



## Chat GPT – Useful Prompts

### Prompts Used During The Live Virtual Training

Generating an opening used:

- *If I was going to teach ChatGPT, what kind of training opening activity could I use that involves the learners, connects learners together and connects learners to the content?*

A more generic prompt for opening ideas might be:

- *Generate 10 ways to open a training webinar that gets learners working together, links to [add your content] and involves generating learner needs from the training.*

Generating a Workshop Title

- *I'm creating a [your topic] training. Create me 3 powerful, attention-grabbing course titles.*
- *Create 3 more but as wifms for the people attending the training.*
- *Start with either 'how to ...' or 'a step-by-step approach ...'*

Generating a Training Summary

- *Create a single paragraph summary that will form part of the course outline.*
- *Reduce it by 50%.*
- *Write this in a more familiar style.*
- *Write this in a strong sales style.*
- *Criticise this.*
- *Use your critique to refine it.*

Generate a list of Workshop Topic List

- *Create a bullet list of 10 topics that should be included without using words like understand and effective.*
- *Convert each of these into a 'how to' and include a benefit for the learner.*
- *Reduce each benefit description by 50%.*



Creating a full Workshop Outline with Title, Summary and Topic list

- *Put the heading, summary and topics together.*

Generating a Welcome Message for Learners

- *Create a personal, welcoming and friendly welcome letter once people have registered for the training and include start and end times assuming that the training is over several days and that lunch and refreshments will be included.*

Generating a list of Interactive Training Idea

- *Generate 10 creative ideas for designing interactive activities to teach a complex concept in a fun and engaging way.*  
nb – once generated, you can also add the prompt, 'List 10 more'

Generate a list of Training Design ideas when developing training

- *Generate 10 innovative instructional design strategies or approaches I can incorporate into my training materials.*

Creating a Case Study

- If you are in the chat where you are developing a new workshop you can simply type:  
*Create a case study.*
- If you are using a new chat you would need to add a more detail.  
*Create a case study for a new leader within an organisation that is going through a lot of change because of a merger ...*

Nb- the more detail you give, the better the output.



Creating an Interactive Scenario between ChatGPT and a Learner.

- *Imagine that we are face to face. You are a customer in a restaurant that is not happy with the food you received. I will be the manager. You will speak first then pause to wait for me to type my response into the prompt. You will respond to that reply and so on.*

NB – if you find ChatGPT is not pausing to allow you to respond, try creating a new Chat and re-enter your original prompt.

- A follow-on prompt might be to have ChatGPT evaluate how you did.  
*How did I do?*

Generating the text for a set of PowerPoint Slides

*Create the text for a set of slides styling the title with heading1 and bullet points with heading2*

Nb – notice that there is no space between the word Heading and the Number eg Heading2.

To create the slides in PowerPoint:

- Copy the generated text.
- Open the web version of Word ([www.office.com](http://www.office.com) and login).
- Create a New Document
- Paste the copied outline into Word.
- Select File/Export/Export To PowerPoint Presentation (Preview)
- Select the theme you want to use
- Click Export
- Click Open Presentation

Nb You can save this and open and edit it from your desktop version.

Add a about generating questions.

- *Create 6 multiple choice questions, each with 3 possible answers.*
- *Create 3 open ended questions.*
- *Create 3 application questions.*

*nb if you are in new chat, you will have also include the topic area.*

Add about creating an evaluation form.

- *Generate an end of day reaction form.*