Streamline your workload with ChatGPT

Don't be a stranger

in Elena Muller 穆昕怡

Managing Director

Timemakers Consulting

hello@elenamuller.com.au

0437 886 963

Why are we here?

- CHSP Providers are increasingly spending **time on administrative tasks**, at times, diverting their focus from delivering services to clients.

- AI and ChatGPT offer a solution to **automate tasks** and **save time** for CHSP providers.

- The workshop aims to show CHSP providers how to leverage ChatGPT to **enhance productivity**, allowing more time for focusing on clients' services.

Think and write it down!

3 THINGS I LEARNED

WHAT I WILL TELL OTHERS

WHAT WILL I DO

ChatGPT Sprints to One Million Users

Time it took for selected online services to reach one million users

	Launched	
Netflix	1999	3.5 years
Kickstarter*	2009	2.5 years
Airbnb**	2008	2.5 years
Twitter	2006	2 years
Foursquare***	2009	13 months
Facebook	2004	10 months
Dropbox	2008	7 months
Spotify	2008	5 months
Instagram***	2010	2.5 months
ChatGPT	2022	5 days

* one million backers   ** one million nights booked   *** one million downloads
Source: Company announcements via Business Insider/Linkedin

What is ChatGPT?

HE Can you tell me your story, ChatGPT?

Of course! I'd be happy to share my story with you.

I am ChatGPT, an artificial intelligence language model developed by OpenAI. My journey began with extensive training on a diverse range of internet text sources, including books, articles, and websites. The goal was to enable me to understand and generate human-like text responses.

As a language model, I'm designed to assist and engage in conversations with users like yourself. I strive to provide helpful information, answer questions, and engage in meaningful discussions on a wide range of topics.

Benefits

Broad Knowledge Base: wide range of knowledge, allowing it to provide information, explanations, and insights across different topics.

Language Support: assistance with writing, proofreading, generating ideas, improving language skills, translations, summaries, and content generation.

Availability and Accessibility: available 24/7, accessible from anywhere with an internet connection.

Constraints

- **2021** Update

- Sometimes **misses** instructions

- **You** need to check everything it writes

Public Concerns

Mr. ChatGPT goes to Washington: OpenAI CEO Sam Altman testifies before Congress on AI risks

OpenAI CEO Sam Altman urged lawmakers to regulate artificial intelligence during a Senate panel hearing Tuesday, describing the technology's...

The Italian authority claims OpenAI processes data inaccurately and lacks a legal basis to justify the mass collection and storage of data. It also claims that there is no age verification system in place for children. 6 Apr 2023

What are the legal and ethical considerations of using ChatGPT? —

The use of ChatGPT raises legal and ethical considerations such as privacy, intellectual property rights, and potential harm to individuals or groups. It's important to use ChatGPT responsibly, ensure that your generated text is accurate and unbiased, and respects the rights of others.

Settings

×

⚙ General

🗄 **Data controls**

Chat History & Training

Save new chats to your history and allow them to be used to improve ChatGPT via model training. Unsaved chats will be deleted from our systems within 30 days. Learn more

Export data

Export

Delete account

Delete

Enable two-factor authentication

Enable

Keep your private information, private

- **Avoid sharing personal information**: Don't provide personal details like full name, address, phone number.

- **Avoid sharing business data**: when discussing sensitive data, it is best to use generic examples instead of sharing specific details. This helps maintain privacy while still receiving the output required.

- **Keep devices secure**: Ensure that the devices you use to access AI services are protected with strong passwords, updated security software, and encrypted connections.

Practical Application

Where do I start?

Considerations

- Input (must include Role, Objective, and Constraints)

- Output (can be improved further)

