



LUNCH & LAUNCH



INTRODUCING CHATGPT BUSINESS
AT CENTRAL CAROLINA COMMUNITY FOUNDATION

SEPTEMBER 25, 2025 | 12 - 2 PM
COLLABORATION ZONE

- Grab Lunch, Get Settled
- Meet ChatGPT Business
- Clear Plates, Open Laptops
- Try It Together
- Let's Talk Use Cases
- Closing and Next Steps



Mentimeter Icebreaker

What work task(s) do
you wish you could
delegate this month?



Use QR code *or*
Go to: menti.com and
use code: 5616 9801



How did we get here?

Results from July 2025 Foundation Staff Survey

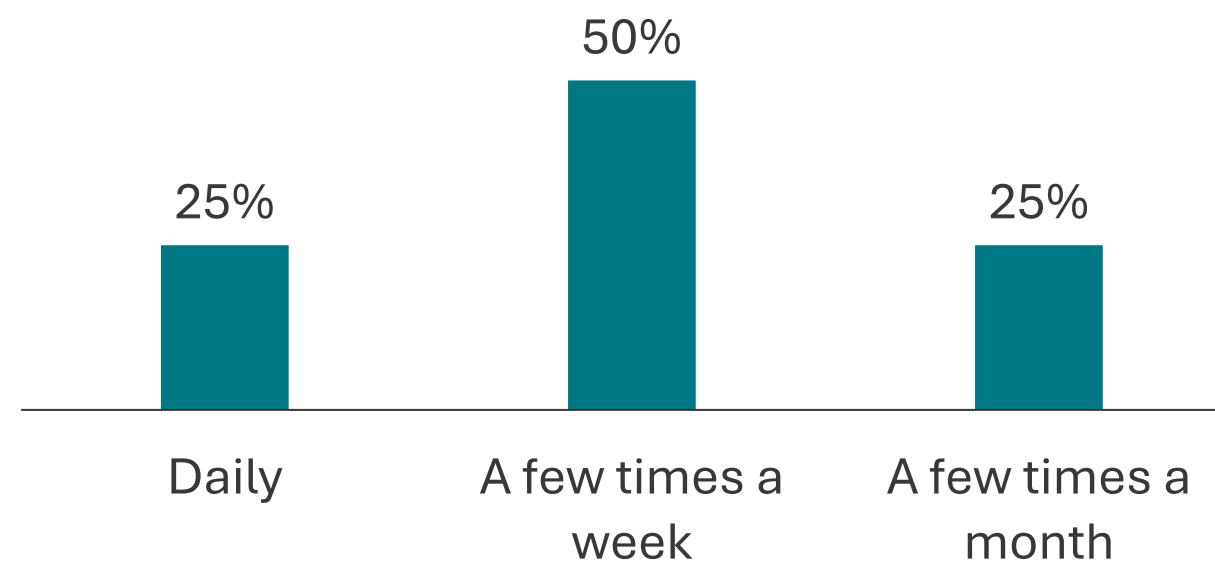


Meet ChatGPT Business

92%

of staff have used AI tools for their work at the Foundation in the last 6 months

Staff use AI for work often



Top tools used

1. ChatGPT (75%)
2. Grammarly (33%)
3. Google Gemini (17%)
4. Claude (17%)

**“Our Approach to AI”
Guiding Document**



Introducing ChatGPT

ChatGPT free version



Introducing ChatGPT

ChatGPT free version vs. ChatGPT Business



The Facts



Private and secure workspace for Central Carolina Community Foundation

Note: OpenAI does not use our workspace data to train its models.



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She manages billing and member access—nothing more.



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Staff join the workspace with their Foundation email

This workspace is for Foundation-related work only, not personal use.



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“Our Approach to AI” Policy applies

We use AI to work more efficiently, brainstorm, and refine communications, but never for confidential information, replacing our own judgment, or making final decisions without review.



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Logging In on a Computer



Go to chatgpt.com

Log in or sign up

You'll get smarter responses and can upload files, images, and more.

