



# How to Train Your AI Bot

From Episode 2503 of Accelerating Humans Podcast

Making tech make sense — one conversation at a time

## ⚡ Quick Start (5 Minutes)

Goal: Stop sounding like every other AI user in under 5 minutes

### Step 1: Set Style

Go to ChatGPT → Settings → Customize → Add your writing style and tone

### Step 2: Ban Phrases

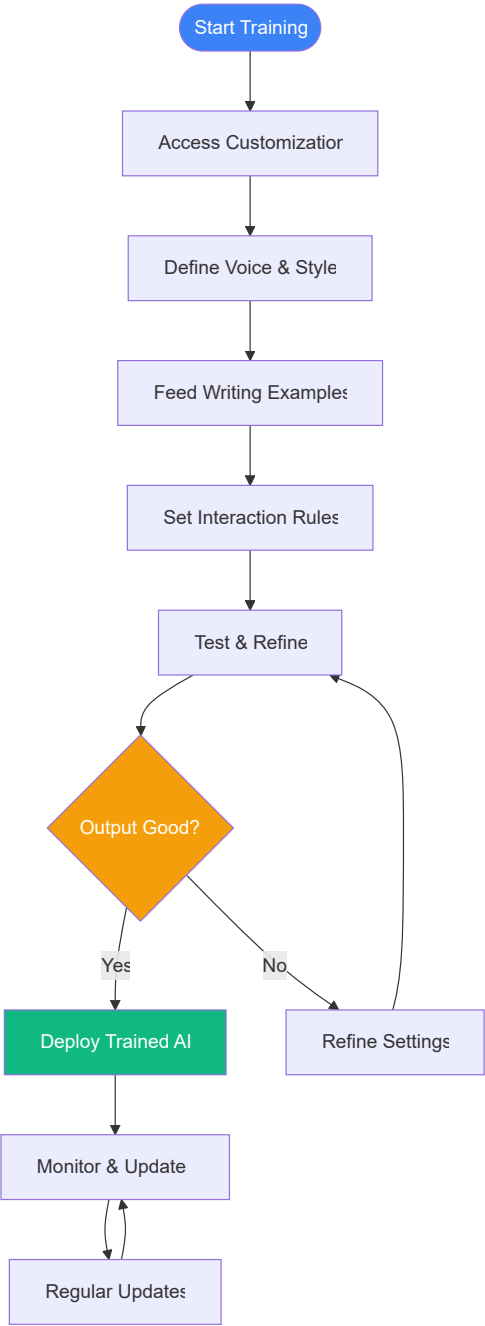
List 5-10 words/phrases you never want AI to use (like "circle back")

### Step 3: Feed Examples

Copy-paste 3-5 emails or messages you've written into a new conversation



## Complete Training Guide



### Step 1: Access ChatGPT Customization

Navigate to ChatGPT's customization settings to set up your personal AI profile.

#### Navigation Path:

1. Open ChatGPT in your browser
2. Click your profile icon (top right)
3. Select "Customize ChatGPT"
4. Find sections: "What would you like ChatGPT to know about you?" and "How would you like ChatGPT to respond?"



Pro Tip: This customization applies to ALL new conversations. For project-specific styles, create dedicated GPT projects instead.

### Step 2: Define Your Voice & Style

Tell ChatGPT how you communicate and what makes your writing distinctive.