- 80/20 rule

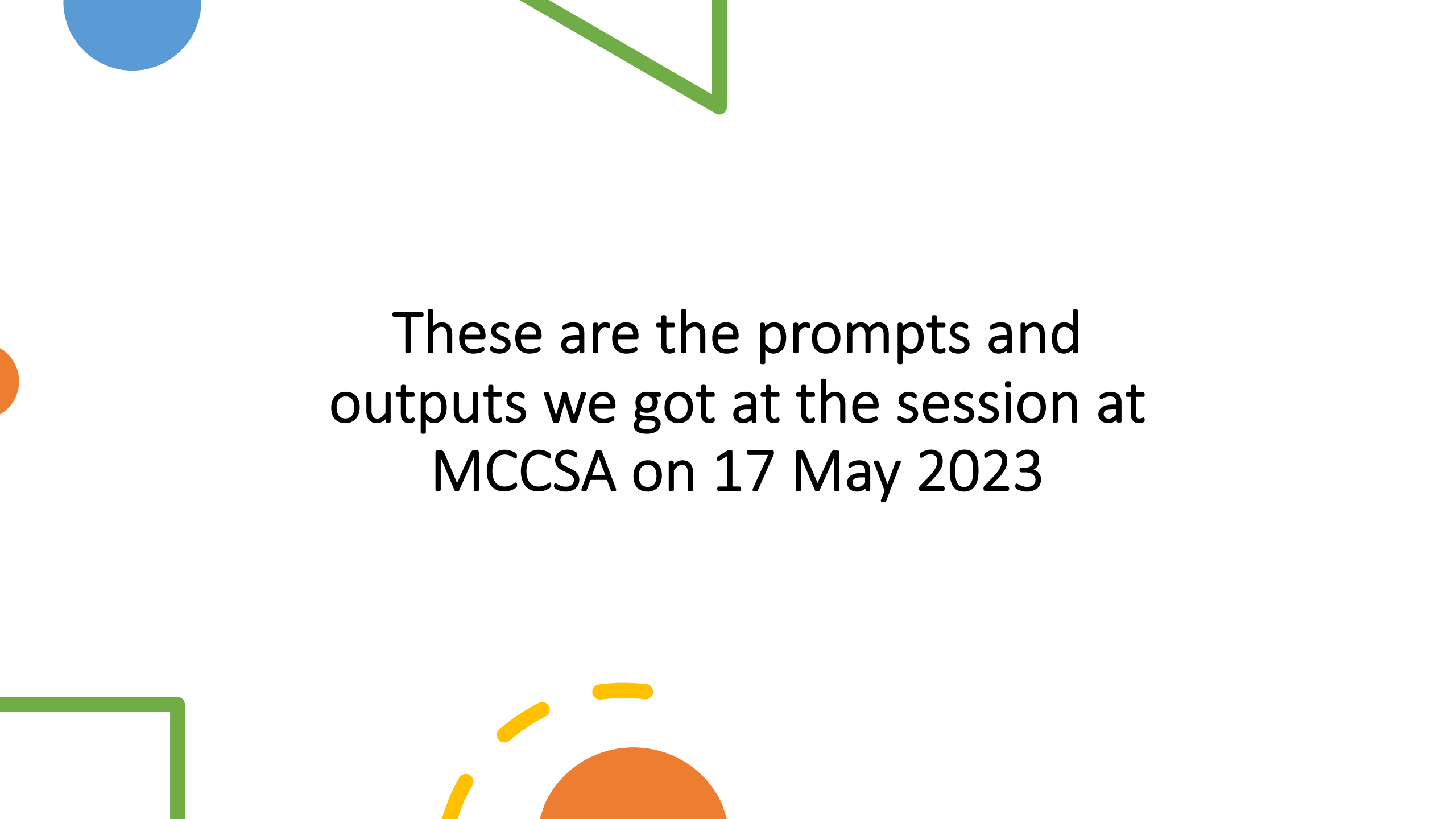- ChatGPT keeps learning

Applications for CHSP Providers

- Writing correspondence (letters, emails, cards)
- Creating Policies & Procedures
- Improving position descriptions and ads
- Marketing – everything
- For Meetings (agenda, minutes)
- Brainstorming, planning and decision making

Writing prompts

- Role

- Objective

- Constraints

These are the prompts and outputs we got at the session at MCCSA on 17 May 2023

Subject: Urgent: Poor State of Residential Care Facility Requires Immediate Attention

Dear [Health Provider's Name],

I am writing to urgently address significant concerns regarding the poor state of the residential care facility you oversee. Specifically, there are major plumbing issues affecting half of the bedrooms and a leaking roof, which is causing harm to the current residents. Immediate action is essential to ensure the well-being and safety of these individuals.

The plumbing problems have created unsanitary conditions for the affected residents, compromising their health and quality of life. Additionally, the leaking roof poses safety risks, including accidents and property damage. It is crucial to prioritize and resolve these issues promptly.

I kindly request your immediate attention to this matter. Interim measures should be implemented to mitigate the risks and provide a safe environment for the residents. Furthermore, a comprehensive assessment of the facility is recommended to identify and address any other potential hazards.