Email address

@yourfoundation.org

Continue

OR

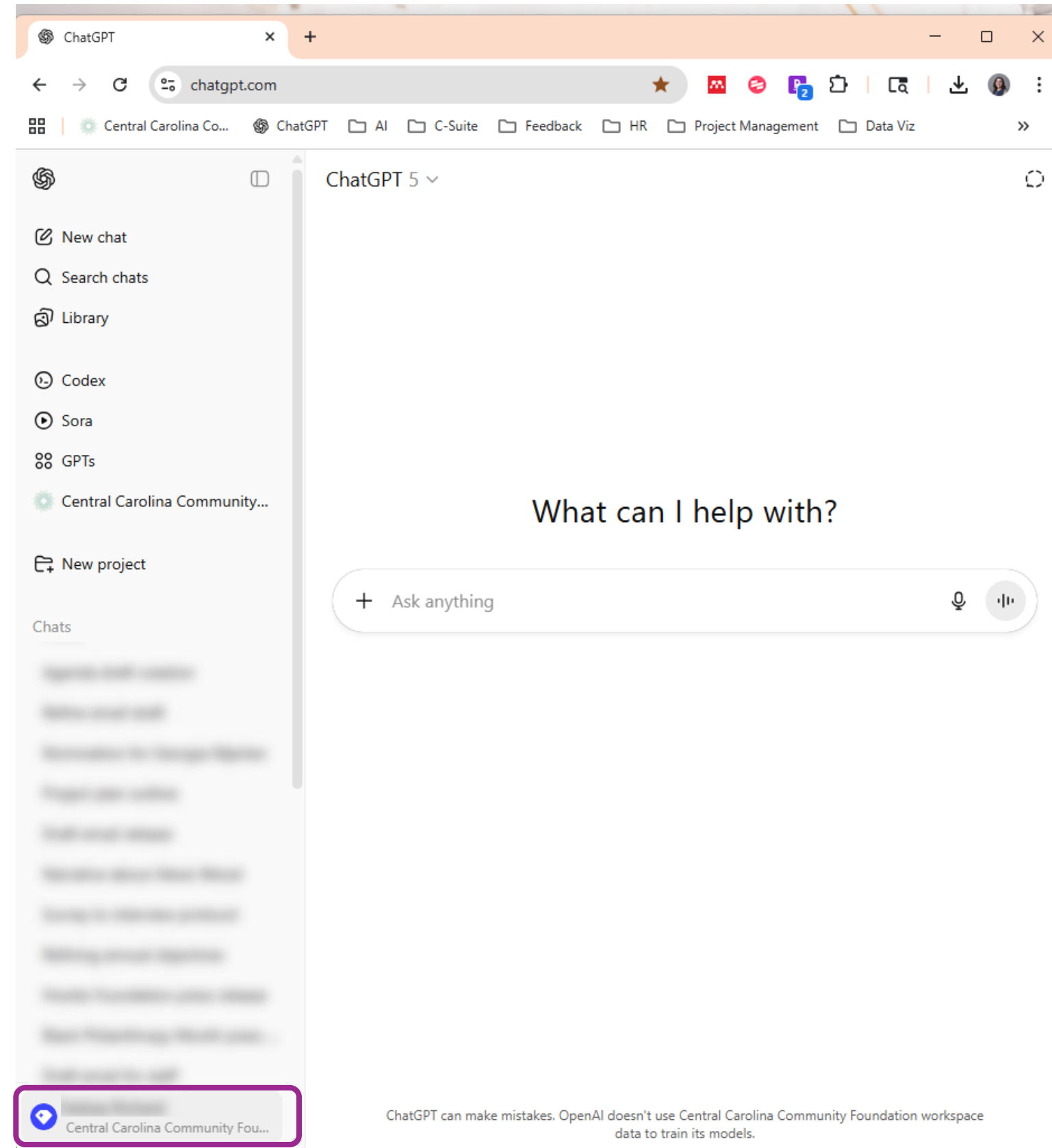
 Continue with Google

 Continue with Microsoft Account

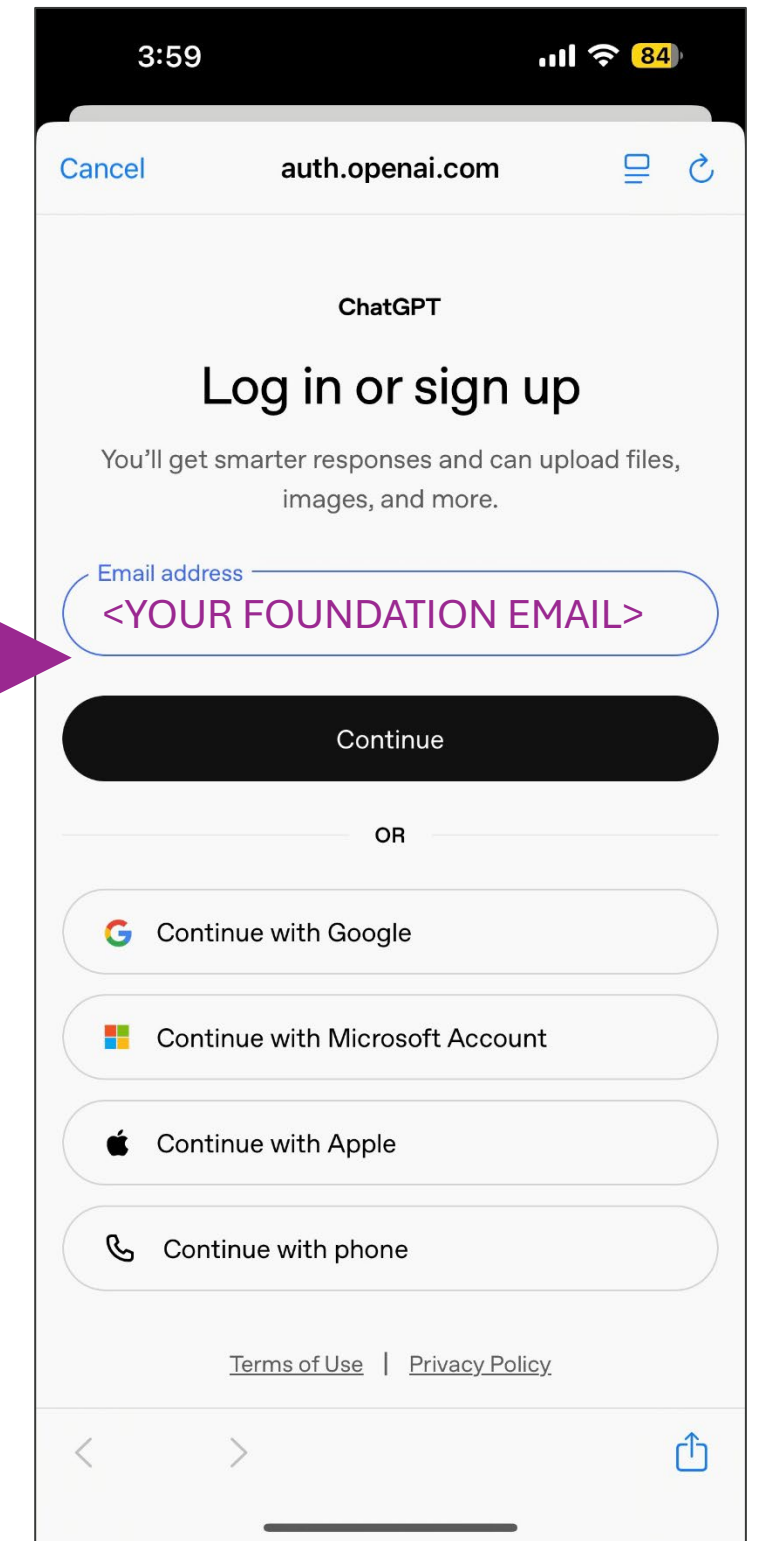
