

L&D Cheatsheet to prompting

Ways to use:



1. Inspiration and Ideas :

By prompting ChatGPT with requests to provide you with ideas for training materials or to infuse the course with gamification or storytelling elements, L&D professionals can spark creativity and make learning more engaging. The key is to ask even more than you need! Try requesting not 1 answer, but 20 at once.

2. Create Dialogues for Role-Play Training or Scenario-Based Learning:

By using prompts to generate realistic dialogues or scenarios, ChatGPT can aid in creating immersive training experiences that simulate real-world situations in a matter of seconds.

3. Grasp the Gist from Long Sources of Info:

Prompts can be crafted to help ChatGPT summarize lengthy documents or articles, providing a quick overview that aids in the creation of concise and informative learning materials.

4. Search for Mistakes in Content:

L&D professionals can utilize prompts to engage ChatGPT in proofreading activities, identifying errors, inconsistencies, or inaccuracies in training materials.

5. Curriculum Design:

While creating a comprehensive curriculum, prompts can guide ChatGPT in designing tailored training plans.

Navigating Potential Risks

1. While ChatGPT can generate ideas and provide inspiration, the final content should be thoroughly reviewed and refined by L&D professionals, due to the potential for mistakes.
2. Avoid providing ChatGPT with sensitive or confidential information that you do not want to be disseminated digitally.

Better Prompting in Examples



1

Poor Prompt: "Create a training program for financial professionals."

Improved Prompt: "Design an interactive e-learning course to enhance financial analysts' risk assessment skills, incorporating real-world case studies."



The key lies in specificity and clarity.

2

Poor Prompt: "Create a module on teamwork."

Improved Prompt: "Develop an interactive e-learning module on fostering cross-functional teamwork in a virtual work environment, incorporating case studies and collaborative exercises."



The poor prompt lacks specificity regarding the context and activities.



Strategies for Better Prompting

- Assign **Role** to ChatGPT
- Let ChatGPT **Ask You Questions**
- Provide **an Example** for Lingular Analysis
- **Specify** the Desired **Length** of Output
- **Divide** or Chunk **the Tasks** and Info
- Request **Practical Examples**
- Encourage **Creative Thinking**
- Incorporate **Success Metrics**
- **Iterative Refinement**
- Experiment with **Tone and Style**
- Explore **Alternative** Solutions
- Ask for **Research Insights**