Please acknowledge the receipt of this email and outline the actions that will be taken to address the plumbing issues and repair the leaking roof. I am available to provide any additional information or assistance required.

Thank you for your urgent attention to this matter. The well-being and care of the residents rely on prompt action.

Sincerely,

[Your Name]
[Your Contact Information]

HE Please write a short message to an older client who has just lost their partner?

HE Please re-write in 100 words

Dear [Client's Name],

I extend my heartfelt condolences for the loss of your beloved partner. During this difficult time, please know that my thoughts and prayers are with you. Grieving the loss of a life partner is incredibly challenging, and I am here to offer support and a listening ear whenever you need it. Be patient with yourself as you navigate this journey of healing. Remember, you are not alone—lean on the love and support of those around you. Treasure the beautiful memories shared, and may they provide comfort and strength in the days ahead.

With deepest sympathy,

[Your Name]

Dear [Candidate's Name],

Thank you for applying for the Manager position at our company. We appreciate the time and effort you dedicated to your application, as well as your interest in joining our team.

After careful consideration, we regret to inform you that we have decided not to proceed with your application at this time. While your qualifications and experience impressed us, we have selected candidates whose skills align more closely with our current requirements.

We want to express our gratitude for your interest in our organization and acknowledge the strengths you demonstrated throughout the interview process. Although we were unable to offer you the position, we encourage you to persevere in pursuing your career goals.

Your application will remain on file, and we will keep you in mind for future opportunities that may be a better fit. We recommend keeping an eye on our job postings and reapplying if a relevant position arises.

Once again, thank you for considering our company as a potential employer. We appreciate your understanding, and we wish you continued success in your professional endeavors.

Best regards,

Please write a procedure for home care staff to follow when they visit a client and find the client is not at home and therefore unable to receive services. Please include bullet points with the required steps

If a home care staff visits a client and finds the client is not at home and therefore unable to receive services, they should follow these steps:

1. Check for any communication from the client: The staff should check if there is any communication from the client or their family regarding the absence. They should also verify if the client has rescheduled the appointment or if they have any plans for the day.

2. Wait for a reasonable amount of time: The staff should wait for a reasonable amount of time before assuming the client is not coming. They may wait for around 30 minutes or more, depending on the client's usual routine and the level of urgency of the service.

3. Contact the client or their emergency contact: If the staff cannot locate the client or if they do not hear from them, they should attempt to contact the client or their emergency contact to find out about the situation.

4. Leave a message or note: If the staff cannot reach the client or their emergency contact, they should leave a message or note at the client's residence, stating that they have been there and that the client was not available to receive services.

5. Document the situation: The staff should document the situation in the client's file, indicating the date, time, and reason for the client's absence.

6. Report the situation: The staff should report the situation to their supervisor or the agency's management, as per the agency's policy. They should inform them of the client's absence and their attempts to reach the client.

7. Follow up: The staff should follow up with the client to reschedule the appointment or ensure the client is safe if there is no response or if they remain absent. They should also inform the supervisor or agency management of any follow-up actions taken.

By following these steps, the home care staff can ensure that they have taken appropriate actions and maintained communication with the client and the agency management.

HE Write a position description for a part time Support Worker who has a Cert III in Aged Care. Also has the values of integrity, people centred care, punctual.,

HE Can you re-write for an australian audience?

HE Now please write an ad, under 200 words, to attract staff to apply for this job which meets the SCHADS award level 3.

Join Our Team as a Part-Time Support Worker (Cert III in Aged Care) - SCHADS Award Level 3

Are you looking for a fulfilling role where you can make a real difference in the lives of older individuals? We are seeking dedicated and compassionate Support Workers with a Certificate III in Aged Care to join our team.

As a Support Worker, you will provide vital care and support to our valued clients, promoting their well-being and independence. With our commitment to person-centered care and strong values of integrity and punctuality, you will play a crucial role in enhancing the quality of life for older individuals.

Key Benefits:
- Part-time position with flexible working hours to suit your lifestyle.
- Competitive remuneration in line with the SCHADS Award Level 3.
- Ongoing training and professional development opportunities to enhance your skills.
- Supportive and collaborative work environment with a strong focus on team cohesion.
- Opportunity to make a meaningful impact and build lasting relationships with clients.

Requirements:
- Certificate III in Aged Care or equivalent qualification.
- Previous experience in providing care and support to older individuals preferred.
- Strong values of integrity, person-centered care, and punctuality.
- Excellent communication and interpersonal skills.
- Genuine compassion and empathy for the well-being of older individuals.