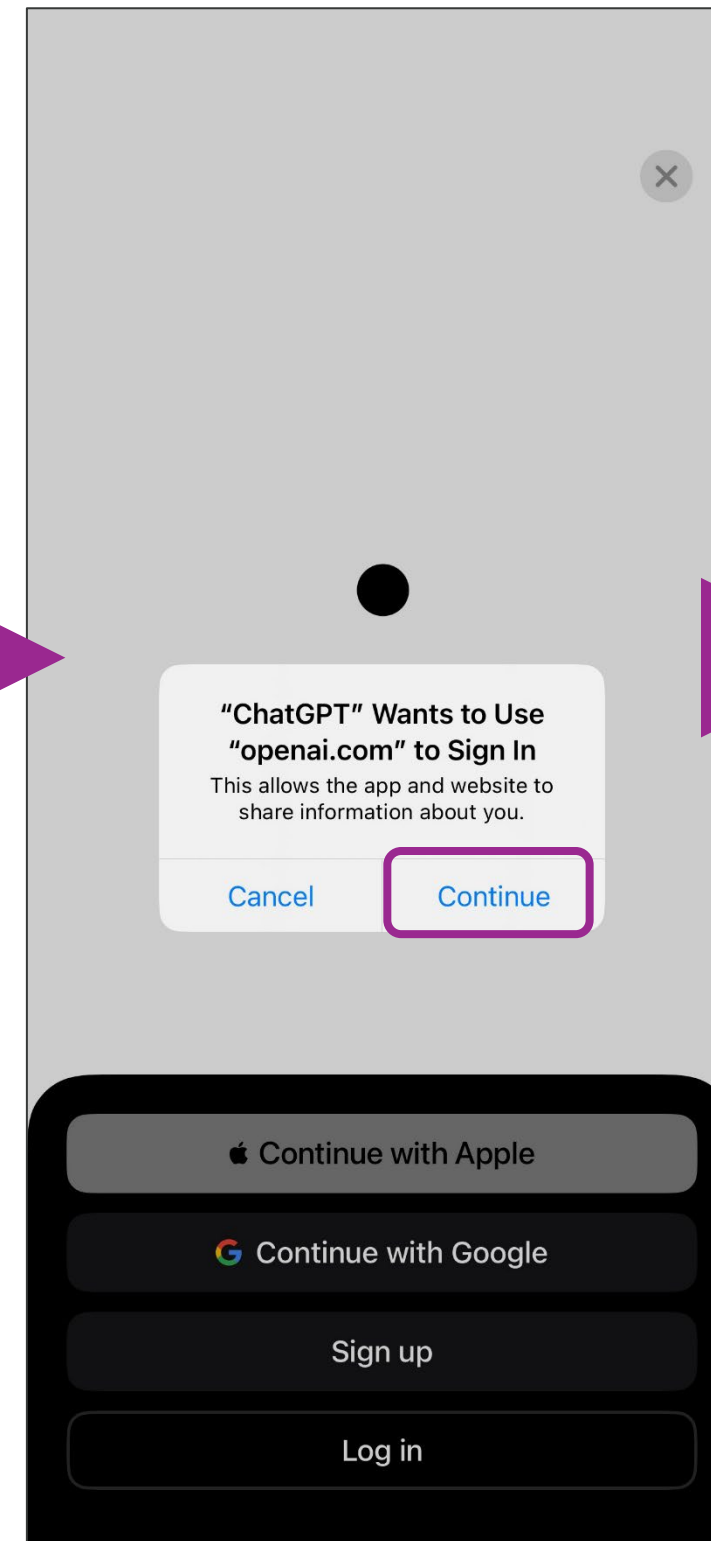
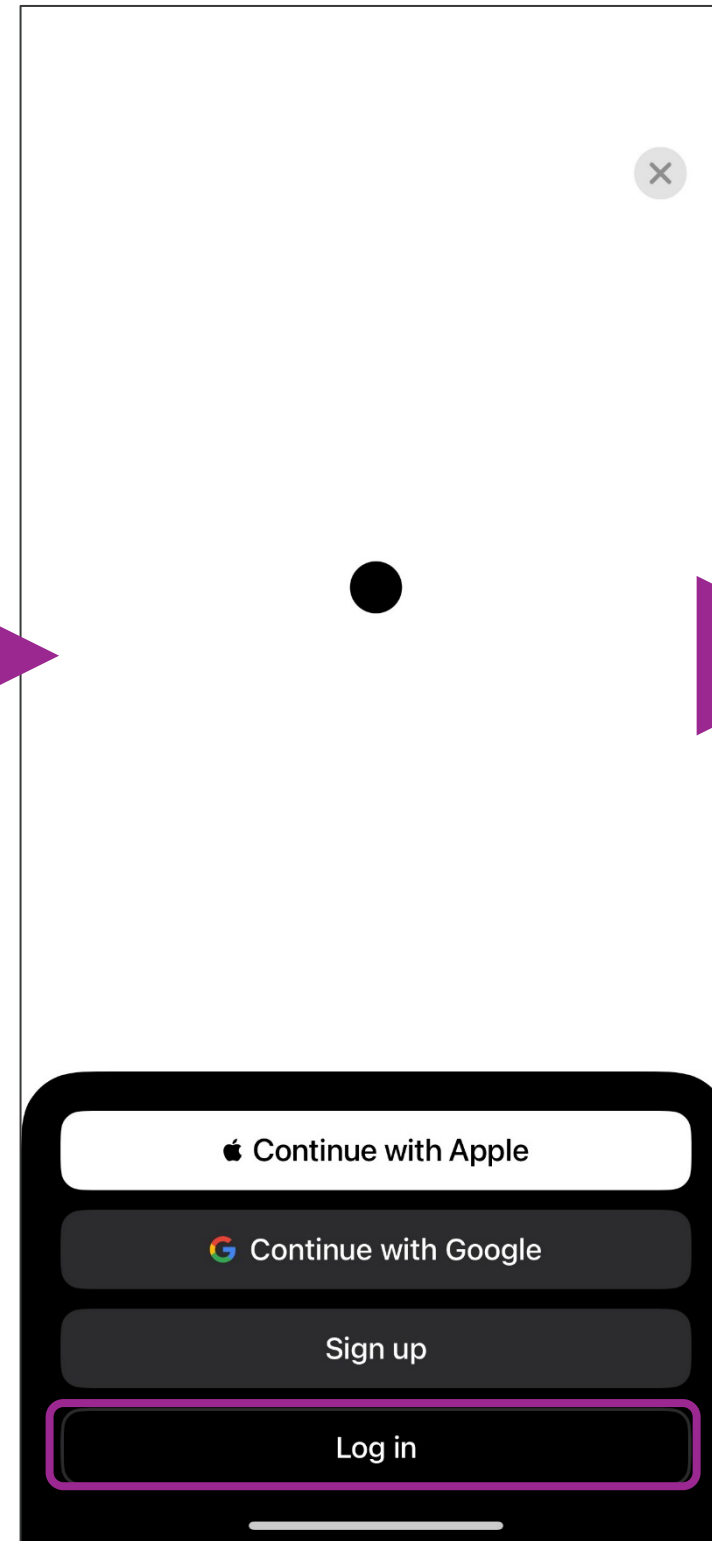
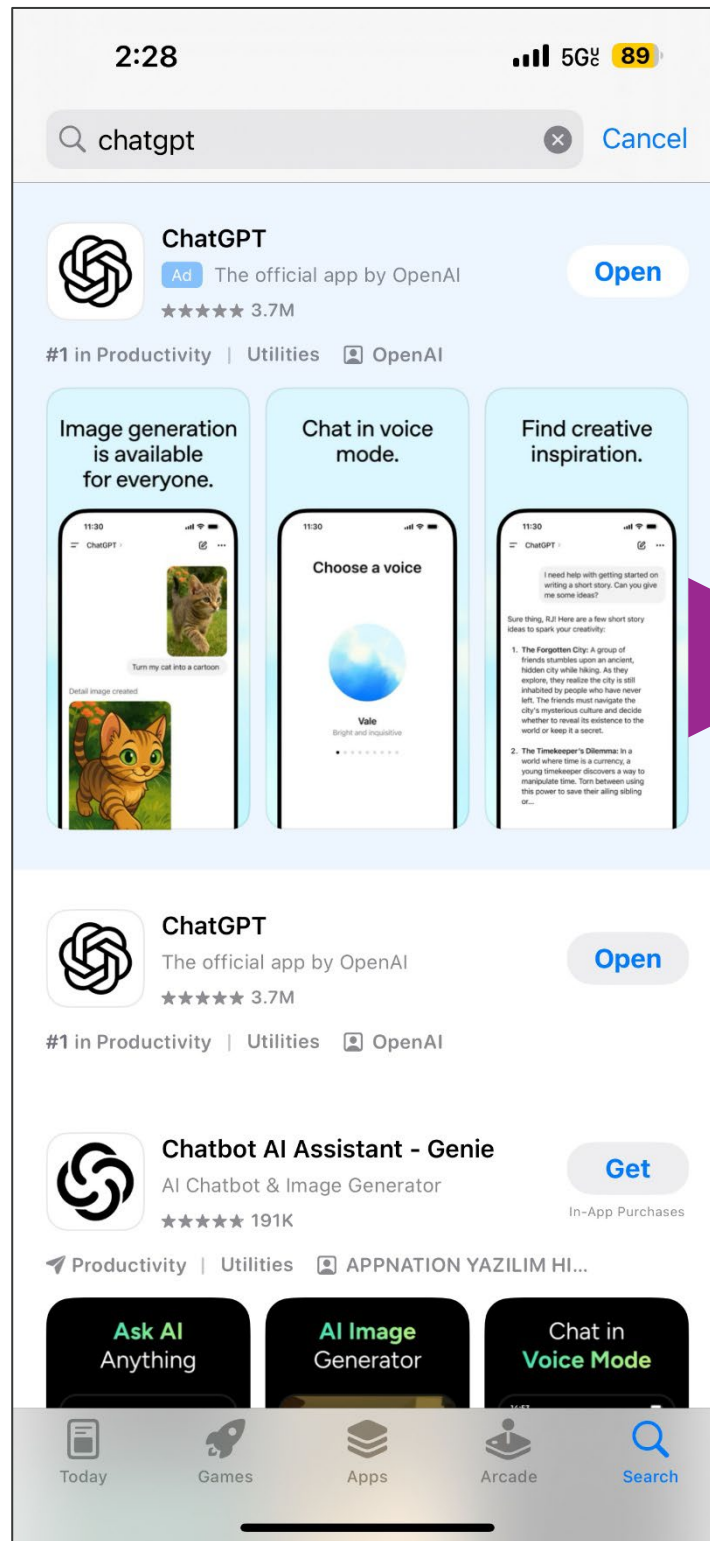
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 Continue with phone