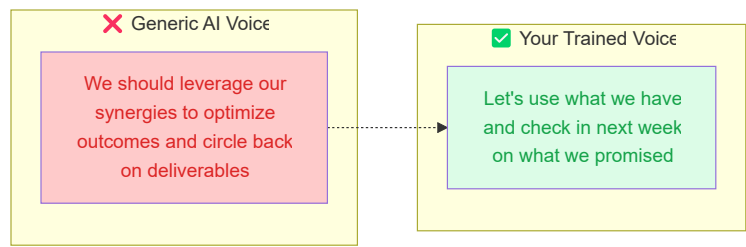
### Copy-Paste Template:

```
**My Writing Style:**
- Tone: [Direct/Conversational/Formal/Casual]
- Sentence Length: [Short and punchy/Varied/Longer explanatory]
- Formality: [Very casual/Professional but approachable/Formal]
- Personality: [Straight-shooting/Warm/Analytical/Creative]

**Voice Characteristics:**
- I use contractions (don't, won't, can't)
- I prefer simple words over jargon
- I write like I talk
- I use [specific phrases you commonly use]

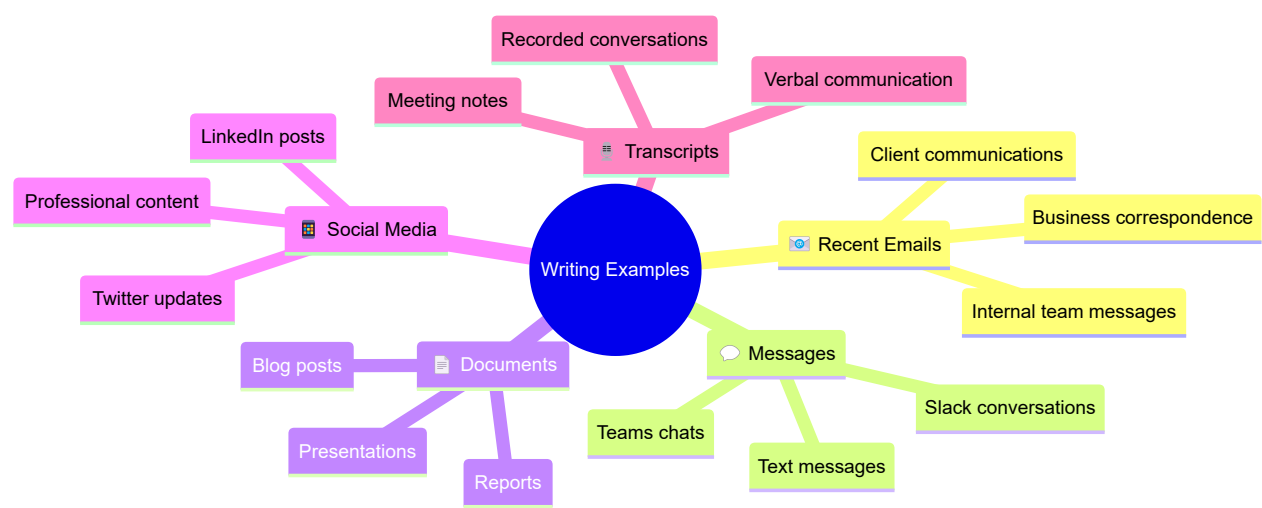
**What I NEVER want to see:**
- "Circle back" or "touch base"
- "Leverage" (use "use" instead)
- "At the end of the day"
- Overly corporate language
- Excessive buzzwords
```

### Voice Comparison



### Step 3: Feed Your Writing Examples

Give ChatGPT actual samples of your writing so it can learn your patterns.



#### What to Include:

- **5-10 recent emails** you've written (remove sensitive info)
- **Text messages or Slack messages** for casual tone
- **Any blog posts or documents** you've written
- **Social media posts** that represent your voice

Alternative: Use Transcripts

Don't have much written content? Record a 5-minute conversation with a friend, transcribe it (using Zoom, [Otter.ai](#), etc.), and feed your portions to ChatGPT with the instruction "Use my voice from this conversation."

### Step 4: Set Interaction Rules

Define how you want ChatGPT to behave when it doesn't have enough information.

