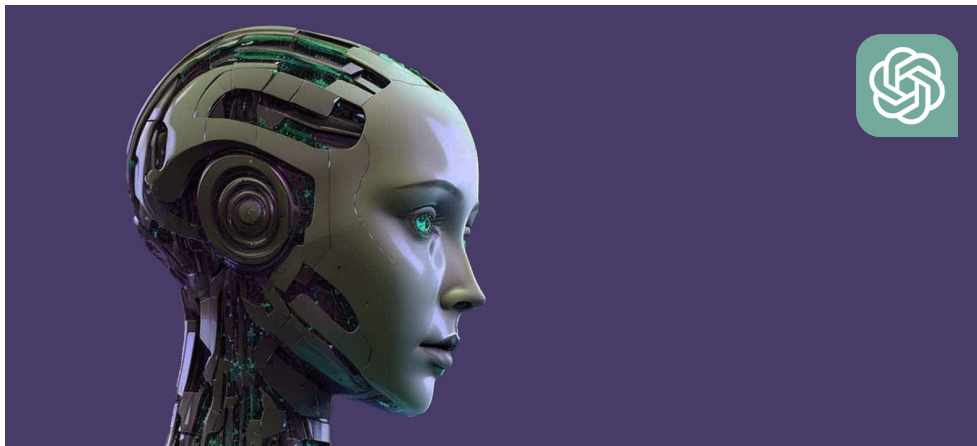## Training course outline

Unlock the full potential of ChatGPT with this intermediate/Advanced-level course.

Course summary

Learn skills to use AI more effectively, responsibly and creatively in your professional and personal projects, including:

- Advanced prompting techniques.
- Workflow design.
- Custom GPT creation.

Building on the basics, the focus is on making you a confident, efficient and creative ChatGPT user. You'll practice using ChatGPT with real-world documents, images and workflows.

You'll also learn about ethical use, bias and hallucinations so you can use AI responsibly and effectively in a professional environment.

Upon completion, you'll be ready to integrate ChatGPT into more complex tasks, projects and business processes.

Duration

One day.

Who should attend?

This course is ideal for:

- Professionals who already use ChatGPT but want to get more from it.
- Teams looking to streamline workflows and increase productivity with AI.
- Business users who need to analyse, create and collaborate more effectively.

Prerequisites

You should have attended our *ChatGPT – Essential Skills for Business* course, or have equivalent knowledge through other means. To see what knowledge is required, see armada.co.uk/syllabus/chatgpt.

In-class or live online

You can attend in-person at our centres, or participate live online from your place of work or home.

To read about our approach to online training, see armada.co.uk/liveonline.

General information

Courses are hosted by highly experienced AI experts.

Whilst attending training at our centres, you'll have the use of a computer running licensed software to practice the techniques taught. You can choose to use a Windows computer or Mac.

Refreshments and lunch are provided.

Course fees can be paid by card or bank transfer. We accept purchase orders from UK-registered companies and public sector organisations. An option to 'buy now, pay later' is available for private bookings.

Course materials and certificate

You'll receive:

- A comprehensive training guide and practice files.
- An e-certificate (PDF) confirming successful course completion.

Method of delivery

Training is designed for the busy professional, being short and intensive and combining lecture and demonstration. Practical exercises carried out under guidance help you learn the techniques taught.

You have ample opportunity to discuss specific requirements with the trainer.

After course support

Following training, you're entitled to 30 days' email support from your trainer.

Further information

See armada.co.uk/course/intadvchatgpt.

Course syllabus

See over.

Topics	Sub-topics
Prompt Writing Mastery	What makes a strong prompt
	Role-based prompting
	Chain-of-thought prompting
	Prompt chains for refining answers
Advanced Document and Visual Analysis	Deep analysis of long reports and structured data
	Identifying tone, bias, and stakeholder perspectives
	Generating summaries and visual diagrams
	Working with images: creation, editing and critique
Custom GPT Creation	Creating personalised GPTs for specific workflows
	Adding knowledge files and configuring behaviour
	Using GPTs in business and creative contexts
Workflow Design and Simulation	Step-by-step projects using ChatGPT for real-world tasks
	Building reusable prompt templates
	Simulated scenarios, e.g. report writing, onboarding, content creation

Topics	Sub-topics
Refining and Humanising AI Outputs	Techniques for improving tone, clarity and style
	Making outputs more human and natural
	Spotting and fixing AI hallucinations
Ethics, Privacy and Responsible AI	When not to use ChatGPT
	GDPR and data privacy considerations
	Spotting and addressing bias in prompts and outputs
	Using disclaimers and ethical safeguards
Capstone Workflow Project	Apply everything learned in a realistic business scenario
	Develop a multi-stage workflow using advanced prompting
	Test, refine, and evaluate results for practical application