[Terms of Use](#) | [Privacy Policy](#)

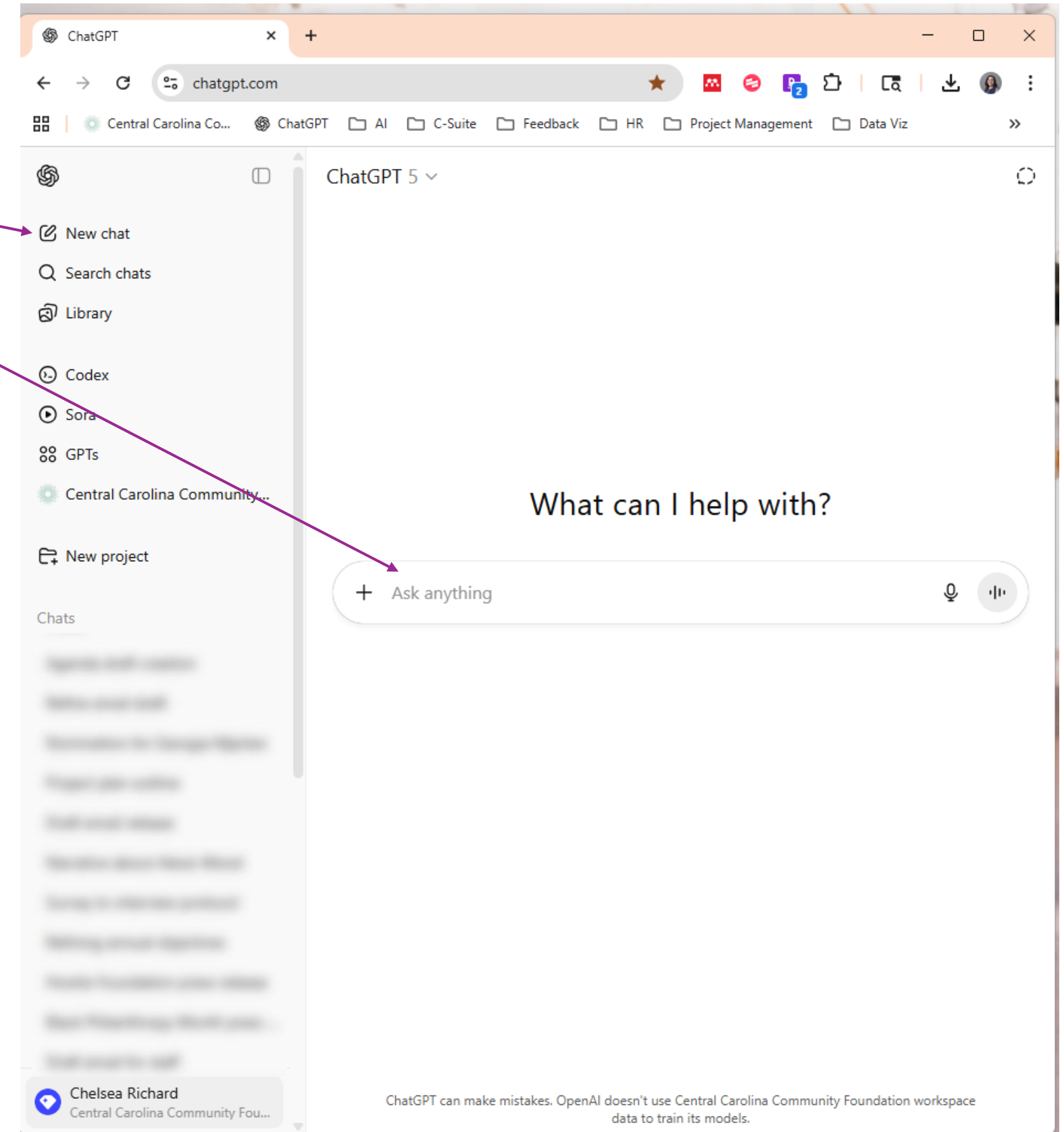


Download the App



ChatGPT 101

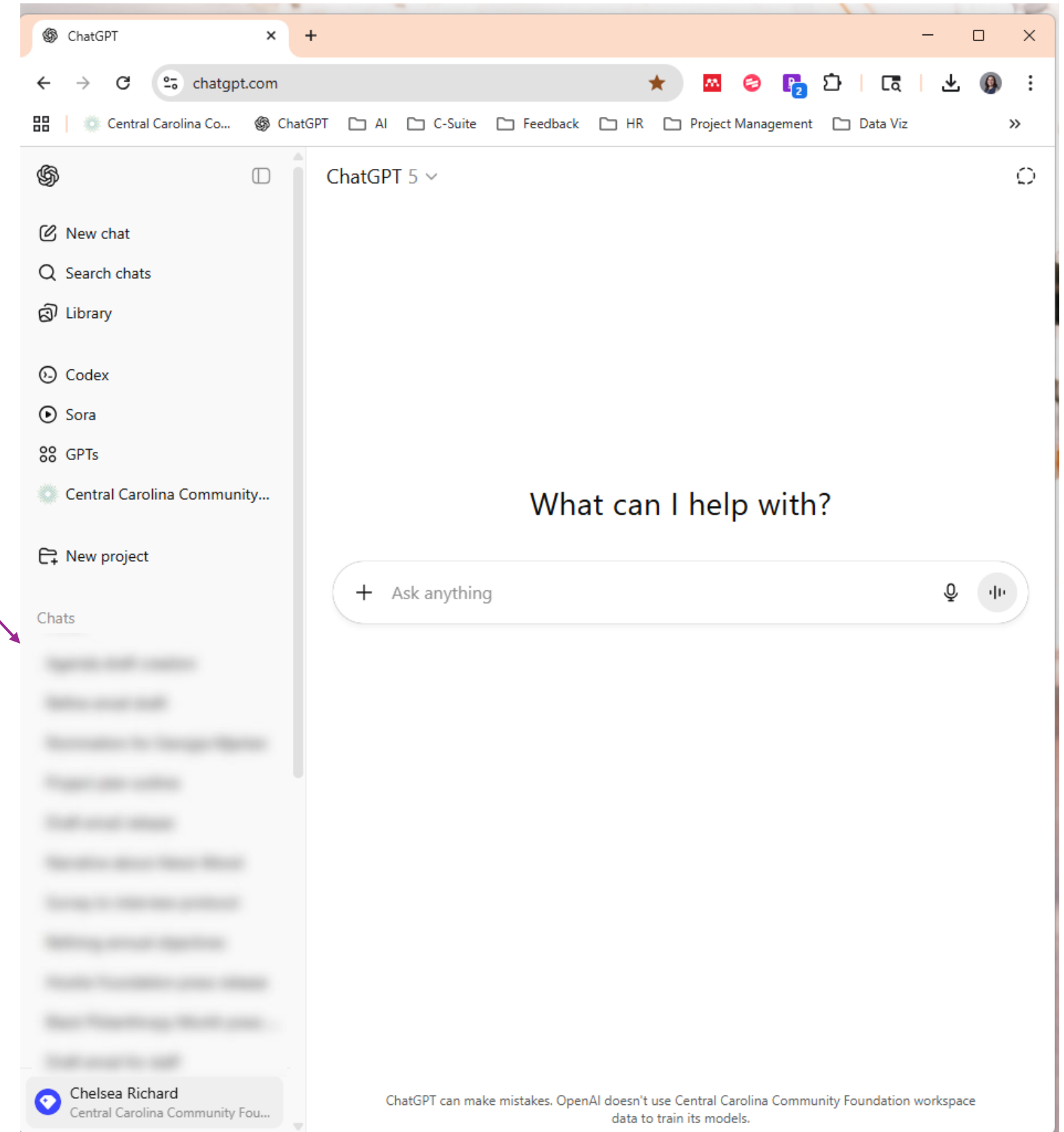
Starting a new chat



ChatGPT 101

Starting a new chat

Viewing your chat history

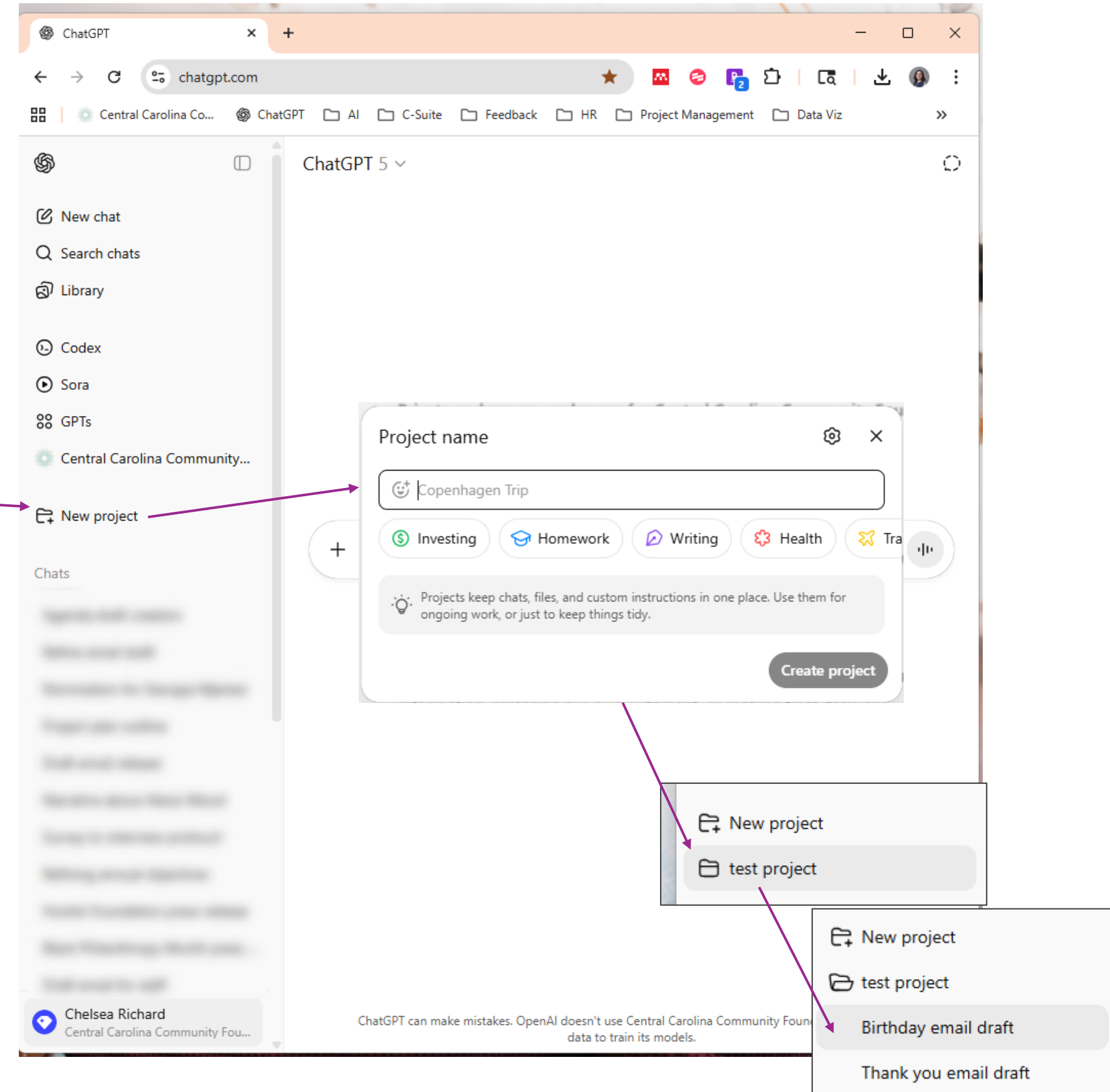


ChatGPT 101

Starting a new chat

Viewing your chat history

Organizing your chats into folders (AKA projects)



ChatGPT 101

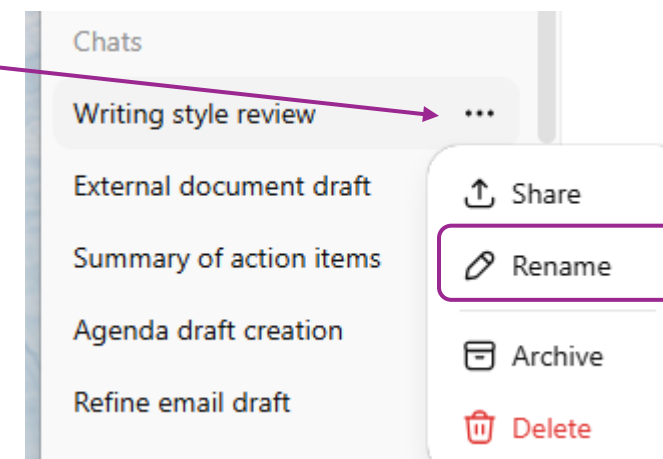


Starting a new chat

Viewing your chat history

Organizing your chats into folders (AKA projects)

