KOENIG SOLUTIONS · COURSE OUTLINE

ChatGPT for Leaders: Strategic Prompts & OKRs

Learn to craft strategic prompts in ChatGPT for planning, OKRs, leadership tasks and high-stakes communication.

4 Hours
DURATION

6
MODULES

4 hours (including a 15-minute break)

COURSE OVERVIEW

This course covers crafting advanced prompts for strategic business needs such as SWOT analysis, OKRs and emails, then using ChatGPT to simulate decision trees and co-create strategies. It looks at applying AI to manage meetings, team performance and time delegation, and at generating business visions, OKRs and crisis communication with tone-specific prompts. It also addresses ethical use, confidentiality, AI limitations and governance, before applying these prompts to real workplace scenarios through live demonstrations and challenges.

WHO THIS COURSE IS FOR

CXOs, Senior Managers, Department Heads, and Strategy Leaders

TOOLS AND REQUIREMENTS

Demo Software

- ChatGPT

LEARNING OBJECTIVES

Participants will be able to:

- Master advanced prompts for leadership challenges
- Use ChatGPT for strategic planning and decision support
- Manage tasks, teams, and time more effectively using AI
- Understand responsible AI usage in an enterprise context

COURSE SYLLABUS

6 Modules

01 — 35 minutes

Prompt Engineering for Strategic Outputs

Learn advanced prompt crafting tailored to strategic business needs (e.g., SWOT, OKRs, emails).

02 — 35 minutes

Decision-Making & Strategic Planning

Use ChatGPT to simulate decision trees, explore options, and co-create strategies.

03 — 30 minutes

AI-Augmented Leadership

Manage meetings, team performance, and time delegation using ChatGPT.

04 — 35 minutes

Vision, OKRs & High-Stakes Communication

Generate business visions, OKRs, and handle crisis communication with tone-specific prompts.

05 — 30 minutes

Responsible AI Use

Discuss ethical use, confidentiality concerns, AI limitations, and governance best practices.

06 — 45 minutes

Hands-On Prompts & Mini Activities

Live demo + individual & team-based challenges with real workplace scenarios.

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training | Live Online Classes (ILO) | Fly-Me-A-Trainer (FMAT) | Flexi (Self-Paced) | 1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com | info@koenig-solutions.com