

DIGITAL INNOVATION AND TRANSFORMATION | COURSE BROCHURE

ChatGPT: Document and Image Information Extraction

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

This course focuses on leveraging ChatGPT for effective document and image information extraction. Participants will learn to implement AI-driven techniques to automate data extraction processes, enhancing productivity and accuracy in various professional contexts, including data analysis, project management, and operational efficiency.

Organisations frequently encounter challenges in efficiently extracting relevant information from vast amounts of documents and images. Manual extraction is often time-consuming and prone to errors, leading to inefficiencies and increased operational costs. This course addresses these issues by equipping professionals with the skills to utilise ChatGPT for automating information extraction, ensuring they can streamline workflows, reduce human error, and improve data handling. Participants will learn to assess the suitability of ChatGPT for their specific extraction needs and make informed decisions about its implementation in their operations, ultimately enhancing their overall productivity and decision-making capabilities.
Professionals will engage in practical exercises that simulate real-world scenarios, allowing them to apply ChatGPT's capabilities to extract structured data from unstructured sources. Mastering these techniques enhances their ability to make informed decisions based on accurate data, driving better business outcomes and fostering a data-driven culture within their organisations. Participants will also develop skills in designing workflows, evaluating extraction accuracy, and integrating AI tools into their existing processes, which are critical for maintaining competitiveness in a data-centric environment. This course empowers them to tackle complex extraction tasks with confidence.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

The course employs a blend of hands-on workshops, case studies, and collaborative exercises to build practical capabilities. Participants will work on real-world scenarios where they will utilise ChatGPT to extract information from documents and images. Specific exercises include configuring ChatGPT for various document types, applying image processing techniques, and designing automated workflows. Participants will also engage in peer reviews to assess the effectiveness of their extraction methods. Outputs will include structured data sets, extraction reports, and workflow diagrams, demonstrating their ability to apply AI tools effectively in their roles. This practical approach ensures that participants leave with tangible skills and resources they can implement immediately in their professional environments.



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Course objectives

By the end of this course, participants will be able to:
• Evaluate the effectiveness of ChatGPT for document information extraction tasks.
• Implement ChatGPT to extract structured data from various document formats.
• Analyse image data to identify and extract relevant information using AI tools.
• Design workflows that integrate ChatGPT for automated information retrieval processes.
• Assess the accuracy of extracted data and refine extraction techniques as needed.
• Construct a comprehensive report detailing the extraction process and outcomes.

Target audience

This course is suitable for:
• Data Analysts seeking to improve data extraction efficiency.
• Project Managers needing to streamline documentation processes.
• IT Professionals interested in AI applications for data handling.
• Business Analysts focusing on data-driven decision-making.

Target competencies

Participants will develop competencies in:
• Proficient in using ChatGPT for data extraction tasks.
• Skilled in evaluating the accuracy of AI-generated outputs.
• Capable of designing automated workflows for information retrieval.
• Adept at analysing and interpreting extracted data for insights.
• Experienced in integrating AI tools into existing data processes.
• Knowledgeable in best practices for document and image data handling.

Course outline

Day 1: Introduction to ChatGPT and Information Extraction

Applied activity: Participants will analyse a set of documents and images to identify key information that needs extraction. They will discuss the challenges faced in manual extraction and brainstorm potential AI solutions, focusing on specific workplace scenarios they encounter.
Output: A summary report outlining identified challenges and proposed AI solutions.

09:00–09:54	Overview of ChatGPT and its capabilities in information extraction.
09:54–10:48	Understanding different document formats and their challenges in extraction.



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10:48–11:00	Introduction to image data and common extraction techniques used in industry.
11:00–11:30	**Coffee break**
11:30–12:12	Introduction to image data and common extraction techniques used in industry. (continued)
12:12–13:06	Identifying use cases for AI in document and image processing workflows.
13:06–14:00	Ethical considerations and compliance in AI-driven data extraction.