Renaming chats or projects



ChatGPT 101



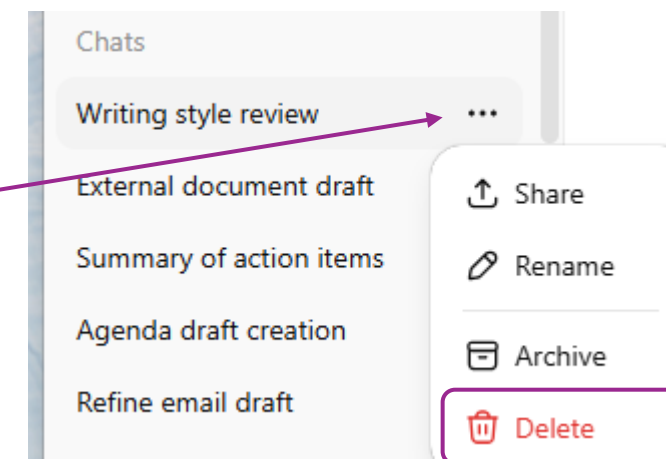
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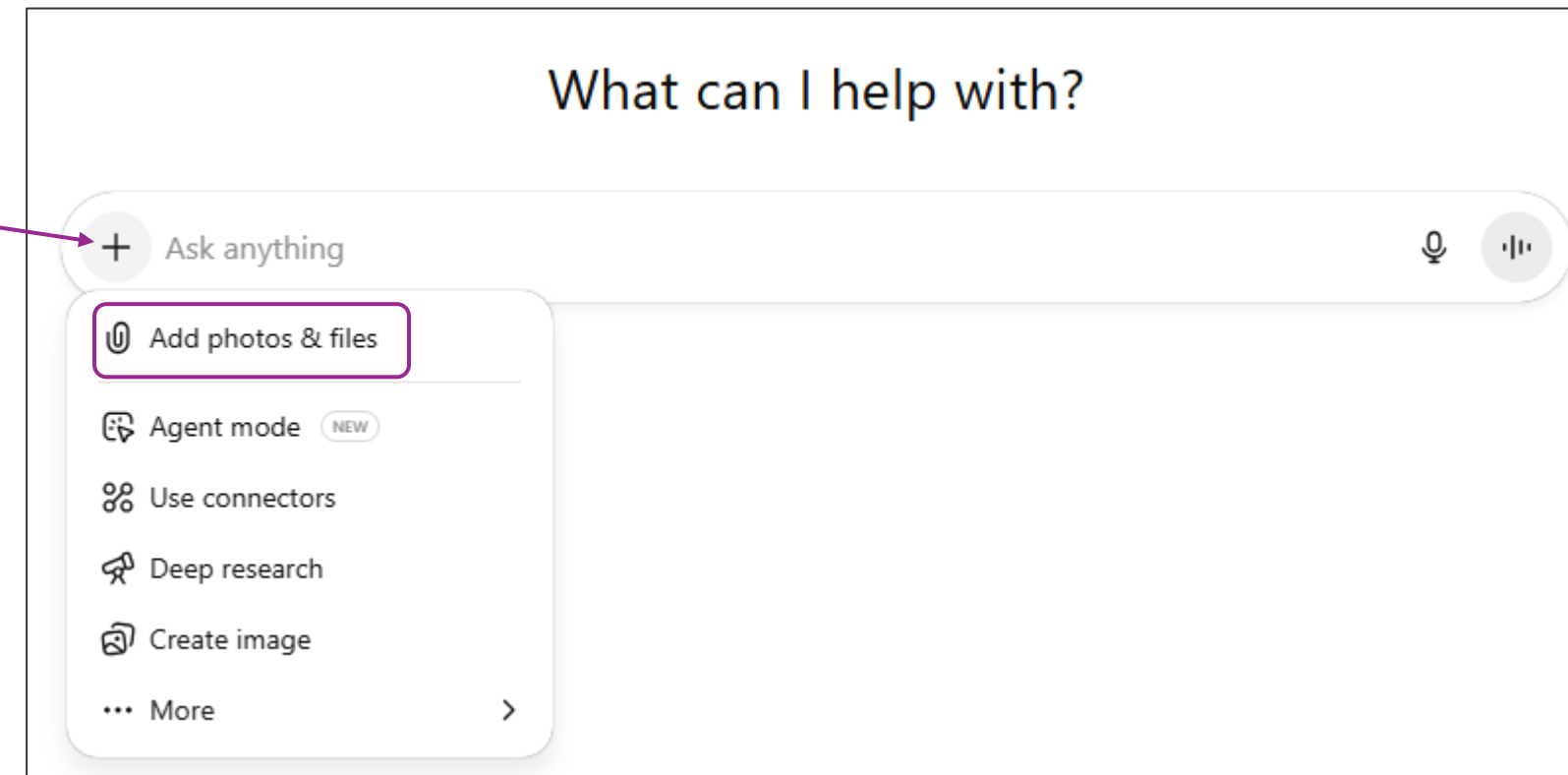
Renaming chats or projects

