

ChatGPT Training Proposal For MPC

Modules	Training Outline	Duration	Proposed Training Date	Cost
Module 1: Introduction To ChatGPT and Using ChatGPT For Meeting Minutes, Press Releases and Speeches	<ul style="list-style-type: none"> Brief overview of ChatGPT and its capabilities Explanation of how ChatGPT is trained using large amounts of text data to generate responses Discussion on the benefits of using ChatGPT in various government contexts Introduction to the ethical considerations and potential limitations of ChatGPT Demonstration of a live interaction with ChatGPT to showcase its conversational abilities Overview of the challenges faced in documenting meeting minutes, creating press releases, and preparing speeches Practical exercises and hands-on activities to demonstrate the use of ChatGPT in generating meeting minutes, press releases, and speeches Q&A session to address any concerns and questions 	Two (2) Hours	30 May 2023	RM700
	<ul style="list-style-type: none"> Recap from previous module Explanation of how ChatGPT can assist in generating accurate and coherent written content Discussion on the importance of adapting and fine-tuning ChatGPT to match the government's specific tone and style Overview of the challenges faced in composing effective emails and 			

<p>Module 2: Importance of Adapting, Fine-Tuning and Using ChatGPT For Emails and Proposals</p>	<p>proposals in a government setting</p> <ul style="list-style-type: none"> • Explanation of how ChatGPT can streamline the process of drafting emails and proposals by providing suggestions and generating initials drafts • Demonstration of techniques for training ChatGPT with relevant email and proposal templates and examples • Interactive session to practice using ChatGPT to draft emails and proposals in real-time, with guidance on incorporating necessary modifications • Q&A session to address any concerns and questions 	<p>Two (2) Hours</p>	<p>16 June 2023</p>	<p>RM700</p>
<p>Module 3: Using ChatGPT For Social Media, Analysing Reports, Proposals, Review of Content Generated and Incorporating ChatGPT with SAAS</p>	<ul style="list-style-type: none"> • Recap from previous modules and the progress of using ChatGPT for the daily work • Step-by-step guide on training ChatGPT with relevant documents and examples from the previous work • Discussion on the importance of incorporating personalisation and context in the content generated by ChatGPT for effective communication • Tips for reviewing and editing the content generated by ChatGPT to ensure accuracy and alignment with the objectives • Practical exercises and hands-on activities to demonstrate the use of ChatGPT in generating content for social media, analysing reports and proposals • Guidance on reviewing and finalising the content generated by ChatGPT to ensure clarity, professionalism and adherence to the government's standards • Incorporating ChatGPT with existing or potential SAAS and AI platforms • Q&A session to address any concerns and questions 	<p>Two (2) Hours</p>	<p>27 June 2023</p>	<p>RM700</p>