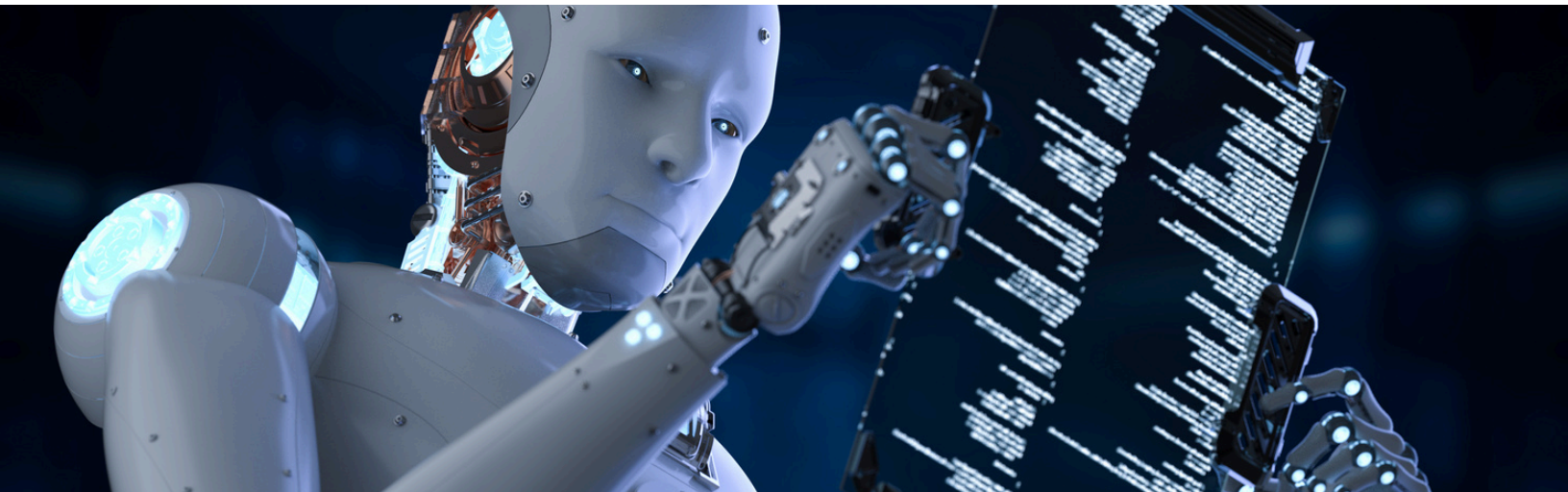


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## What you will learn:

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- What a Large Language Model (LLM) is
- What ChatGPT is and what it is not
- How can ChatGPT help with administration?
- Getting started with ChatGPT
- Using ChatGPT to aid reporting
- Using ChatGPT to help write documents
- ChatGPT for proofreading
- Using ChatGPT for social media content / marketing
- Collaboration and knowledge management

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