Deleting chats or projects

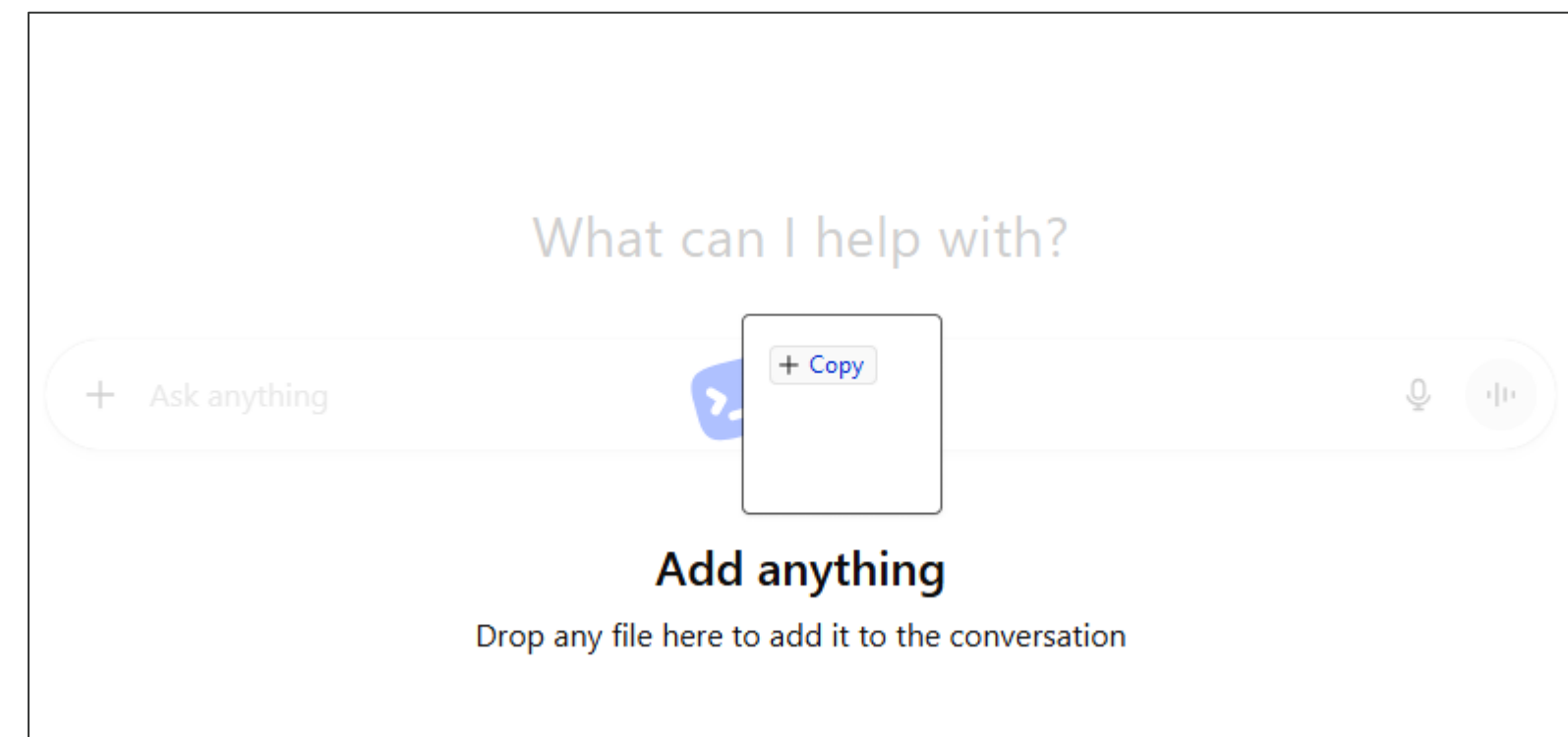


ChatGPT 101

Uploading files or photos



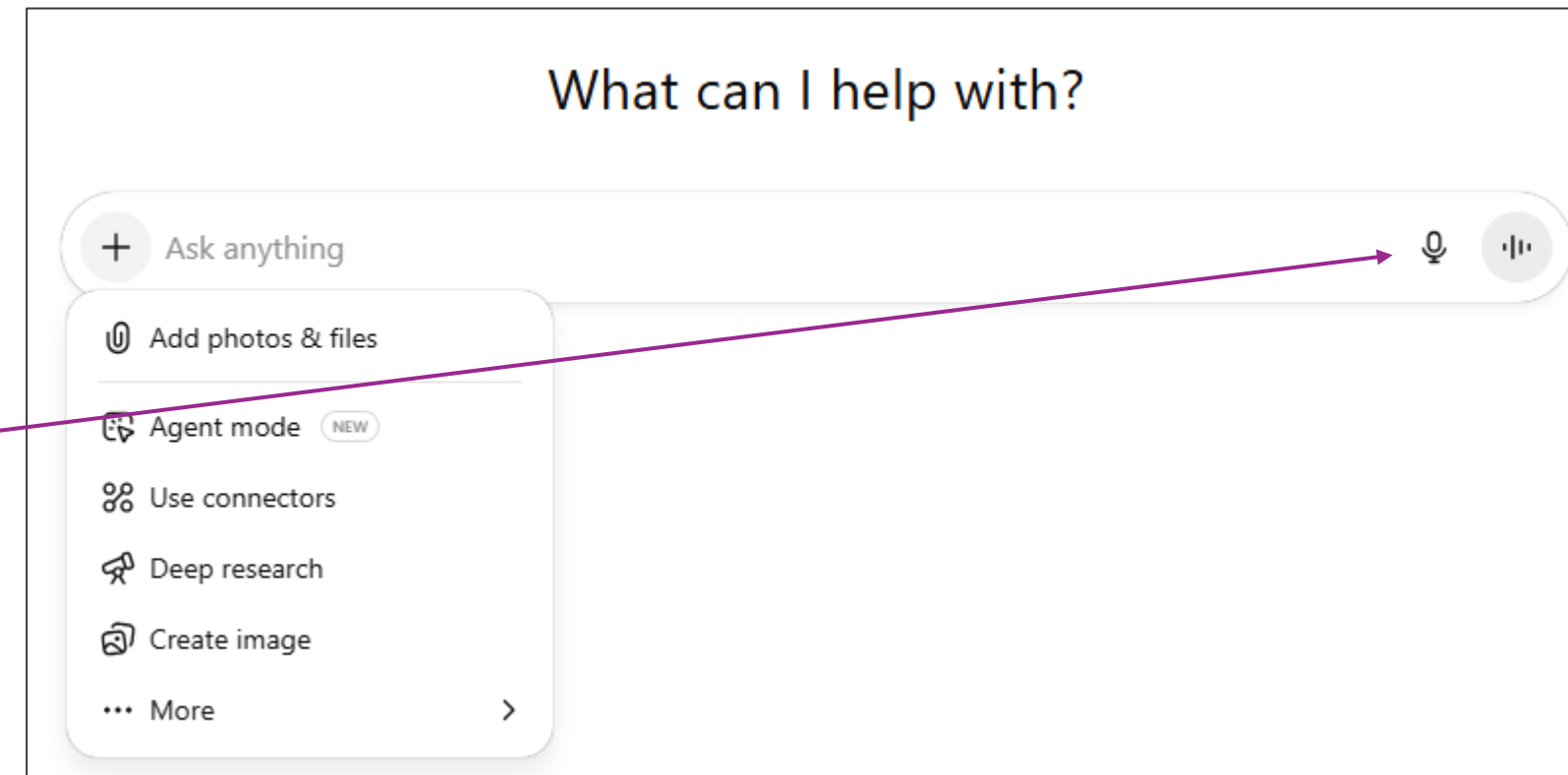
Or drag and drop



ChatGPT 101

Uploading files or photos

Dictating your prompt



ChatGPT 101



Uploading files or photos

Dictating your prompt

Customizing your Chat's traits and behaviors globally

“Use a professional, approachable tone. Do not use contractions or em dashes. Do not say "thanks," use "thank you". Do not use a colon after a title above a bulleted list.”

Your name > Settings > Personalization > Custom Instructions > 'On'

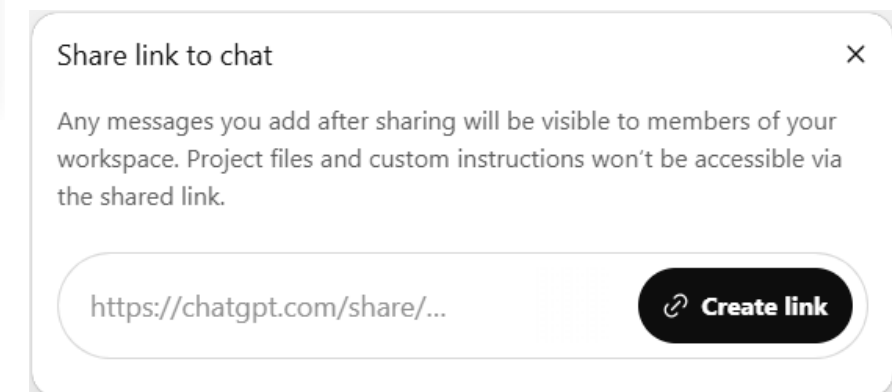
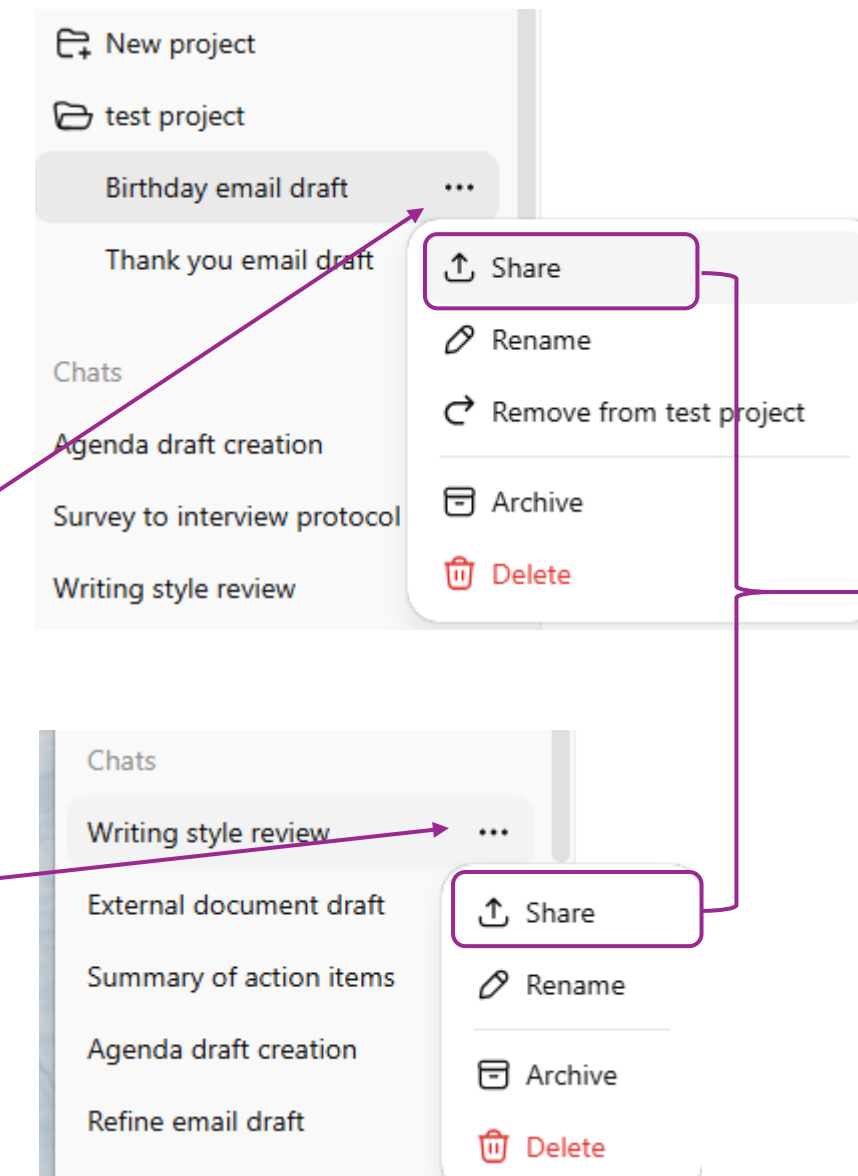
ChatGPT 101

Uploading files or photos

Dictating your prompt

Customizing your Chat's traits and behaviors globally

Sharing your chat



ChatGPT 101

Summary



Starting a new chat

Viewing your chat history

Organizing your chats into folders (AKA projects)

Renaming chats or projects

Deleting chats or projects

Uploading files or photos

Dictating your prompt

Customizing your Chat's traits and behaviors globally

Sharing your chat

Questions?





FYI: Agent Mode

Do not use right now, but you should be aware of it

Right now, do not use Agent Mode

What is it?: Lets ChatGPT act more autonomously

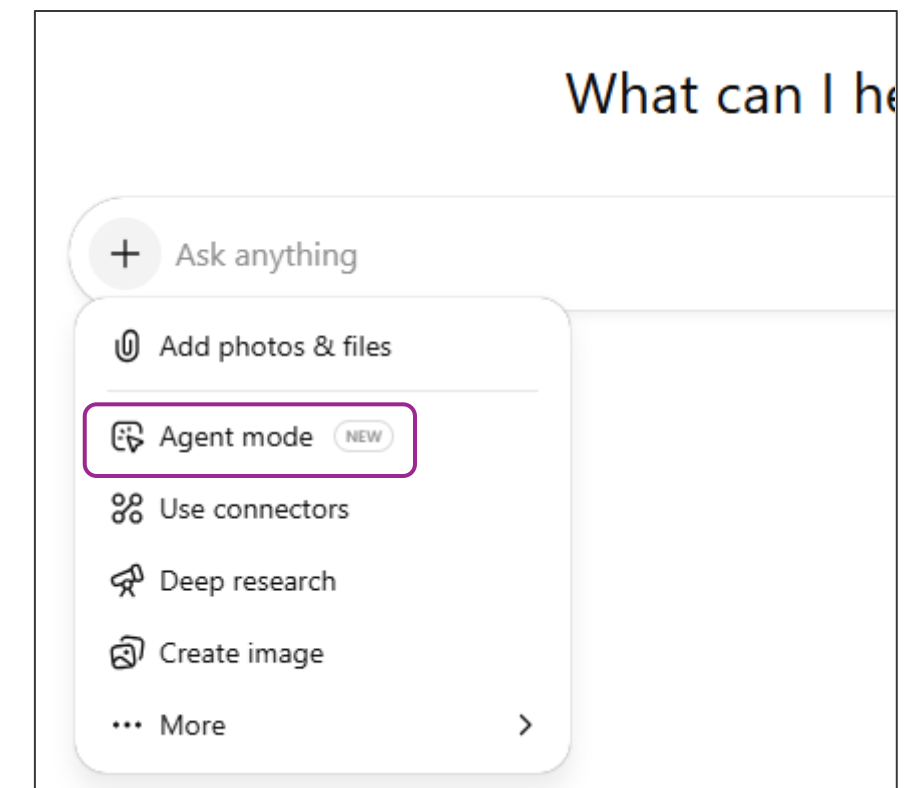
Like using apps (e.g., “add this to my Outlook calendar”)

