

# Practical Guide to Thrive in the New Era of Artificial Intelligence



  
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# AI WORKSHOP



## Practical Guide to Thrive in the New Era of Artificial Intelligence

**September 16th  
8:30 AM – 12 PM EST**

**ZOOM Virtual Session**

**Angie  
Huffington**  
2024 Techpreneur  
of the Year



A **3.5-hour theoretical and practical workshop** experience, specifically designed for individuals looking to transform their work approach and reinvent themselves professionally using the power of Artificial Intelligence (AI).

# AI WORKSHOP OBJECTIVE

- Empower professionals to confidently embrace Artificial Intelligence (AI) with practical, hands-on training.
- Provide an introduction to AI tools and strategies that enhance daily work.
- Focus on improving productivity, decision-making and operational efficiency.
- Equip participants with AI knowledge and skills applicable to any role or sector.



# AI WORKSHOP

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The language of AI:  
Prompts

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Introduction to ChatGPT  
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Build your own personal  
writing assistant

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Using AI to improve your  
everyday life

6

Q&A



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# AGENDA

3 hour session



8:30 am (15 min)

## 1 Introduction to AI and Workshop Overview

Welcome

- Workshop Objective
- What will you gain from this?
- AI Fundamentals

8:45 am (45 min)

## 2 The Language of AI: Prompts

- Prompt basics
- What is Prompting
- How to Write Better Prompts: 5 Step Guide
- Demo: 5 step guide prompting
- Hands-on exercises
- Discussion

9:30 am (45 min)

## 3 Building your Personal Assistant

- What ChatGPT can do and cannot do for you
- ChatGPT Ecosystem Demo
- Demo: Build your own personal writing assistant
- Hands-on Exercise: Create your own personal writing assistant
- Brand voice
- Discussion

10:15 am (45 min)

## 4 Use Cases

- Draft contracts, SOPs, policies, and training docs
- Business Strategy & Planning
- Data Analysis
- GPT Store
- Image Capabilities
- Deep Research with references

11:00 am (15 min)

## 5 Using AI to improved your everyday life

- ChatGPT Voice mode
- Vision Capabilities
- AI Tools
- Discussion

11:15 am (15 min)

## 6 Q&A Session



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## ANGIE HUFFINGTON

- 20-year career in Growth Marketing
- Specialist in AI Business transformation and AI Marketing & Sales
- Educator, speaker and mentor in AI
- Help professionals, small and medium-sized businesses in implementing AI solutions.
- 2024 Techpreneur of the Year  
(Hispanic Heritage Chamber of Commerce)





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# THANK YOU

