

WSQ: Understand Generative AI using ChatGPT

(TGS- 2025055557)



UP TO
70%
COURSE
SUBSIDIES

SFC
ELIGIBLE

PSEA
SUPPORT

COURSE OVERVIEW

This one-day course helps you understand how to use Generative AI and ChatGPT in the workplace. This beginner-friendly course shows you how to use these tools in a practical way to make work more efficient. You'll learn what GenAI is, how it fits into your job, and how to help others in your team use it smoothly. No tech background needed—just curiosity and the desire to work smarter.

LEARNING OUTCOMES

- Understand what Generative AI and ChatGPT are, and how to use them in daily tasks like writing, marketing, research, and operations.
- Ensure Gen AI-generated content is useful, accurate, and aligned with your business needs.
- Create simple training plans to help your team learn and use ChatGPT confidently.

WHO IS THIS COURSE FOR?

- Office workers and executives who want to explore GenAI tools without feeling overwhelmed.
- Team leaders or managers bringing AI into their workplace.
- HR, admin and marketing looking to streamline processes in daily work and improve communication using ChatGPT.



Master Practical Uses of
Generative AI & ChatGPT



Plan and Manage AI
Adoption with Confidence



Evaluate AI Content
and Upskill Your Team



SCAN ME



Duration

8 Hours (1 Day)
9:00 AM - 6:00 PM



Mode of Training

Classroom



Mode of Assessment

Written Assessment & Case Study

PREREQUISITES

- Minimum 1 year of work experience in any sector
- WPL Level 5 (Average of Reading, Listening, Speaking & Writing Scores)
- Proficient in using computers and smartphone

Individual Subsidy

Corporate Subsidy

	Singapore Citizens (21 - 39 years old) & SPR	Singapore Citizens (40 years old & above)	Non Small-Medium Enterprises (Non-SMEs)	Small-Medium Enterprises (SMEs)
Course fees	S\$500	S\$500	S\$500	S\$500
Course fees after SkillsFuture subsidy	S\$250 (50% subsidy)	S\$150 (70% subsidy)	S\$250 (50% subsidy)	S\$150 (70% subsidy)
Nett Course Fee (with 9% GST)	S\$295	S\$195	S\$295	S\$195
Additional subsidies (for covering remaining fees)	PSEA SkillsFuture Credits		SkillsFuture Enterprise Credit (SFEC): can offset 90% of remaining fees. Absentee Payroll: Claimable up to \$4.50 per hour, capped at \$100,000 per enterprise per calendar year. Enterprise Innovation Scheme (EIS): - Annual tax deduction of 400%, OR - Convert 20% of course fees into cash payout.	