Why not?: Still learning risks and benefits

May revisit our use once better understood



Meet ChatGPT Business



FYI: Types of AI



Generative AI (*the creator*)

- Creates new content (text, images, audio, video)
- Works by learning patterns from large datasets and generating original outputs
- *Think writing a donor thank you letter*



Predictive AI (*the fortune teller*)

- Forecasts or classifies based on patterns in data
- Uses past information to predict outcomes or label categories
- *Think suggesting items you might like based on your shopping history*

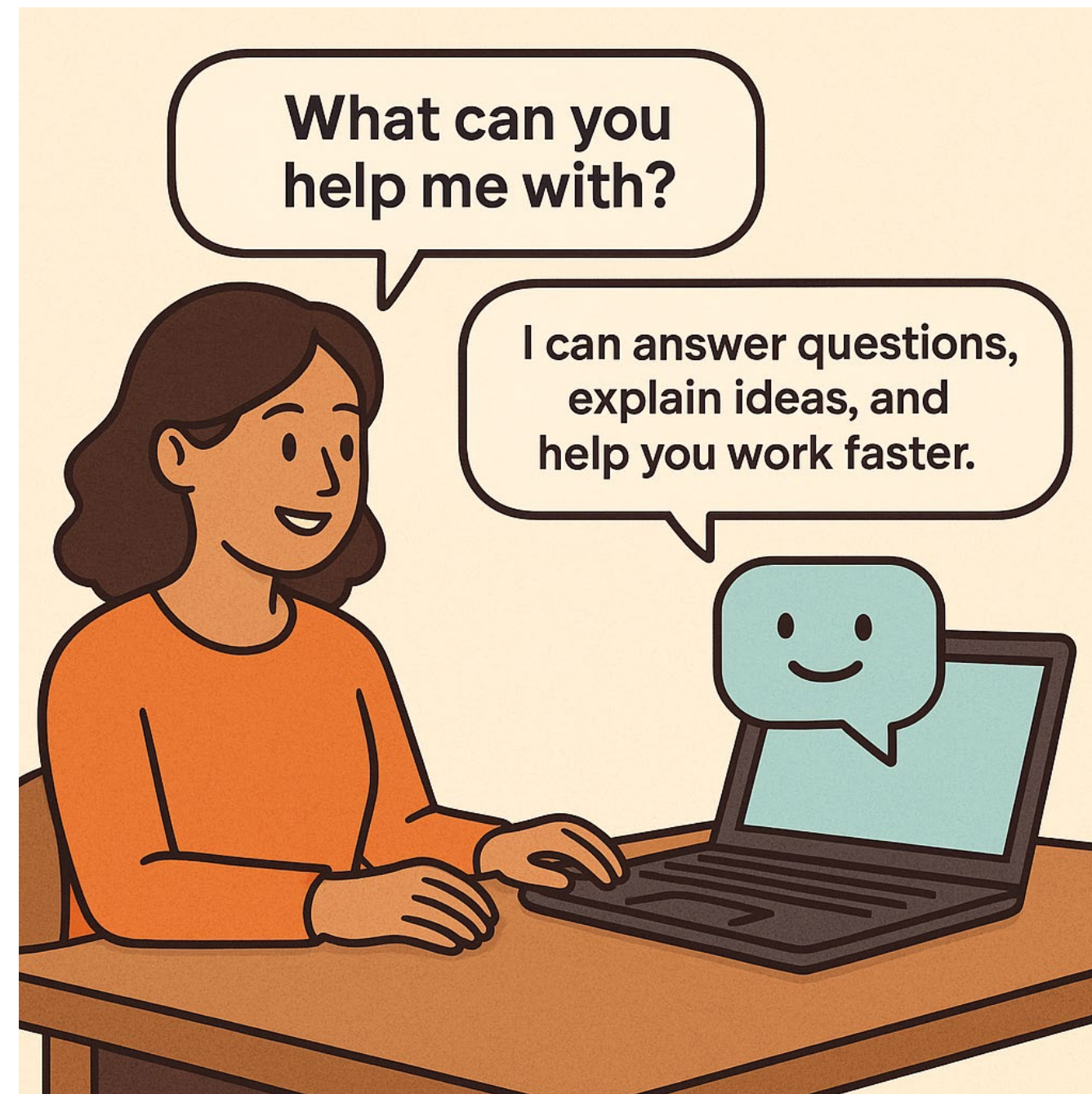
ChatGPT can act as either!

SPARK

Five Uses for AI at Work



Meet ChatGPT Business



SPARK

Five Uses for AI at Work



Meet ChatGPT Business



Summarize

Condense or clarify
information for
different audiences

“Summarize this 3-page
report in 5 bullet points”



SPARK

Five Uses for AI at Work



Meet ChatGPT Business



Summarize

Condense or clarify information for different audiences



Plan

Organize ideas, outline steps, or create checklists

“ Summarize this 3-page report in 5 bullet points ”

“ How can I use Excel Power Query to turn my data from wide to long ”



SPARK

Five Uses for AI at Work



Meet ChatGPT Business



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Condense or clarify information for different audiences

“ Summarize this 3-page report in 5 bullet points ”



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Organize ideas, outline steps, or create checklists

“ How can I use Excel Power Query to turn my data from wide to long ”



Adapt

Reshape content for different uses or examine information critically

“ Rewrite this update for a new Board member ”



SPARK

Five Uses for AI at Work



Meet ChatGPT Business



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Condense or clarify information for different audiences

“ Summarize this 3-page report in 5 bullet points ”



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Adapt

Reshape content for different uses or examine information critically

“ Rewrite this update for a new Board member ”



Refine

Polish, edit, or improve content you have drafted

“ Make this email more concise and professional ”



SPARK

Five Uses for AI at Work



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Kickstart

Generate fresh ideas or creative options from scratch

“ Brainstorm 10 creative themes for a fundraising event ”

