



**COLLEGE AFRICA GROUP**

Corporate Training and AI Consulting

# CHATGPT FOR BUSINESS CORPORATE TRAINING PROGRAMME

One-Day Hands-On Workplace Productivity Course

**ChatGPT Training for Business South Africa**  
Practical AI Skills. Real Business Results.

**TWO-DAY CORPORATE COURSE FOR TEAMS AND PROFESSIONALS**

- ✓ Write Better Prompts
- ✓ Boost Productivity
- ✓ Use ChatGPT with Excel, Word, Outlook & PowerPoint
- ✓ Make Smarter Business Decisions
- ✓ Use AI Responsibly and Safely

**AI ASSISTS. HUMANS REMAIN RESPONSIBLE.**  
ChatGPT

**PRACTICAL, CHATGPT TRAINING THAT DELIVERS REAL RESULTS**  
Onsite or Live Virtual Training Across South Africa

**PRACTICAL HANDS-ON TRAINING** | **REAL WORKPLACE EXAMPLES** | **TWO-FULL DAYS OF TRAINING** | **ONSITE OR LIVE VIRTUAL TRAINING** | **JOHANNESBURG, CAPE TOWN - DURBAN, SOUTH AFRICA-WIDE**

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**Start with the source. Check the process. Use AI with purpose.**

By Arnold and Jenny Muscat

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## Programme overview

This practical one-day corporate programme helps everyday business users apply ChatGPT and generative AI to real workplace tasks.

Delegates learn how to work more efficiently, improve processes, analyse information, save time and produce reliable workplace outputs that are validated against the original source data.

The programme is practical rather than technical and does not cover API development, technical integration or system administration.

### Course method

#### **Source Data > Process > Required Output > AI > Validate Against the Source**

Delegates learn to identify the authoritative source, check whether the existing process is working, define the required result, use AI deliberately and validate the output against the source. If the process is unclear or broken, the first step is to correct the process rather than automate it.

### Who should attend

- Business professionals who want to use ChatGPT productively in their daily work.
- Managers, administrators, project teams and customer-facing employees.
- Mixed groups from finance, HR, operations, sales and support functions.

### Learning outcomes

- Explain the practical capabilities and limitations of ChatGPT and generative AI.
- Apply responsible-use, confidentiality, POPIA and validation principles.
- Use the CAG Source-to-Output Method to evaluate a workplace task.
- Use ChatGPT alongside Excel to structure, analyse and compare workplace information.
- Summarise communication and meeting content into useful outputs.
- Compare tender requirements with product information and previous responses.

# Course content

## Module 1 ChatGPT and generative AI in plain English

A brief introduction establishes realistic expectations before the practical work begins.

- What generative AI and ChatGPT can and cannot do.
- Where ChatGPT can reduce repetitive effort in ordinary workplace tasks.
- Why fluent and convincing outputs are not guaranteed to be correct.

## Module 2 Responsible use and validation

- Hallucinations, weak evidence and incorrect outputs.
- Confidentiality, sensitive information and POPIA awareness.
- Human oversight, accountability and checking important outputs against the source.

## Module 3 The CAG Source-to-Output Method

- Source Data: identify the authoritative and current information.
- Process: understand the existing steps and ask whether the process is broken.
- Required Output: define the result, audience, format and standard.
- AI: decide where ChatGPT can assist and provide a clear instruction.
- Validate Against the Source: check facts, figures, omissions and assumptions.

## Practical prompting demonstration

Prompting is introduced briefly and reinforced during the exercises. Delegates use a practical pattern: source, task, required output, constraints and validation.

## Module 4 ChatGPT + Excel practical workshop

Excel receives the largest practical allocation and is completed before lunch. The exercises are suitable for general business users and do not require specialist accounting knowledge.

### Exercise 1 Import and structure captured information

- Turn untidy captured information into a structured Excel table.
- Standardise fields and identify blanks, duplicates or inconsistencies.
- Check the imported table against the original source.

### Exercise 2 Turn business data into a dashboard

- Create a practical dashboard from supplied workplace data.
- Create useful calculations, summaries, indicators and charts.
- Check dashboard totals and findings against the source data.

### Exercise 3 Compare customer orders with deliveries

- Compare a small sample manually before using AI.
- Identify outstanding orders, unmatched deliveries and material differences.
- Use ChatGPT to help develop formulas or matching logic and verify the exceptions.

### Excel skills reinforced

Tables, sorting, filtering, data quality, formula explanation, exception analysis and concise management commentary.

**Control principle** Start with the source. Check the process. Verify every important result.

## Afternoon workplace productivity session

The afternoon applies the same source-led method to common communication and document tasks.

Delegates complete short guided activities using supplied workplace information. Delegates use ChatGPT to transform supplied workplace information into practical communication, document and analysis outputs.

### Module 5 Five practical productivity ideas

A short show-and-tell introduces five ordinary uses without attempting to teach every available feature.

- Summarise an email thread.
- Draft or improve a professional response.
- Turn a transcription into decisions and actions.
- Compare documents or sets of information.
- Convert source information into a report or presentation outline.

### Module 6 Communication and meeting follow-up

- Summarise the supplied email, notes or transcription.
- Identify outstanding questions, decisions, actions, owners and deadlines.
- Prepare follow-up communication and verify it against the source.

### Module 7 Tender and document comparison

Delegates compare a new, shortened tender specification with current product or service information and two or three previous tender responses.

- Identify material changes, mandatory requirements and missing evidence.
- Determine which previous responses may be reused and which must be updated.
- Identify all potentially material differences and rank the five most important.
- Produce a comparison showing the source reference, difference, impact and required action.
- Validate each important finding against the tender or supporting source document.

**Tender principle** AI assists with the review. The tender documents remain the source of truth.

## Module 8 Workplace application and questions

Delegates apply the course method to their own responsibilities and identify suitable next steps.

- Identify the authoritative source information.
- Check whether the current process is clear, consistent and working.
- Define the required output and how it will be validated.
- Decide where AI can add value without removing necessary human judgement.

**Do not automate confusion.** Fix the process, then decide where AI adds value.

### Recommended one-day schedule

| Time        | Session                                               |
|-------------|-------------------------------------------------------|
| 09h00-09h20 | Introduction and workplace discussion                 |
| 09h20-09h45 | Responsible AI, POPIA and the Source-to-Output Method |
| 09h45-10h00 | Practical prompting demonstration                     |
| 10h00-10h15 | Morning break                                         |
| 10h15-12h30 | Excel practical workshop                              |
| 12h30-13h15 | Lunch                                                 |
| 13h15-13h35 | Five practical productivity ideas                     |
| 13h35-14h05 | Communication and meeting follow-up                   |
| 14h05-14h20 | Afternoon break                                       |
| 14h20-15h05 | Tender and document comparison                        |
| 15h05-15h30 | Workplace application and Q&A                         |

### Delivery and preparation

- One-day onsite or instructor-led virtual corporate programme.
- Prepared practical files supplied before training.
- Delegates should confirm that their ChatGPT and Microsoft Excel access is working.
- The organisation should confirm what workplace information may be entered, uploaded or discussed during training.

**Better Processes. Stronger Skills. Smarter AI.**