

# GPT Training & Enablement Program

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Human + Machine

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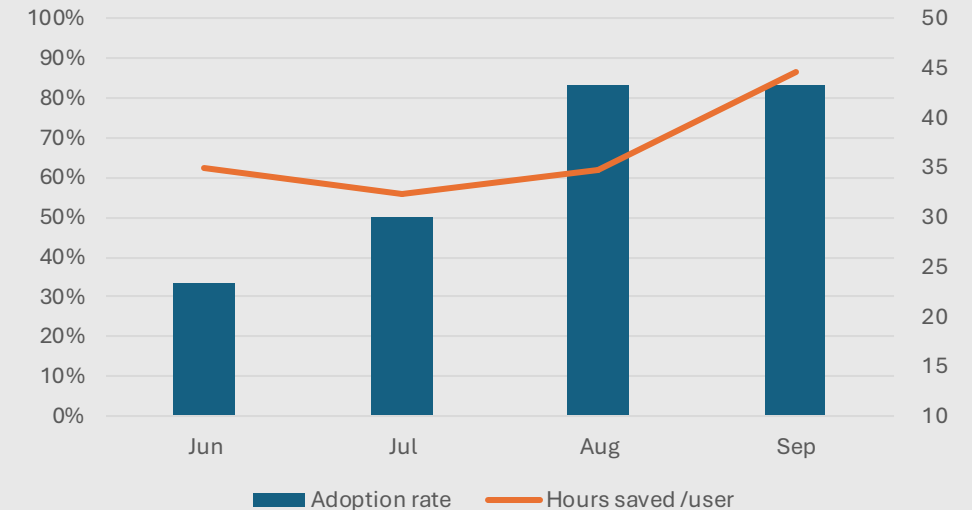
The objective of the program is to train and enable participating employees to be equipped with the understanding and practical tools needed to use Generative AI effectively in their roles.

They will be encouraged and supported to identify opportunities where AI can enhance productivity or enable new forms of output. Participants will also gain the confidence to discuss AI concepts and its potential applications with clients and partners. Mastering this new generation of AI technology is critical for the future of any business, and everyone needs to learn.

## Points to discuss / agree on:

- Program timeline and activities
- AI program lead appointment
- Decide and set up tool selected (Copilot, ChatGPT, Claude)
- Define teams and individuals to be included
- Agree logistics and dates
- Discuss follow on support, reporting and governance

Adoption and Incremental Productivity



### ***Global audit firm real impact:***

***4 months > 80% employee adoption  
~1 week time saved / FTE / month  
>£100k saved (external services, time)***

# GPT Program Timeline

	Week 1	Week 2	Week 3-5	Week 6-7	Week 8
Activities	1. Program design session (leadership)	2. Introduce and onboard teams on LLM tools (face to face – 90m)	3. Use case identification (individual or team) (face to face)	4. Use case list and prompt refinement	5. Reporting and Governance
	1.1 Tool set up			4.1 Prompt training (team sessions for identified use cases)	5.1 Training & onboarding periodic sessions
	1.2 Users profile / teams	2.1 Manual walkthrough	3.1 Use case and change templates	4.2 Governance & Impact tracking set up	5.2 Set up community of global users
Goals	Appoint a program lead	Schedule <i>main session</i>	Schedule <i>individual / team sessions</i>		
	Schedule <i>2 work sessions</i>	Logistics / arrangements	Logistics / arrangements	Schedule <i>individual / team sessions</i>	5.3 Follow up & governance
Outcomes	Finalised Program plan	Users onboarded	Users prep assignments	Prompt library	Drop-in clinic sessions
	Select and procure Tool	Manual explained and distributed	Use cases documented & tested	Documents & Report	Periodical Impact reports
	Set up and sign-up users	Program explained and launched	Library of use cases	Use cases adopted	Quarterly reviews

# Thank you!



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