



ChatGPT Tutorial: Smarter Work Starts Here!

Rich Meneghello
Chief Content Officer

Why You're Here

You're busy. This will be quick, practical, and fun.

You'll walk away with:



Smart ways to use ChatGPT at work – and home



Simple prompting tips that deliver big results



The latest updates to get you caught up fast

What is ChatGPT?

GenAI assistant that generates human-like responses

Think of it as a...



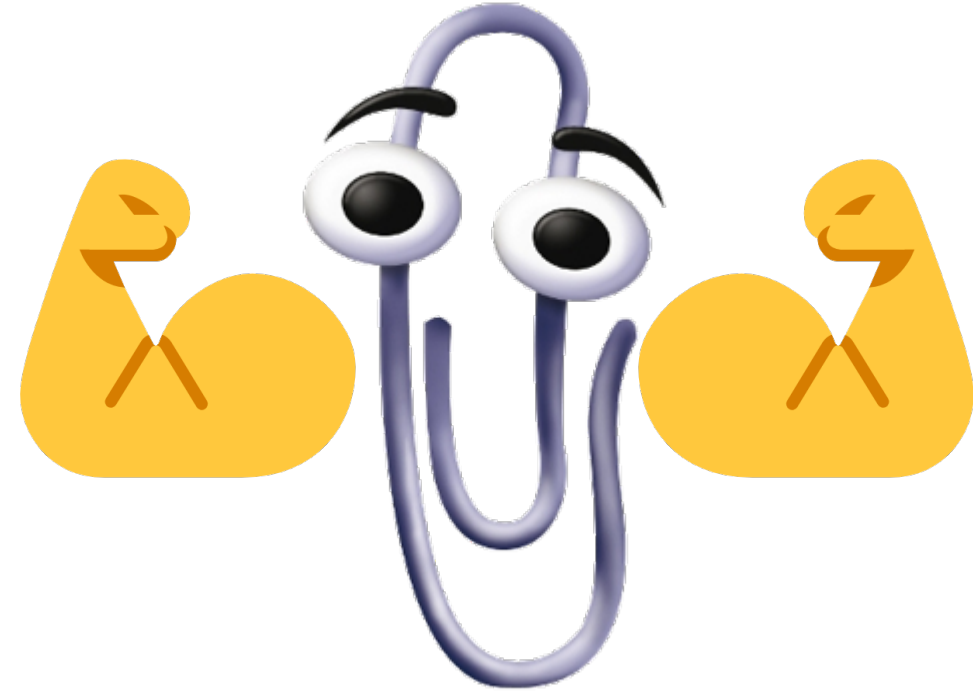
Smart intern



Executive assistant



Writing partner



What's New Since Last Year?

**Faster and
smarter**

**Personalized
memory**

**Voice and
image**

**Simplified
UI**

Prompt Like a Pro.

Set a role

Be specific

Guide the tone

Prompt Like a Pro.

Bad prompt

Write a follow-up email after an onboarding call.

Good prompt

Act as a client success manager. Please write a warm follow-up email in my style after an onboarding call. Keep it friendly, 3 paragraphs, and thank them for joining.

Real Work. Real Use.

| | |
|------------------|---|
| HR | Job posts, policies, onboarding docs |
| Ops/Admin | SOPs, training materials, vendor emails |
| Marketing | Email subject lines and emojis, social posts, slogans |
| Finance | Budget summaries, simplified explanations |
| Sales | Outreach emails, create value props, prep for prospect calls |
| Training | Onboarding materials, create quizzes, rewrite dense materials |
| Content | Create a PowerPoint presentation for a ChatGPT Tutorial 🤗 |
| Anyone! | Draft clear emails, brainstorm ideas, simplify complex topics |

Real Life. Real Use.

| | |
|-----------------|---|
| Travel | Plan trips, build itineraries, draft packing lists |
| Wellness | Create workout routines, meal plans |
| Cooking | Brainstorm ingredients, find recipes, menu timing |
| Money | Draft budgets, explain loan terms, understand tax rules |
| Social | Plan parties, write toasts, create trivia contests |
| Growth | Learn a new language, chat with historical figures |
| Media | Recommend your next TV show, movie, or book |
| Art | Create blank coloring pages, generate any image! |

The Only Slide You'll Need.

**Ask ChatGPT to
teach you how to
use ChatGPT**



I am a mid-level HR executive. I am looking to grow in my career in the next year. I enjoy professional growth opportunities, public speaking, and training junior workers. In my personal life, I like yoga, hiking, and reading. I am looking to read one book a month for the next year. I am also looking for travel recommendations for new spots. I really enjoy live music. What are 50 ways you can help me in the next year?