Day 2: Setting Up ChatGPT for Document Extraction

Applied activity: Participants will set up ChatGPT to extract data from a provided set of documents, testing various configurations to optimise performance. They will document their findings, adjustments made, and the rationale behind their choices during the process.
Output: A configuration report detailing settings used, results obtained, and recommendations for future use.

09:00–09:54	Configuring ChatGPT for optimal performance in information extraction tasks.
09:54–10:48	Exploring APIs and tools for integrating ChatGPT with various document sources.
10:48–11:00	Creating templates for structured data extraction from different document formats.
11:00–11:30	**Coffee break**
11:30–12:12	Creating templates for structured data extraction from different document formats. (continued)
12:12–13:06	Testing ChatGPT with sample documents for initial results and adjustments.
13:06–14:00	Evaluating the output quality and making necessary adjustments to improve accuracy.

Day 3: Image Data Extraction Techniques

Applied activity: Participants will work with a set of images to extract relevant text and data using ChatGPT and image processing techniques. They will compare results with manual extraction methods, discussing the effectiveness of each approach in practical scenarios.
Output: A comparative analysis report of extraction methods used, including insights on efficiency and accuracy.

09:00–09:54	Understanding image formats and their implications for effective data extraction.
09:54–10:48	Utilising ChatGPT for text recognition in images through OCR techniques.
10:48–11:00	Implementing image processing techniques to enhance data extraction outcomes.
11:00–11:30	**Coffee break**
11:30–12:12	Implementing image processing techniques to enhance data extraction outcomes. (continued)



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12:12–13:06	Integrating ChatGPT with image analysis tools for improved extraction results.
13:06–14:00	Case studies of successful image data extraction projects in various industries.

Day 4: Workflow Design for Automated Information Retrieval

Applied activity: Participants will design a workflow that incorporates ChatGPT for automated information extraction, testing it with sample data and refining it based on feedback from peers and instructors. They will focus on practical applications relevant to their roles.
Output: A workflow diagram and description of the automated extraction process, including roles and responsibilities.

09:00–09:54	Mapping out workflows for integrating ChatGPT into existing data processes.
09:54–10:48	Identifying key stakeholders and their roles in the extraction workflow.
10:48–11:00	Creating a prototype workflow for document and image extraction tasks.
11:00–11:30	**Coffee break**
11:30–12:12	Creating a prototype workflow for document and image extraction tasks. (continued)
12:12–13:06	Testing the workflow with real-time data extraction scenarios to assess performance.
13:06–14:00	Gathering feedback and iterating on the workflow design based on participant experiences.

Day 5: Integrated Application and Case Study

Applied activity: Participants will collaborate on a case study involving multiple document and image sources, using ChatGPT to extract and compile information. They will present their findings and extraction strategies to the group, focusing on practical implications and improvements.
Output: A presentation summarising the extraction process, challenges faced, and solutions implemented, along with a team reflection on the learning experience.

09:00–09:54	Reviewing key concepts and techniques learned throughout the course.
09:54–10:48	Conducting a comprehensive case study on a real-world extraction project.
10:48–11:00	Collaborating in teams to apply ChatGPT for a multi-source extraction task.
11:00–11:30	**Coffee break**
11:30–12:12	Collaborating in teams to apply ChatGPT for a multi-source extraction task. (continued)
12:12–13:06	Evaluating team outputs and refining extraction strategies based on results.
13:06–14:00	Presenting findings and discussing lessons learned from the case study.



Course content

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.