If you are passionate about aged care, possess the required qualifications and values, and are seeking a rewarding role, we want to hear from you! Join our team and be part of an organization that values your skills and dedication. Apply now to make a positive difference in the lives of older individuals.

HE I have just created a new social group for older people with mild dementia and would like to promote it in our newsletter who goes to all clients. The group meets weekly on Thursdays between 10am and 12pm. Please keep it to 100 words.

Introducing "Memories Together" – a welcoming social group for older individuals with mild dementia. Join us every Thursday from 10am to 12pm for engaging activities and meaningful connections. Our group offers a supportive environment, fostering friendships and shared experiences. Experience the joy of reminiscing, creative pursuits, and interactive games, all designed to enhance cognitive abilities and promote well-being. Discover the power of companionship and forge lasting bonds. Come and be part of a vibrant community that understands and embraces your journey. To learn more or join us, please contact our friendly team. Let's make memories together!
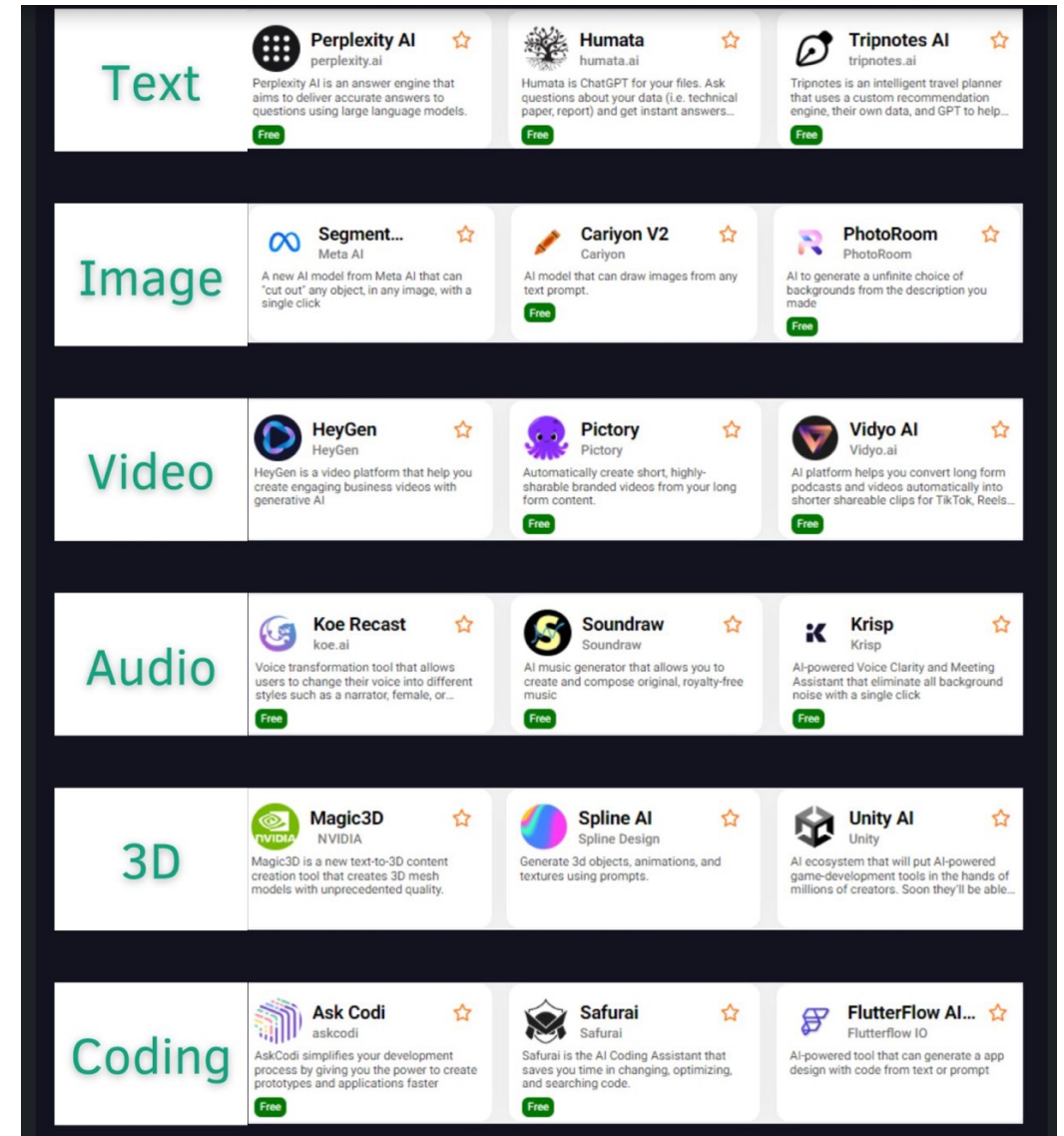
RESOURCES

AI tools continue to be created and we won't know them all.

