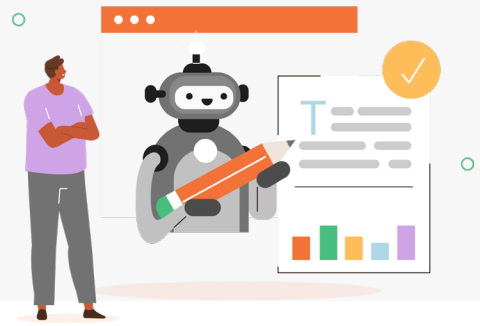**ChatGPT**   **Copilot**

EXCLUSIVE 4-WEEK GENERATIVE AI SPRINT AGENDA

SESSION LENGTH: Each Session runs for approx. 1.5.to 2 Concentrated hours

GOAL: Enable attendees to effectively leverage AI tools, including **Microsoft Copilot, ChatGPT, Custom GPTs,** and generative AI, to drive productivity and achieve fast, powerful results tailored to their specific roles.

WEEK 1: FULL IMMERSION - TEACHING, ENABLEMENT & SHOW-AND-TELL

OBJECTIVE: Provide a foundational understanding of generative AI tools, especially Microsoft Copilot, ChatGPT, and Custom GPTs, and how they can be leveraged for productivity.

AGENDA:

1. **Introduction & Objectives**
   - Overview of the sprint, focusing on how **Microsoft Copilot, ChatGPT,** and **Custom GPTs** can enhance productivity and client value
2. **Overview of Generative AI Tools**
   - Introduction to key tools: **Microsoft Copilot, ChatGPT, Custom GPTs,** and **Anthropic Claude**
   - Discuss practical applications of tools like **DALL-E, Veed.io,** and **Synthesia**
3. **Hands-on Demonstration**
   - Show-and-tell: Practical use cases, emphasising **Microsoft Copilot** for document creation, task automation, and meeting preparation
   - Demonstration of **stored prompts** for repeatable outcomes, including handling objections, meeting preparation, and using **Challenger Sales** techniques to reframe client perspectives.
   - Introduction to **Custom GPT**s tailored for specific roles
4. **Q&A and Discussion**
   - Interactive session focused on how **Copilot, ChatGPT,** and **Custom GPTs** can integrate into participants' workflows
   - Set expectations for the week ahead

WEEK 2: Q&A - FOCUSED ON COPILOT, CHATGPT, AND CUSTOM GPTS

OBJECTIVE: Provide feedback and guidance, focusing on **Microsoft Copilot, ChatGPT, Custom GPTs,** and generative AI tools, to enhance participants' practical use of AI.

AGENDA:

1. **Review of Progress**
   - Participants share experiences with **Copilot, ChatGPT,** and **Custom GPTs**, using **stored prompts** for tasks such as meeting preparation and objection handling
2. **Targeted Q&A on Copilot, ChatGPT, and Custom GPTs**
   - Focused guidance on maximising **Microsoft Copilot** for automating reports, meeting notes, and documentation
   - Discussion on using **ChatGPT** and **Custom GPTs** for content generation and refining sales approaches using **Challenger** techniques
3. **Next Steps & Recommendations**
   - Personalised recommendations for refining **stored prompts** and further exploring **Copilot, ChatGPT,** and **Custom GPT** features

WEEK 3: NEXT LEVEL OF DETAIL - DEEP DIVE & ADVANCED USE CASES

OBJECTIVE: Build on Week 1 with more advanced training on **Microsoft Copilot, ChatGPT, Custom GPTs**, and generative AI, refining **crafted prompts** for repeatable outcomes.

AGENDA:

1. **Advanced Generative AI Tools & Features**
   - Advanced features of **Microsoft Copilot** for complex documents, workflows, and integration with Microsoft tools like **Excel** and **Outlook**
   - Deep dive into **ChatGPT, Custom GPTs**, and **Anthropic Claude** for content creation and client presentations
   - Focus on refining **crafted prompts** for meeting preparation, handling objections, and reframing client conversations using **Challenger Sales** techniques

2. **Hands-on Demonstration**
   - Advanced use of Generative AI for automation of content creation, documents, and outputs
   - Complex prompt creation using **ChatGPT, Custom GPTs,** and **Prompt Buddy** for consistent results in sales, marketing, and client interactions
   - Showcase tools like **DALL-E, Veed.io**, and **Synthesia** for high-quality content creation

3. **Q&A and Troubleshooting**
   - Address specific challenges and refine the use of **Copilot, ChatGPT, Custom GPTs**, and other generative AI tools.
   - Optimise **stored prompts** for client-facing scenarios and productivity.

WEEK 4: Q&A AND FINAL GUIDANCE - FOCUS ON COPILOT, CHATGPT, CUSTOM GPTS & GENERATIVE AI

OBJECTIVE: Address remaining questions and fine-tune participants' use of Microsoft Copilot, ChatGPT, Custom GPTs, and generative AI for long-term productivity.

AGENDA:

1. **Review of Week 3 Progress**
   - Participants share successes and challenges with **Copilot, ChatGPT, Custom GPTs**, and generative AI tools
   - Refine the use of **stored prompts** for repeatable, high-impact outcomes in client meetings and objection handling

2. **Focused Q&A on Copilot, ChatGPT, and Custom GPTs**
   - Final troubleshooting and guidance on using **Microsoft Copilot** for automation and documentation
   - Tailored feedback on using **ChatGPT, Custom GPTs,** and **Copilot** for reframing client perspectives and driving results
   - Further optimisation of **crafted prompts** for business success

3. **Sprint Conclusion & Next Steps**
   - Recap of key takeaways, including advanced use of **Copilot, ChatGPT, Custom GPTs**, and generative AI tools
   - Guidance on continued adoption for long-term growth and productivity
   - Resources for further learning and exploration of AI capabilities

Scan the QR to get on the next sprint and secure your spot early to stay ahead of the curve with cutting-edge AI tools like Microsoft Copilot, ChatGPT, and Custom GPTs!

P.S This 4-week sprint will provide you with a comprehensive understanding of **Microsoft Copilot, ChatGPT, Custom GPTs**, and how to use generative AI tools to drive productivity and achieve fast, repeatable outcomes. Don't miss your chance to be part of the next session—**reach out now for more details** and stay competitive in the evolving world of AI!