

# GPT Training & Enablement Program

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Human + Machine

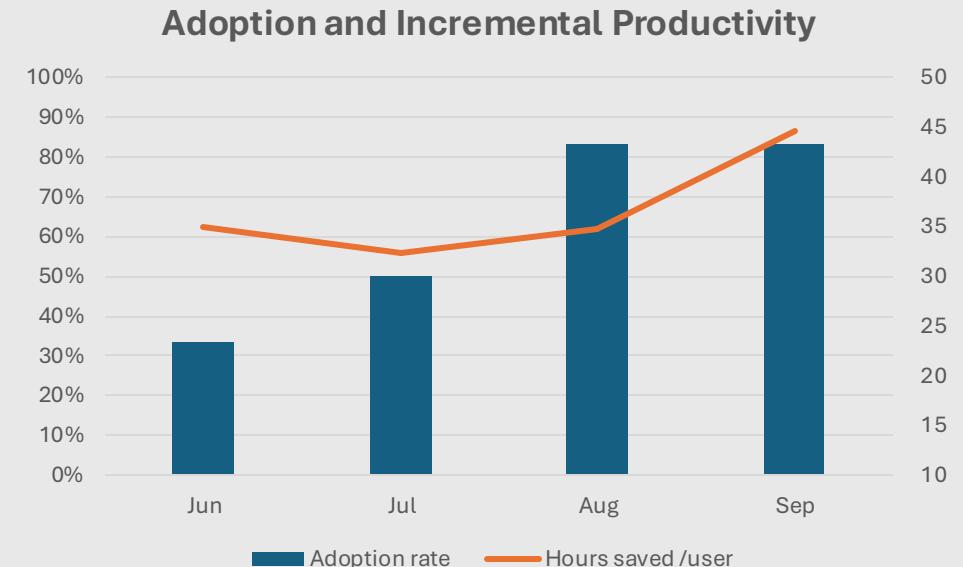
# GPT Training & Enablement Program

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



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



# Thank you!



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