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COURSE BROCHURE

ChatGPT Foundations for Safe Workplace Use Training Course

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Singapore

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Registered in the United Kingdom and Saudi Arabia

ChatGPT Foundations for Safe Workplace Use Training Course

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ChatGPT Foundations for Safe Workplace Use is a 1-week training course for professionals new to generative AI tools who want to work with a chat assistant confidently and carefully, and it produces a personal ChatGPT practice kit. Many employees open a chat window for the first time without knowing how replies are formed, what should never be typed in, or how to check an answer. Jupiter Prime Training delivers ChatGPT Foundations for Safe Workplace Use as a hands-on starter course.

Why ChatGPT Foundations for Safe Workplace Use Matter Now

Two groups shape the need. Newcomers are being asked to use chat assistants in daily tasks, often with little guidance, and either avoid them or trust them too readily. Information security and records officers worry about client details, contracts and personal data being pasted into public tools. Getting the basics right early prevents embarrassing errors, protects confidential material and builds confidence that lasts. The course introduces ISO/IEC 42001, the AI management system standard, and the NIST AI Risk Management Framework AI RMF in plain terms, so that newcomers see why their organisation sets usage rules.

Who Gains Most from ChatGPT Foundations for Safe Workplace Use

- Administrative staff who write letters, notices and meeting notes
- Junior analysts who search, compare and explain information
- Customer-facing staff who prepare standard replies and scripts
- Technical staff who document procedures and checklists
- New hires joining organisations that already provide an assistant

An organisation rolling out an assistant gains most by sending a first wave of newcomers together, who can then coach colleagues with consistent habits.

ChatGPT Foundations for Safe Workplace Use Capabilities

Participants practise the core habits that turn a chat window into a reliable helper rather than a source of risk.

- Apply a clear five-part request structure to everyday writing tasks — line managers
- Test answers with a fact-check routine before reuse — quality reviewers
- Specify custom instructions that set tone and output length — the participant's own workflow
- Assess what information must be removed or masked before typing — records officers
- Build a personal library of saved requests for recurring tasks — immediate colleagues
- Communicate limits of assistant answers to colleagues and clients — service supervisors

Key ChatGPT Foundations for Safe Workplace Use Terms

- Token — A small chunk of text, often part of a word, that a model reads and produces one at a time.
- Custom instructions — Standing preferences saved in an assistant that shape every reply, such as role, tone or length.
- Training cut-off — The point after which a model has no built-in knowledge unless given new material.
- Redaction — Removing or masking names, numbers and other sensitive details before sharing text.
- Fact-check routine — A short checklist for confirming names, figures and claims against trusted sources.
- Chat history controls — Settings that decide whether conversations are stored or used to improve the service.

ChatGPT Foundations for Safe Workplace Use Day by Day

Day 1: How a Chat Assistant Works

- Tokens and Next-Word Prediction — Explaining Why Answers Vary
- Training Cut-Off and Missing Knowledge — Spotting Outdated Replies
- Free, Team and Enterprise Workspaces — Recognising Different Data Terms
- ISO/IEC 42001 and NIST AI RMF — Seeing Why Usage Rules Exist
- Chat History Controls — Choosing Safe Account Settings

Day 2: Writing Clear Requests

- Five-Part Request Structure — Stating Task, Audience, Inputs, Format and Length
- Follow-Up Questions — Steering Drafts Step by Step
- Custom Instructions — Fixing Tone and Preferred Style
- Rewriting and Proofreading Requests — Improving Letters and Notices
- Tables and Bullet Outputs — Getting Answers in Usable Shapes

Day 3: Checking and Trusting Output

- Fact-Check Routine — Confirming Names, Figures and Claims
- Asking for Sources and Reasoning — Judging Answer Reliability
- Bias and Tone Review — Avoiding Unfair or Unsuitable Wording
- Uploaded File Questions — Querying Documents Within Limits
- When Not to Use an Assistant — Recognising High-Stakes Tasks

Day 4: Privacy and Professional Habits

- Redaction Techniques — Masking Client, Staff and Contract Details
- Confidentiality Labels — Matching Content to Permitted Tools
- Copyright and Attribution — Reusing Generated Text Responsibly
- Disclosure Etiquette — Telling Readers When an Assistant Helped
- Personal Request Library — Saving and Naming Reusable Requests

Day 5: Practising the Personal ChatGPT Practice Kit

- Own-Task Drafting Session — Applying the Five-Part Structure
- Peer Fact-Check Exchange — Applying the Verification Routine
- Redaction Drill on Sample Documents — Applying Privacy Habits
- Coaching a Colleague Role-Play — Explaining Safe Use Simply
- Personal ChatGPT Practice Kit — Finalising Requests, Checklists and Settings

Applying ChatGPT Foundations for Safe Workplace Use After the Course

- Use the five-part request structure on three routine writing tasks and note where the fact-check routine caught errors.
- Review account settings and chat history controls with the IT contact and update the personal kit accordingly.

ChatGPT Foundations for Safe Workplace Use Questions FAQ

What are ChatGPT Foundations for Safe Workplace Use and why do they matter now?

They are the starting habits for using a chat assistant at work: clear requests, checked answers and careful handling of private information. They matter now because many newcomers are expected to use these tools without guidance.

Which roles gain most from ChatGPT Foundations for Safe Workplace Use?

Professionals new to generative AI tools gain most, including administrative, analytical, customer-facing and technical staff, and new hires joining organisations that already provide an assistant.

How do ChatGPT Foundations for Safe Workplace Use differ from a departmental generative AI applications course?

They focus on individual habits. A departmental applications course selects team use cases and measures productivity; this course builds personal confidence in requests, verification and privacy first.

What do you bring back from ChatGPT Foundations for Safe Workplace Use?

You bring back a personal kit of saved requests, a fact-check checklist, redaction steps and recommended account settings.

ChatGPT Foundations for Safe Workplace Use: The Way Forward

The personal ChatGPT practice kit first informs each participant's choice of which daily tasks to try with an assistant. Line managers and colleagues can then reuse its requests and checklists. After a few weeks, revisit the redaction steps and account settings, since experience in sectors such as education or logistics often reveals new kinds of sensitive detail.