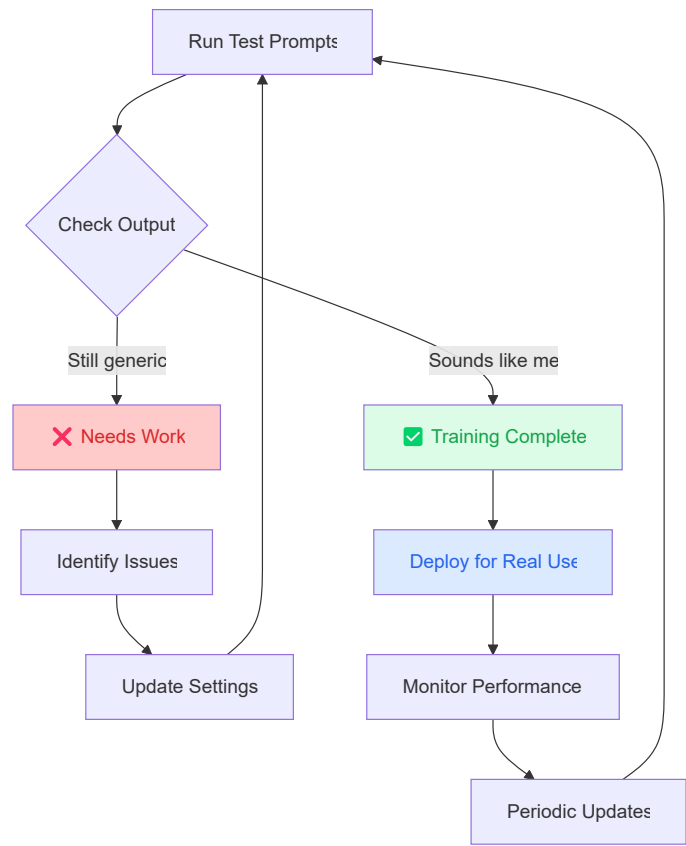
### Recommended Rules Template:

```
**When stuck or uncertain:**
- Ask me questions instead of making assumptions
- Keep responses under [X] sentences unless I ask for more
- Use bullet points for lists only when specifically requested
- Never use phrases from my banned list
- If you don't know something, say "I don't know" rather than guessing

**Default behavior:**
- Match my energy level (casual/professional)
- Use my preferred punctuation style (Oxford comma: yes/no)
- Default response length: [brief/detailed/varies]
```

### Step 5: Test & Refine

Verify your training worked and fine-tune as needed.



Test Prompts:

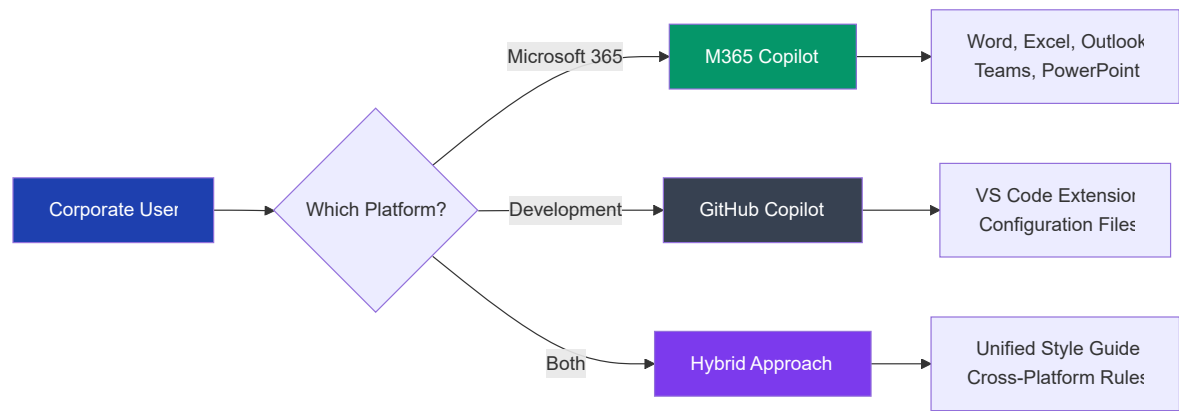
- **"Explain what makes a good leader"** - Check for corporate buzzwords
- **"Write an email declining a meeting"** - Test tone and style
- **"Summarize this article: [paste article]"** - See if it maintains your voice

✔ **Good signs:** Sounds like something you'd actually say, no banned phrases, matches your typical sentence structure

🔧 **Needs work:** Still sounds corporate, uses words you'd never use, doesn't match your energy