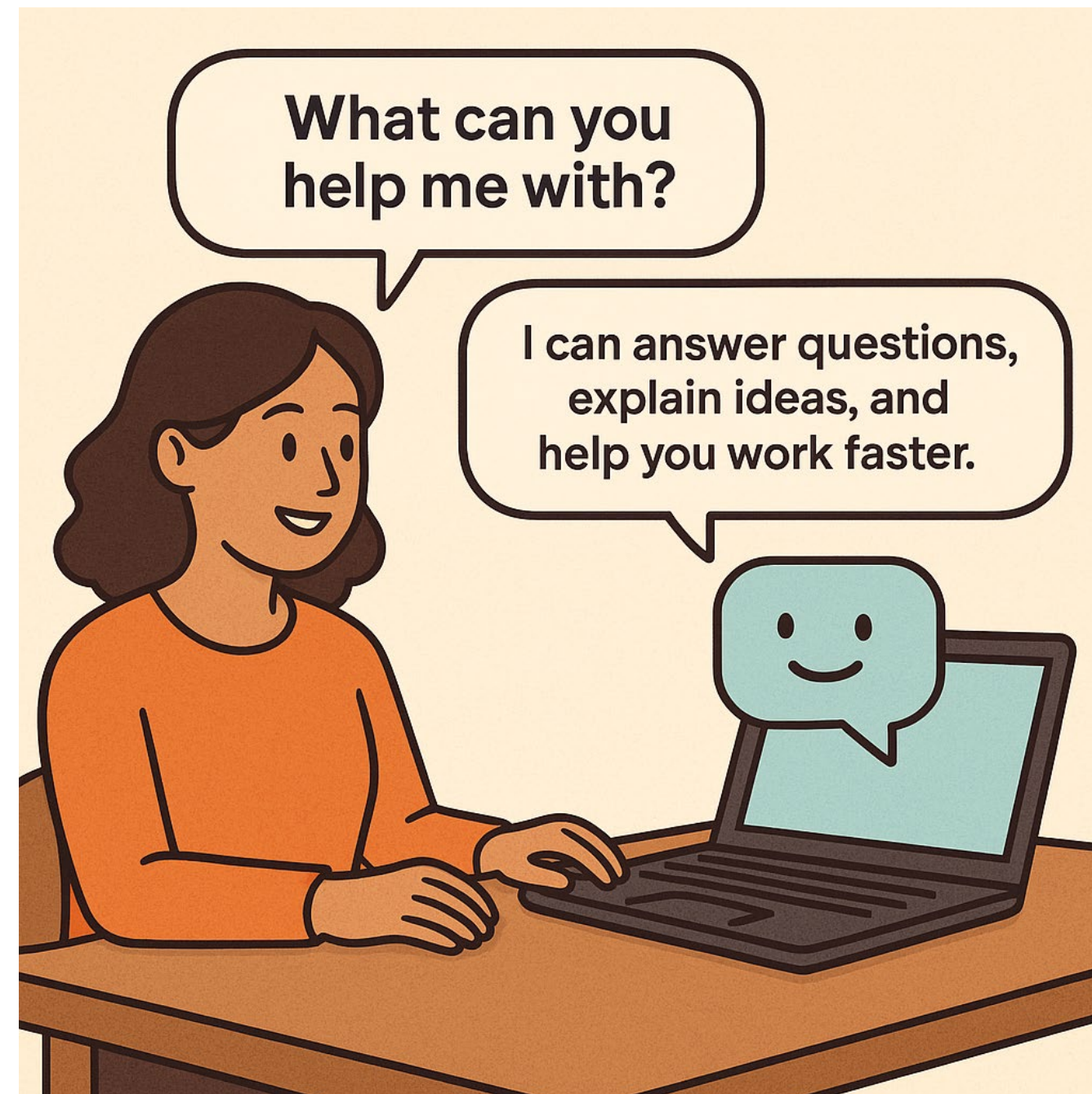


SPARK

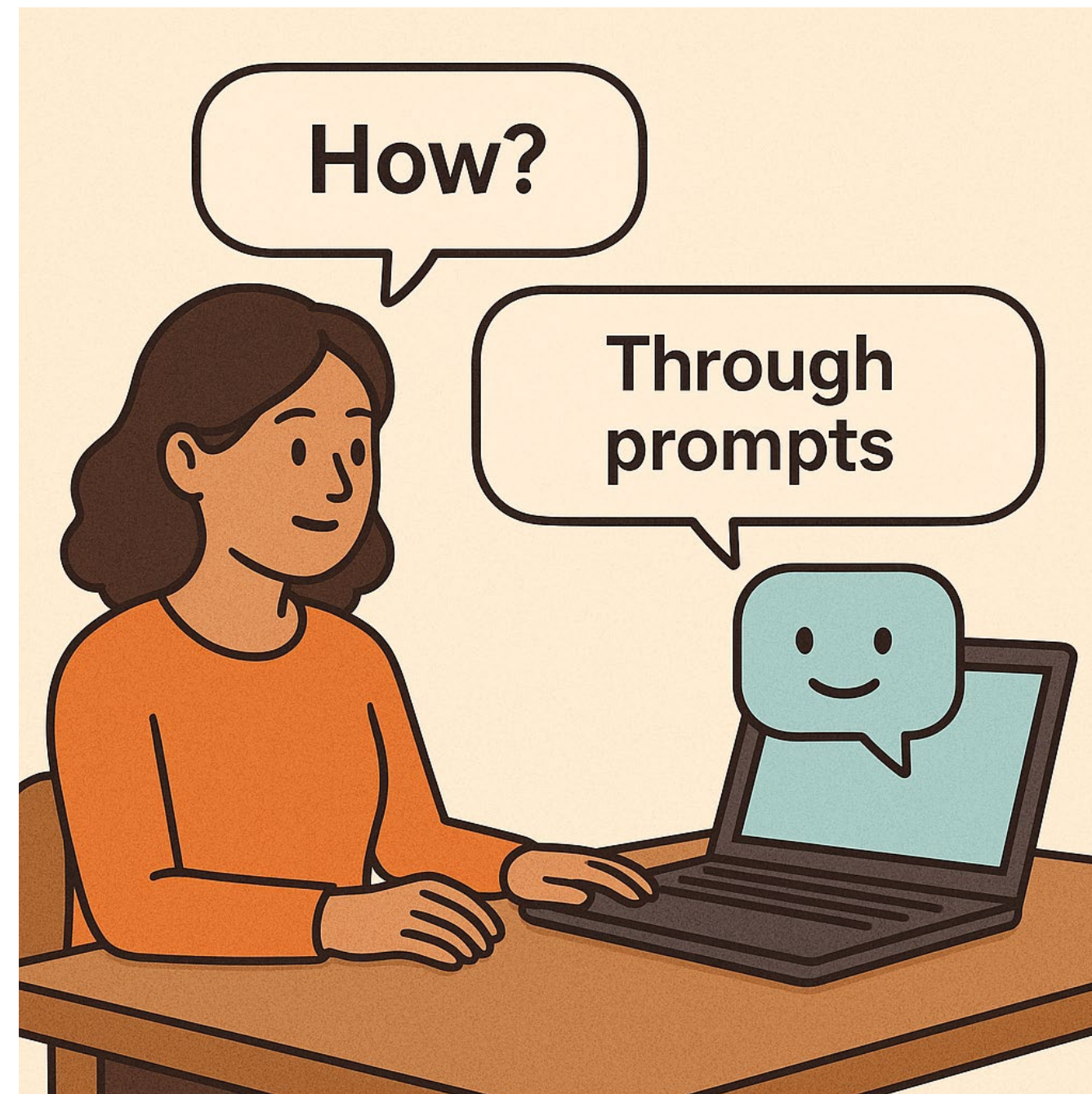
Five Uses for AI at Work



Meet ChatGPT Business



Prompting like a Pro



Prompting like a Pro

Help me with [task].

You're a [persona].

The output should be [format].

You should know that [context].

Here are some [references].

This is a general template that may be helpful as you get started!

Prompts can also be use-case dependent, based on personal preference, or your urgency.

Also, you do not have to be nice to ChatGPT. Tell it when it does something you do not want or like!



Prompting like a Pro



Help me with [task].

What you want to accomplish



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Help me with [task].

What you want to accomplish

You're a [persona].

Which expertise to draw from



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How the results should appear



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How the results should appear

You should know that [context].

Needed background information



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Examples



Prompting like a Pro

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The output should be [format].

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Examples

**Critically evaluate the output
Iterate to make it great**



Demo: Prompting like a Pro

[task]

Help me with developing a one-year learning plan for building skills in project management that would be useful in a community foundation context for a mid-career professional with no experience in project management.

[persona]

You're an expert in project and change management with over 30 years of experience working with medium sized community foundations.

[format]

The output should be a timeline with measurable goals.

[context]

You should know that we aim to utilize free or reduced cost virtual trainings, as much as possible.

[references]

Here is the job description of the person for whom I'd like you to write this plan.



**Critically evaluate the output
Iterate to make it great**

Demo: Prompting like a Pro

[task]	Help me with developing a one-year learning plan for building skills in project management that would be useful in a community foundation context for a mid-career professional with no experience in project management.
[persona]	You're an expert in project and change management with over 30 years of experience with medium sized community foundations.
[format]	The output should be a timeline with measurable goals.
[context]	You should know that we aim to utilize free or reduced cost virtual trainings, as much as possible.
[references]	Here is the job description of the person for whom I'd like you to write this plan.



**Critically evaluate the output
Iterate to make it great**

Example

“this is too much - can you take what you planned for the first six months and turn that into a year timeline”

Let's Try! Prompting like a Pro



Help me with [task].

What you want to accomplish

You're a [persona].

Which expertise to draw from

The output should be [format].

How the results should appear

You should know that [context].

Needed background information

Here are some [references].

Examples



**Critically evaluate the output
Iterate to make it great**



We just learned...

How to log on with your work credentials

How to use ChatGPT and stay organized

Ways we can use AI at work

How to prompt like a pro

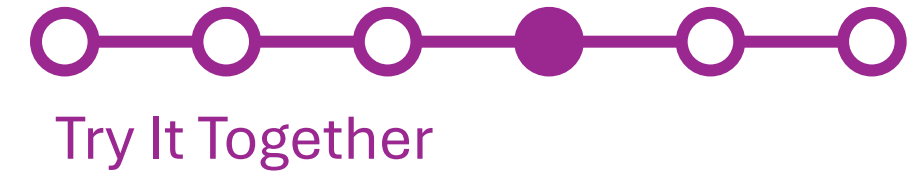
How to iterate to make it great



Questions?

Your turn! Pair & share

Use SPARK and iteration to turn a rough idea into a product you would actually use!



Team up with your partner

Start with the scenario

Prompt ChatGPT for a first draft

Refine through iteration

Share your best version + one insight

Assigned pairs

Link to activity folders



Open Discussion



Where did ChatGPT feel most useful in today's practice?

Is there a way you recently used AI at work that you want to share?

What challenges or concerns do you still have about using ChatGPT?

How would you like us to share tips and learnings as a team going forward?



What's Next?



Keep exploring ChatGPT Business in your daily work

Apply the SPARK framework to guide your prompts

Share your learnings and great prompts with teammates

Watch for upcoming training sessions and resources

Reach out with questions, ideas, or support needs to members of our AI Implementation Team



Thank you for learning with us!

From, Your AI Implementation Team



Closing and Next Steps



Chelsea Richard
Team Lead



Georgia Mjartan



Erin Johnson



Mimi Slade



Kate Cherry

Questions?

