CORSEN AI Academy

ChatGPT at Work: Three Habits to Save Time

Course syllabus

Version 2026-11

Overview

Three habits to leverage ChatGPT at work—recurring tasks, reusing what works, and long-term value—applied to emails, meetings, analysis, monitoring, and workflows.

Learning objectives

- Identify recurring tasks and select the first one to delegate to ChatGPT
- Capitalize on effective prompts by saving and systematically reusing them
- Draft emails, meeting minutes, and presentation materials from raw notes
- Analyze a business dataset and derive a structured report for management
- Measure time saved and personal ROI of usage, then optimize workflows

Audience and prerequisites

Non-technical professionals—executives, managers, marketing, HR, legal—looking to integrate ChatGPT into their daily work.

Prior experience with generative AI is recommended.

Duration and format

Estimated duration : 1 h 30 min. 100% online self-paced course, accessible 24/7 from a browser. Progress is saved, resume anytime. Estimated duration: 1 h 30 min.

Content

- The 3 habits (4 lessons)
- Professional communication (4 lessons)
- Analysis and strategy (4 lessons)
- Productivity (3 lessons)

Assessment

Practice exercises offered throughout the lessons. Each lesson ends with its Key takeaways to support self-assessment. A final quiz of 5 corrected questions at the end of the last lesson validates learning.

Accessibility

Self-paced course accessible to people with disabilities: text content compatible with screen readers, keyboard navigation, and compliant contrasts. For any adaptation needs, email hello@corsen.ai.

Price and recognition

Free

Certificate of completion issued by Corsen AI.

Access time

Immediate after account creation and email confirmation.

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