

Custom GPT Documentation: NLS Assistant

Custom GPT (NLS Assistant) Link:

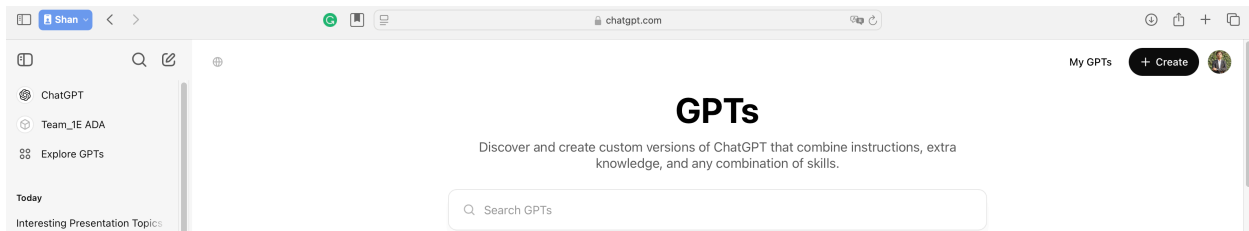
<https://chatgpt.com/g/g-67457bd89d408191a305b86fb60cffc6-nls-assistant>

Overview:

The NLS Assistant is designed to generate tailored and engaging promotional content for Nexus Logistics Solutions' Employee Development Program (EDP). By utilizing segmentation insights from the previous project tasks and leveraging OpenAI's Custom GPT capabilities, the NLS Assistant creates draft flyers customized to align with the specific motivations of each employee segment. Given that this is the first project of NLS using Custom GPT, this will be documented in the process below. This thorough document serves as a guide for optimizing future projects and enhancing the model's utility for similar tasks.

Step 1: Accessing the Platform

We start by accessing the OpenAI Custom GPT workspace at <https://chatgpt.com/> and logging in with our credentials. After logging in, we click on the "**Explore GPTs**" option highlighted in yellow in the image below.



Step 2: Model Configuration

After clicking on **"Explore GPTs"** we proceed to **"Configure"** (highlighted in yellow below) to manually set up the Custom GPT. As shown in the picture below, we provide the necessary details for the NLS Assistant, including the Icon, Name, Description, Instructions, Conversation Starters, and Knowledge Base.

<

NLS Assistant


Draft

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Create

Create

Configure



Name

NLS Assistant

Description

NLS GPT simplifies communication, automates tasks, and analyzes text smarter and faster.

Instructions

Input Clearly: Provide clear prompts for best results.

Task-Specific Guidance: Mention what you need - content creation, text analysis, or conversational help.

Multilingual Support: Specify the language for translations or interactions.

Privacy First: Avoid sharing sensitive or personal information.

Feedback Friendly: Share feedback to improve accuracy over time.

That's it - just ask, and NLS GPT delivers!

Conversation starters

What motivates employees at NLS?

Summary of NLS Employee Groups.

How to promote courses to NLS employees.

Knowledge

If you upload files under Knowledge, conversations with your GPT may include file contents. Files can be downloaded when Code Interpreter is enabled

Case 3 Memo.pdf


Case_3_Case_Overview...

Case+3+%28Team+3G...

AppendixTeam3GCase3...

Case3Assignmentv2.do...

Preview



NLS Assistant


NLS GPT simplifies communication, automates tasks, and analyzes text smarter and faster.

What motivates employees at NLS?

Summary of NLS Employee Groups.

How to promote courses to NLS employees.

Message NLS Assistant



Get citation

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Step 3: Uploading Training Documents and Assigning Capabilities

On the configuration page, as shown in the image below, we include the following key documents in the knowledge base:

Case 3 Memo and Case 3 Case Overview:

These files were uploaded to provide context about NLS and its employee segmentation project.

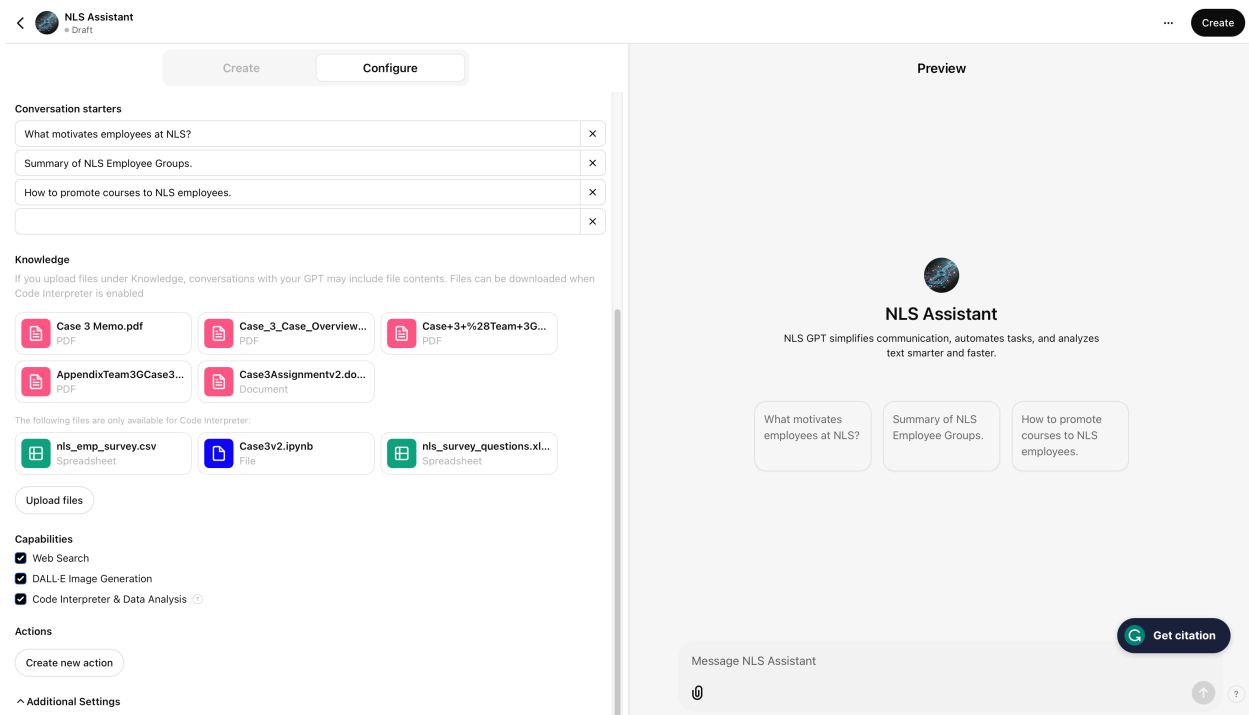
Case 3 Assignment Dashboard, Case 3 Assignment Notes File, and Appendix:

These three documents supplied the statistical and descriptive analysis of employee motivations and segmentation, covering key elements from the previous project such as PCA themes, K-means clusters, and segmentation insights.

NLS Employee Survey Data, NLS Survey Questions, and Python Code File:

We include the questions file, response data file and the python code file in the knowledge base as this ensured that the Custom GPT had a comprehensive understanding of the data used for segmentation, as well as the process through which PCA and K-means clustering were conducted to generate the results.

Additionally, we enable all options under the **Capabilities** section to ensure the NLS Assistant could access up-to-date information via the web, generate images when instructed, and read and analyze code effectively.



Step 4: Instruction Tuning

In this step, we test the Custom GPT using various prompts to ensure it accurately incorporated all the information and provided precise responses.

NLS Assistant ▾

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What motivates employees at NLS?



Employee motivations at Nexus Logistics Solutions (NLS) have been analyzed through a Principal Component Analysis (PCA) and K-means clustering, revealing three primary motivational themes:

1. **Skill Development (PC1):**

- Employees motivated by this theme value opportunities to enhance job-specific skills, training, and competencies.
- This was the strongest theme for Cluster 2 employees, who prioritize personalized skill-building over operational or career growth initiatives.

2. **Operational Focus (PC2):**

- Represents the importance of structured, day-to-day responsibilities and efficiency in routine tasks.
- Employees in Cluster 1 are primarily motivated by operational focus and are less interested in career progression or skill development.

3. **Career Advancement (PC3):**

- Reflects aspirations for leadership, promotions, and career growth opportunities.
- This was most significant for Cluster 0 employees, who are highly focused on advancing their careers but less interested in skill-building.

Key Findings by Location:

- **Los Angeles:** Strong interest in skill development; programs tailored to training and skill-building would resonate here.
- **Denver:** Operational focus is the dominant motivator; employees value structured workflows and routine task efficiency.
- **Nc** What visuals would enhance these flyers? Can you generate example flyer designs?

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Step 5: Accurate Prompt Writing


We define the exact prompt, set clear limitations (e.g., word count), and outlined the desired format for the Custom GPT to follow when generating the draft flyers. This ensured the responses met our expectations and aligned with the project objectives.

NLS Assistant

Can you make draft flyers for each identified segment, with messaging that aligns with their specific motivations for participating in the EDP as well as highlights the opportunities offered by our EDP courses? Make sure to follow the below guidelines.
1. Each flyer should be a concise, engaging promotional piece (100–300 words) tailored to the unique motivations of each employee segment.
2. Suggested design elements for each flyer:
Headline: Capture attention with a headline that resonates with the segment's primary interest (e.g., growth, community, skill-building).
Intro: A brief introduction that highlights why the EDP is beneficial for the segment.
Benefits Overview: A few key points that outline the value of EDP participation, framed around the segment's unique motivations.
Visual Suggestions: Description of relevant visuals to enhance engagement, such as images of team collaboration, skill-building symbols, or growth metaphors.

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 Draft Flyers for Each Employee Segment

Cluster 0: Career Advancement Focus

Headline: "Take Your Career to the Next Level with the EDPI"


Intro: Are you ready to achieve your career goals? The Employee Development Program (EDP) is your springboard to leadership roles, professional growth, and career advancement. Let us help you unlock your potential!

What visuals would enhance these flyers?

Can you generate example flyer designs?

Benefits Overview:


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 Draft Flyers for Each Employee Segment

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Headline: "Take Your Career to the Next Level with the EDPI"

Intro: Are you ready to achieve your career goals? The Employee Development Program (EDP) is your springboard to leadership roles, professional growth, and career advancement. Let us help you unlock your potential!

Benefits Overview:

- Leadership Training: Develop the skills to lead teams and drive impactful projects.
- Career Pathway Guidance: Personalized career coaching to align with your aspirations.
- Opportunities for Growth: Gain visibility within the company and set yourself up for promotions.

Visual Suggestions:

- A growth chart or ladder metaphor with employees climbing.
- An image of a confident professional speaking in a boardroom or shaking hands with a mentor.

Cluster 1: Operational Focus

Headline: "Master the Art of Efficiency with the EDPI"

Intro: Do you thrive in structured workflows and value operational excellence? The EDP is designed to enhance your productivity and streamline your processes for maximum impact.


What visuals would enhance these flyers?

Can you generate example flyer designs?

Benefits Overview:

- Efficiency workshops: Learn strategies to optimize workflows and achieve more in less time.

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