Search



Deep research



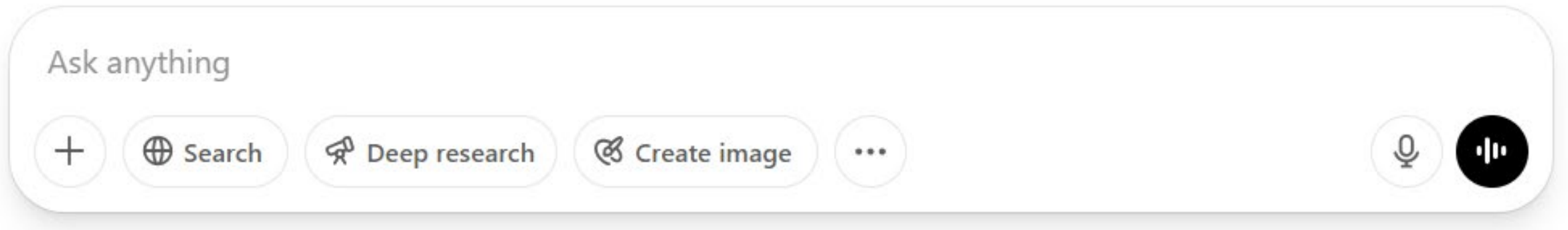
Create image



Do's and Don'ts.

| Do | Don't |
|--|--|
| Use for drafts, summaries, brainstorming | Assume it's always right – or original |
| Give it clear instructions | Let it replace human oversight |
| Treat it like a colleague | Enter confidential information |

Level Up! ChatGPT Search



Please summarize the latest court ruling about AI discrimination in hiring



Search



Deep research



Create image



Response:

A federal judge in California has allowed a class-action lawsuit against Workday to proceed, alleging that its AI-driven hiring tools discriminated against applicants over the age of 40. The plaintiff, Derek Mobley, claims he was rejected from over 100 positions due to biases in Workday's AI screening process. The court's decision emphasizes that AI vendors can be held accountable if their tools result in discriminatory outcomes, even if unintentional. This ruling underscores the importance for employers to audit their AI systems for potential biases.

Fisher Phillips +6

Reuters +4

Phelps Solutions +1

Why This Matters:

- **Real-Time Information:** Access to the most recent legal developments.
- **Cited Sources:** Provides credibility and avenues for further reading.
- **Practical Implications:** Highlights the need for businesses to ensure their AI tools comply with anti-discrimination laws.

Fisher Phillips

Pew Research Center +5

golenbock.com

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Search



Deep research



Create image



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Fisher Phillips +6

Reuters +4

Phelps Solutions +1



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Fisher Phillips

Discrimination Lawsuit Over Workday's AI Hiring Tools Can Proceed ...

Why This Matters

- **Real-Time Impact:** May 20, 2025 — Discrimination Lawsuit Over Workday's AI Hiring Tools Can Proceed as Class Action: 6 Things ...
- **Cited Sources:**
- **Practical Implications:** Highlights the need for businesses to ensure their AI tools comply with anti-discrimination laws.

Fisher Phillips

Pew Research Center +5

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Level Up! Image Generation

Ask anything



Search



Deep research



Create image



Use it For Slides, Marketing – or Just to Make a Point



Presentation graphics without boring stock photos



Custom social media content just as you want it



Mockups or mood boards for projects or campaigns



Internal engagement (training, newsletters, contests)

AI Images: From Idea to Visual in Moments

A robot working
in an office
cubicle



Futuristic HR department with holographic
screens

Creative
brainstorming
session,
Muppets style

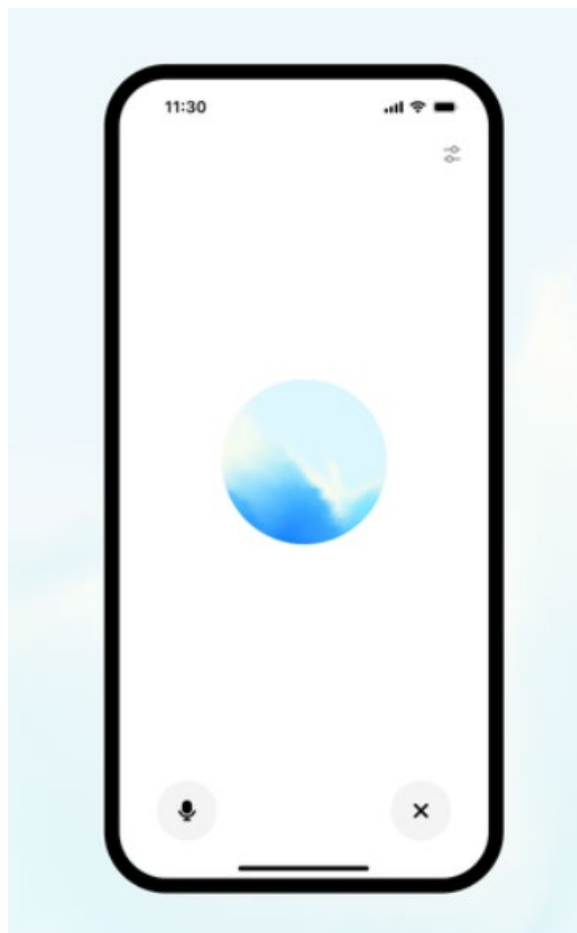


Workplace safety
poster in retro
1950s style



No stock photo licenses. Just imagination and a good prompt.

Have a Conversation.





AI Advantage: An FP Conference for Business Leaders

July 23 – 25, 2025

The Willard Intercontinental, Washington, D.C.

Thank you!

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