Strategy	Tactic	Example

	Assign Role to ChatGPT	Specify a role for ChatGPT, such as a learning consultant or mentor, to guide responses in a particular direction.	"You are a seasoned Learning & Development expert. Share insights on the latest trends in corporate training."
	Let ChatGPT Ask You Questions	Encourage the model to seek clarification by prompting it to ask questions for better understanding.	"Ask me questions to understand our organizational challenges in implementing a new training program."
	Provide Example for Lingual Analysis	Request the model to analyze and provide insights into a specific linguistic aspect related to learning materials.	"Analyze the tone and language of a sample e-learning module. What improvements could enhance learner engagement?"
	Specify Desired Length of Output	Clearly state the preferred length of the model's responses for more concise or detailed information.	"Provide a brief overview of microlearning benefits and challenges in under 150 words."
	Divide or Chunk the Tasks and Info	Break down complex queries into smaller, more manageable tasks to improve the clarity of responses.	"Divide the process of designing a leadership development program into key phases with a brief description of each."
	Request Practical Examples	Ask for real-world examples to illustrate theoretical concepts, making the information more practical.	"Provide two practical examples of how companies have successfully implemented gamification in employee training."
	Encourage Creative Thinking	Prompt the model to think creatively and offer innovative ideas for L&D challenges.	"Suggest a creative and engaging approach to make compliance training more interesting for employees."
	Incorporate Success Metrics	Integrate key performance indicators or success metrics into your prompts to emphasize measurable outcomes.	"Share strategies for employee onboarding with a focus on incorporating metrics to measure program effectiveness."
	Iterative Refinement —	Engage in an iterative process of refining prompts based on initial responses to guide the model toward more accurate and useful information.	"Based on the initial response, refine the prompt to dig deeper into strategies for remote team training."
	Experiment with Tone and Style	Adjust the tone and style of prompts to influence the model's responses, whether you need formal recommendations or creative ideas.	"Provide a formal recommendation for implementing a company-wide e-learning initiative."
	Explore Alternative Solutions	Request the exploration of alternative solutions or perspectives to stimulate diverse ideas for addressing L&D challenges.	"Explore alternative approaches to traditional performance reviews and suggest innovative methods for employee skill assessments."
	Ask for Research Insights	If seeking research-backed information, prompt the model to provide insights supported by credible sources or recent studies.	"Provide insights into the latest research on the impact of mindfulness training on employee productivity."

Prompting Strategies