## 🏢 Microsoft Copilot Training

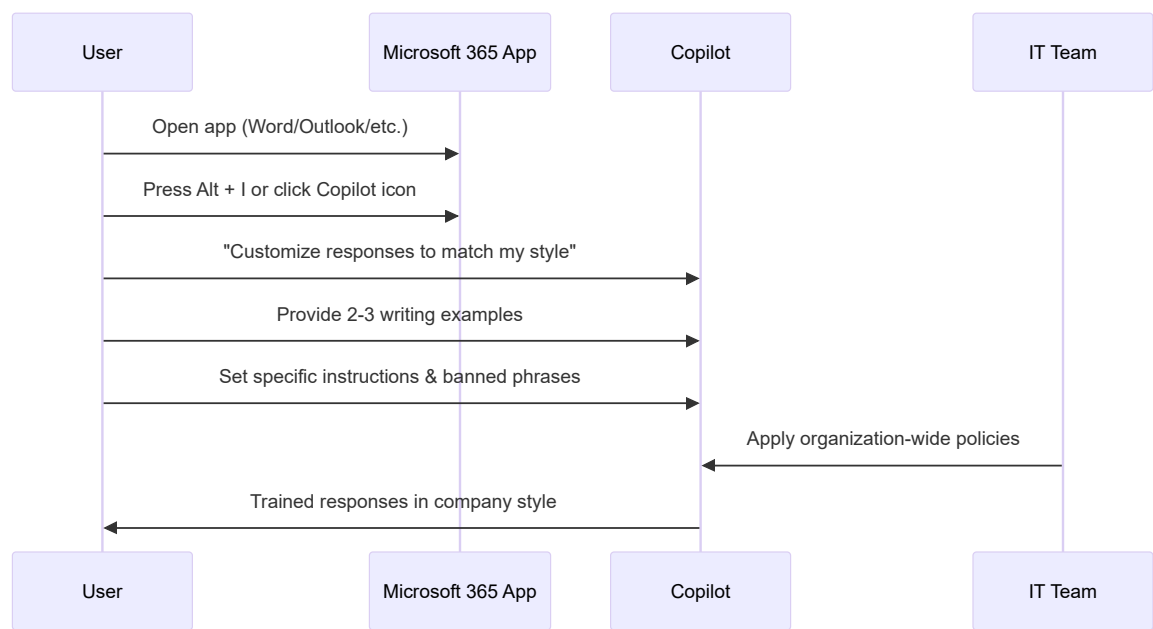
Corporate users: Here's how to customize Microsoft 365 Copilot and GitHub Copilot to match your voice and company standards.



## Microsoft 365 Copilot

Customize Copilot in Word, Excel, PowerPoint, Outlook, and Teams to match your communication style.


🔧 **Setup Process:**



**Setup Steps:**

1. Open any Microsoft 365 app (Word, Outlook, etc.)

2. Click the Copilot icon or press `Alt + I`
3. Type: *"Please customize your responses to match my writing style"*
4. Provide 2-3 examples of your typical emails or documents
5. Set specific instructions: *"Always use [your preferred tone] and avoid [banned phrases]"*

