

ChatGPT training for business teams.

Business teams who draft, summarize and analyze every day, from first-time users to staff whose ChatGPT output still needs heavy rewriting.

Half-day workshop	3.5 hours, 6 to 16 people, from USD 4,500
Full-day workshop	6.5 hours, 6 to 16 people, from USD 7,500
Department program	4 to 6 weeks, several workflows, from USD 18,000

Prices in USD. Remote or onsite, worldwide. Licences, taxes and travel are quoted separately.

What your team will be able to do

- Brief ChatGPT with the right context and get a usable first draft.
- Catch invented facts, promises and figures before work leaves the team.
- Reuse instructions through projects or custom GPTs where your administrator allows them.

What the session covers.

01	**Customer reply**	Correct a draft that invents a refund and a timeline, using only the supplied policy.
02	**Reusable project**	Set up a project with approved reference files and instructions the team can share.
03	**Spreadsheet summary**	Turn a data extract into a summary that states its assumptions and limits.
04	**Custom GPT or task card**	Specify a custom GPT where permitted, or a documented task template where it is not.

Before the session

- A business or enterprise ChatGPT workspace managed by your administrator, not personal accounts.
- Confirmation of whether shared custom GPTs and projects are permitted.
- One recurring task and safe sample material chosen by the manager. No coding needed.

What you leave with

- Reviewed instruction template
- Checking standard for outputs
- Task card for the chosen workflow
- Workplace trial plan with a named reviewer

How it runs

- Prepare: agree roles, tool access, safe material and the expected output.
- Practise: work a realistic task, check it and revise it.
- Apply: choose a bounded workplace trial with a named reviewer.
- Review: assess quality and independence before expanding use.

Questions buyers ask.

Tell us the task your team should do better.

We reply with a recommended format, a draft agenda and a quote for your team.

Discuss training for your team

paloren.ai/training/chatgpt