Dates, venues and fees

Current published course plans. Fees are per participant in GBP, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (GBP)
Dubai Confirmed dates	16 Nov 2026	20 Nov 2026	**£3,150.–**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**£1,250.–**
Rome Confirmed dates	23 Nov 2026	27 Nov 2026	**£2,450.–**
Online Confirmed dates	23 Nov 2026	27 Nov 2026	**£1,250.–**
Frankfurt Confirmed dates	7 Dec 2026	11 Dec 2026	**£2,650.–**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**£1,250.–**
Kuala Lumpur Confirmed dates	14 Dec 2026	18 Dec 2026	**£1,450.–**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**£1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Paris Confirmed dates	4 Jan 2027	8 Jan 2027	**£2,860.-**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**£1,250.-**
Istanbul Confirmed dates	18 Jan 2027	22 Jan 2027	**£2,650.-**
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**£1,250.-**
Amsterdam Confirmed dates	1 Feb 2027	5 Feb 2027	**£2,540.-**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**£1,250.-**
Singapore Confirmed dates	15 Feb 2027	19 Feb 2027	**£2,820.-**
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**£1,250.-**
Rome Confirmed dates	22 Feb 2027	26 Feb 2027	**£2,450.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	22 Feb 2027	26 Feb 2027	**£1,250.–**
London Confirmed dates	1 Mar 2027	5 Mar 2027	**£2,450.–**
Online Confirmed dates	1 Mar 2027	5 Mar 2027	**£1,250.–**
Dubai Confirmed dates	15 Mar 2027	19 Mar 2027	**£3,150.–**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**£1,250.–**
Frankfurt Confirmed dates	5 Apr 2027	9 Apr 2027	**£2,650.–**
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**£1,250.–**
Kuala Lumpur Confirmed dates	19 Apr 2027	23 Apr 2027	**£1,450.–**
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**£1,250.–**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Cape Town Confirmed dates	26 Apr 2027	30 Apr 2027	**£1,890.-**
Online Confirmed dates	26 Apr 2027	30 Apr 2027	**£1,250.-**
Paris Confirmed dates	3 May 2027	7 May 2027	**£2,860.-**
Online Confirmed dates	3 May 2027	7 May 2027	**£1,250.-**
Istanbul Confirmed dates	17 May 2027	21 May 2027	**£2,650.-**
Online Confirmed dates	17 May 2027	21 May 2027	**£1,250.-**
Amsterdam Confirmed dates	7 Jun 2027	11 Jun 2027	**£2,540.-**
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**£1,250.-**
Vienna Confirmed dates	14 Jun 2027	18 Jun 2027	**£2,940.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**£1,250.-**
Singapore Confirmed dates	21 Jun 2027	25 Jun 2027	**£2,820.-**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**£1,250.-**
London Confirmed dates	5 Jul 2027	9 Jul 2027	**£2,450.-**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**£1,250.-**
Dubai Confirmed dates	19 Jul 2027	23 Jul 2027	**£3,150.-**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**£1,250.-**
Frankfurt Confirmed dates	2 Aug 2027	6 Aug 2027	**£2,650.-**
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**£1,250.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Kuala Lumpur Confirmed dates	16 Aug 2027	20 Aug 2027	**£1,450.-**
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**£1,250.-**
Cape Town Confirmed dates	23 Aug 2027	27 Aug 2027	**£1,890.-**
Online Confirmed dates	23 Aug 2027	27 Aug 2027	**£1,250.-**
Paris Confirmed dates	6 Sept 2027	10 Sept 2027	**£2,860.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**£1,250.-**
Istanbul Confirmed dates	20 Sept 2027	24 Sept 2027	**£2,650.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**£1,250.-**
Amsterdam Confirmed dates	4 Oct 2027	8 Oct 2027	**£2,540.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	4 Oct 2027	8 Oct 2027	**£1,250.-**
Singapore Confirmed dates	18 Oct 2027	22 Oct 2027	**£2,820.-**
Online Confirmed dates	18 Oct 2027	22 Oct 2027	**£1,250.-**
Barcelona Confirmed dates	25 Oct 2027	29 Oct 2027	**£2,840.-**
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**£1,250.-**
London Confirmed dates	1 Nov 2027	5 Nov 2027	**£2,450.-**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**£1,250.-**
Dubai Confirmed dates	15 Nov 2027	19 Nov 2027	**£3,150.-**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**£1,250.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Frankfurt Confirmed dates	6 Dec 2027	10 Dec 2027	**£2,650.-**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	13 Dec 2027	17 Dec 2027	**£1,450.-**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**£1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon UK certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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View the latest course details online