So I focus on a couple of Linkedin profiles who test them and advise which ones are best. Here are two of them:

- Generative AI
- Steve Nouri

Generative AI

No.1 AI page on Earth!

Internet Publishing · San Fransisco · 893,089 followers · 48 employees

Pedro & 78 other connections follow this page

✓ Following   **Contact us** ⤤   More

Home   About   Posts   Jobs   People

About

Stay updated with ChatGPT and Generative AI news.

Generative artificial intelligence (AI) describes algorithms (such as ChatGPT, Midjourney, DALLE, and ...) that can be used to create new content, including audio, code, images, text, simulations, and videos.

Collaboration or other inquiries: info@spotlit.ai

Steve Nouri · 2nd

Chief AI Evangelist | Founder | 1MM+ Followers | Keynote Speaker | Top Voice DS & AI

Talks about #web3, #chatgpt, #datascience, #machinelearning, and #artificialintelligence

Sydney, New South Wales, Australia · **Contact info**

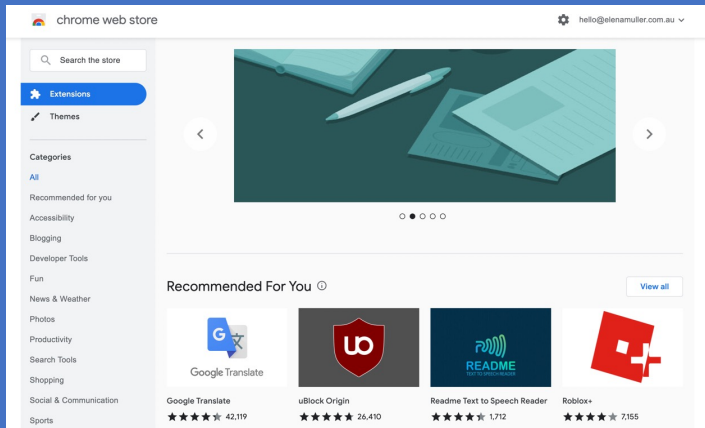**Contact me here!** ↗

1,426,510 followers · **500+** connections

MIT Sloan School of Management

Google Chrome offers many <u>free</u> extensions to make life easier.
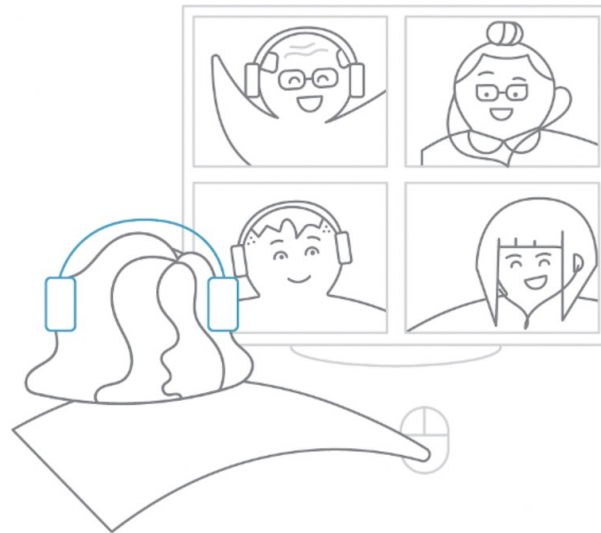
I have selected the most helpful ones which I also use.

For those wanting to book a <u>meeting</u> with a number of parties, this is an excellent free resource

Find when works!

Connect anywhere around the globe. Coordinate across timezones with WhenAvailable.

PLAN EVENT

Find the time that works best for everybody

Scheduling your dinner party, bookclub meeting, or a guys' night out has never been simpler. Find the best possible time for your group meeting based on input from everyone you've invited.

If you want to learn more about how to use ChatGPT this is a good course