CHATGPT TRAINING NZ · chatgpttraining.co.nz

Half-day hands-on ChatGPT workshop for your team

A private workshop at your workplace anywhere in New Zealand, or live online. Starting course: ChatGPT essentials workshop (half a day). We agree the tasks and examples with you before booking.

Software subscriptions are separate. No payment until you accept the itemised quote.

What your team walks away with

- A shared prompt sheet for the team's most common writing and summarising jobs
- Each person can check a figure or a claim before they use it
- A Project set up for one piece of ongoing work
- A short list of repeat tasks worth turning into a shared Project or a skill later

Half-day agenda

1. **Where it helps and where it slips:** Drafting, summarising, rewording and first-pass analysis are strong. Facts, figures, quotes and references are where it invents things. We show a fabricated reference on purpose, so people know what one looks like.
2. **A prompt structure the team can share:** State the goal, give the context, say who reads the result, and ask for a format. Add an example of good output when you have one. Then ask a follow-up question instead of starting over.
3. **Files and data analysis:** Upload a spreadsheet or a PDF and ask a plain question. Ask ChatGPT to show the table or the calculation it used. Compare one figure with the source file yourself.
4. **Projects for ongoing work:** Keep the chats, files and instructions for one piece of work in one Project. Learn when project-only memory is the better choice, and when a fresh chat avoids old context leaking into a new task.
5. **Search and deep research:** Use search for a quick, current answer with links. Use deep research for a longer report, review the research plan before it runs, and open the cited pages before you repeat anything.
6. **What stays out of the chat box:** Personal information about customers or staff, client secrets and passwords do not go into a personal account. We look at the data controls in each person's settings and explain why a Business workspace changes the picture.

Data, licences and security

- Practice uses made-up examples by default. Your own material comes in only if you choose and your settings allow it. We supply the made-up practice material.
- Staff use the ChatGPT accounts your business approves. ChatGPT Business (formerly Team) suits most teams. It has a shared workspace with admin controls, and business data excluded from training by default. Larger organisations usually need Enterprise.

Workshop terms

Duration	Half a day
After the session	We send the prompt sheet and the checking steps from the session. Each attendee can email us one follow-up question in the fortnight after.
In the quote	Course scope, venue, exact hours and breaks, any additional support, travel and cancellation terms.

Who runs it

Run by co-founders Adam Holt (New Zealand’s first Claude Ambassador) and Simon Conroy (senior roles at Air New Zealand, Spark, Flight Centre and Qrious, and runs the analytics agency Decisive). Independent training by thecolab.ai. Not affiliated with OpenAI.

Next step

Send an enquiry at https://chatgpttraining.co.nz/contact/. We reply by email with a suggested plan, then an itemised quote you can forward. Nothing to pay until you accept it.

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