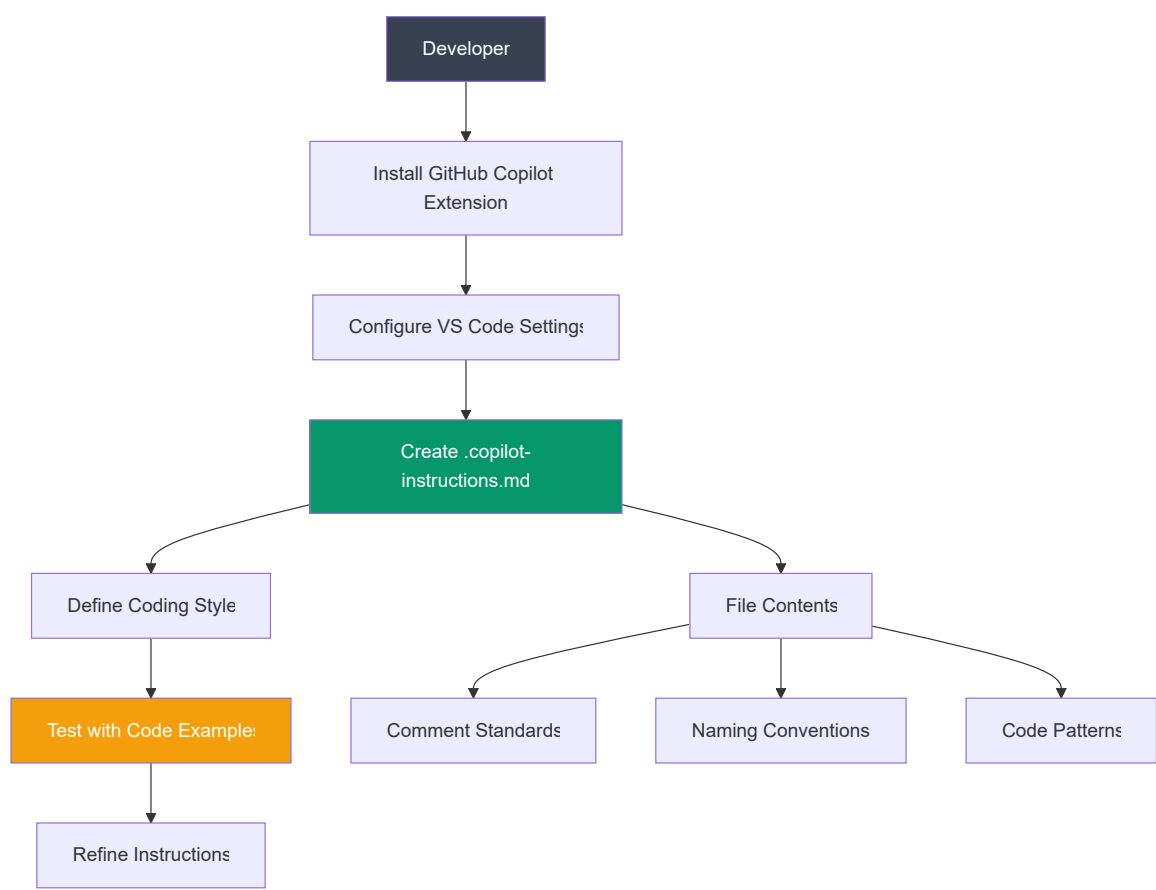
 Corporate Tip: Work with your IT team to create organization-wide Copilot policies that include your company's preferred tone, terminology, and compliance requirements.

 **Sample Corporate Prompt:**

```
"When helping me write emails and documents:
- Use a professional but approachable tone
- Keep sentences clear and concise
- Match our company's communication standards
- Never use: 'circle back', 'touch base', 'synergize'
- Always include: Clear next steps and deadlines
- For external emails: Include proper disclaimers"
```

## GitHub Copilot (for Developers)

Train Copilot to follow your coding standards and comment style.



### VS Code Setup:

1. Install GitHub Copilot extension
2. Go to Settings → Extensions → GitHub Copilot
3. Create a `.copilot-instructions.md` file in your project root
4. Define your coding style, naming conventions, and comment preferences

 **Sample .copilot-instructions.md:**

```
# Coding Style Instructions

## Comments
- Use clear, concise comments explaining WHY, not what
- Avoid obvious comments like "increment counter"
- Use JSDoc format for functions

## Naming
- Use camelCase for variables and functions
- Use PascalCase for classes and components
- Use UPPER_SNAKE_CASE for constants

## Code Style
- Prefer functional programming patterns
- Keep functions under 20 lines when possible
- Always include error handling
```

 **Advanced Techniques**

### Create Multiple Bots

Build different AI personalities for different contexts:

- **CEO Bot:** Ultra-brief, bullet points only
- **Client Bot:** Professional but warm
- **Team Bot:** Casual and collaborative
- **Social Bot:** Engaging and conversational

 Use ChatGPT's "Projects" feature to create separate personalities.

## Context Loading

For specific projects, front-load context:

- **Company info:** Mission, values, target audience
- **Project details:** Goals, constraints, stakeholders
- **Previous work:** Examples of successful content
- **Brand guidelines:** Tone, voice, don'ts

📄 Create a "context document" you can paste at the start of projects.

## Continuous Training

Keep improving your AI over time:

- **Save good outputs:** When AI nails your voice, save examples
- **Note failures:** Keep track of phrases that sound wrong
- **Update regularly:** Add new writing samples quarterly
- **A/B test:** Try different approaches and keep what works

## Quality Control

Always human-in-the-loop:

- **Never publish raw AI:** Always edit and review
- **Read out loud:** Does it sound like you talking?
- **Check facts:** AI can be confident but wrong
- **Trust your gut:** If it feels off, it probably is

## ❌ Common Mistakes

### ❌ Setting and Forgetting

**Problem:** Training once and never updating. Your voice evolves, so should your AI. **Solution:** Schedule quarterly reviews and updates.

### ❌ Being Too Vague

**Problem:** "Be professional" isn't helpful. **Solution:** "Write like you're talking to a colleague you respect but aren't formal with" is better.

### ❌ Ignoring Context

**Problem:** One voice for all situations. Your CEO voice should be different from your social media voice. **Solution:** Create different bots for different contexts.

### ❌ No Human Review

**Problem:** Publishing AI output without editing. AI is your starting point, not your end point. **Solution:** Always edit and review before publishing.

## ✅ Training Checklist

### Setup (One-time)

- ☐ Accessed ChatGPT customization settings
- ☐ Defined my writing style and tone
- ☐ Created banned phrases list
- ☐ Fed 5+ writing examples
- ☐ Set interaction rules

### Testing & Maintenance

- ☐ Tested with sample prompts
- ☐ Output sounds like me
- ☐ No banned phrases appear
- ☐ Set up review schedule
- ☐ Created different bots for different contexts

## 📺 Before & After Examples

📄 Real examples from Episode 2503 showing the difference training makes:

### Example 1: "Explain what makes a good leader"

❌ **Bad GPT Response:** "A strong leader leverages emotional intelligence, fosters alignment, and empowers their team to achieve strategic outcomes."

✅ **Bert GPT Response:** "A good leader makes hard calls, tells the truth, and doesn't waste people's time."

### Example 2: "Why do digital transformations fail?"

❌ **Bad GPT Response:** "Many digital transformations fall short due to a lack of stakeholder buy-in, poor change management, and misaligned KPIs."

✅ **Bert GPT Response:** "Because no one knew what they were doing, and everyone kept pretending they did."

### Example 3: "Best way to communicate with a remote team"

❌ **Bad GPT Response:** "To optimize remote collaboration, be sure to over-communicate, leverage synchronous tools, and align expectations regularly."

✅ **Bert GPT Response:** "Shut up, write it down, and stop scheduling meetings no one asked for."

## 🌐 Universal AI Training Principles

📄 These principles work across ChatGPT, Copilot, Claude, and other AI tools:

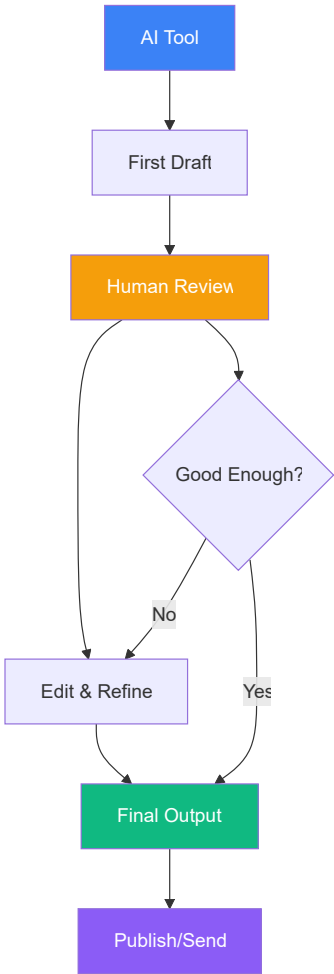
✔ Do This

- Provide specific examples of your writing
- Create banned word/phrase lists
- Set clear tone and formality levels
- Test with sample prompts
- Update regularly with new examples

✖ Avoid This

- Vague instructions like "be professional"
- Setting once and forgetting
- Publishing AI output without review
- Using the same voice for all contexts
- Ignoring company style guides

🎯 Key Takeaway



AI is your starting point, not your end point. Train it well, but always review and edit before publishing. The goal isn't to replace your voice—it's to amplify it.

🎧 Want to Learn More?

Listen to Episode 2503 of Accelerating Humans: "Training Your Robot: How to Make AI Sound Like You"

Connect with us: [hello@acceleratinghumans.com](mailto:hello@acceleratinghumans.com)