



# ChatGPT for Learning & Development

## Prompt Examples

### Directions:

- Copy the text block and paste it into the ChatGPT “**Send a message...**” text box. Click the **Send Button** to generate the results in ChatGPT.

## Text Generation

Act as an Instructional Designer. Generate a scenario-based quiz that tests the decision-making skills of a project manager in a real-world situation. The scenario should involve a project manager facing a tight deadline for a software development project. Include multiple-choice questions that challenge learners to choose the most effective course of action when dealing with unforeseen obstacles, resource constraints, and team conflicts.

## Named Entity Recognition

Identify instructor names, topics, and locations from the course evaluation data to analyze their performance. Which instructor performed the best?

Data: ""Instructor,Topic,Location,Rating

Sarah Brown,Leadership,New York,4.5

Michael Johnson,Data Analysis,San Francisco,3.9

Sarah Brown,Team Management,Los Angeles,4.2

Michael Johnson,Statistics,New York,3.7

Emily Clark,Project Management,San Francisco,4.1

John Davis,Communication,Los Angeles,4.8

Sarah Brown,Leadership,New York,4.6

Michael Johnson,Data Analysis,Los Angeles,4.0

Emily Clark,Project Management,San Francisco,4.4

John Davis,Communication,New York,4.9

Sarah Brown,Team Management,Los Angeles,4.3

Michael Johnson,Statistics,San Francisco,3.5

Emily Clark,Project Management,New York,4.2

John Davis,Communication,Los Angeles,4.7

Sarah Brown,Leadership,San Francisco,4.5

Michael Johnson,Data Analysis,New York,4.1

Emily Clark,Project Management,Los Angeles,4.3

John Davis,Communication,San Francisco,4.8

Sarah Brown,Team Management,New York,4.4

Michael Johnson,Statistics,Los Angeles,3.6

Emily Clark,Project Management,San Francisco,4.5

John Davis,Communication,New York,5.0

Sarah Brown,Leadership,Los Angeles,4.7

Michael Johnson,Data Analysis,San Francisco,4.2

Emily Clark,Project Management,New York,4.1



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John Davis,Communication,Los Angeles,4.6  
Sarah Brown,Team Management,San Francisco,4.3  
Michael Johnson,Statistics,New York,3.8  
Emily Clark,Project Management,Los Angeles,4.4  
John Davis,Communication,San Francisco,4.7  
Sarah Brown,Leadership,New York,4.5  
Michael Johnson,Data Analysis,Los Angeles,4.1  
Emily Clark,Project Management,San Francisco,4.6  
John Davis,Communication,New York,4.9  
Sarah Brown,Team Management,Los Angeles,4.2  
Michael Johnson,Statistics,San Francisco,3.9  
Emily Clark,Project Management,New York,4.3  
John Davis,Communication,Los Angeles,4.8  
Sarah Brown,Leadership,San Francisco,4.6  
Michael Johnson,Data Analysis,New York,4.0  
Emily Clark,Project Management,Los Angeles,4.2  
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Michael Johnson,Statistics,Los Angeles,3.7  
Emily Clark,Project Management,San Francisco,4.5  
John Davis,Communication,New York,5.0  
Sarah Brown,Leadership,Los Angeles,4.7  
Michael Johnson,Data Analysis,San Francisco,4.3  
Emily Clark,Project Management,New York,4.1  
John Davis,Communication,Los Angeles,4.6""

## Text Summarization

Based on a meeting transcript discussing the implementation of a new Learning Management System (LMS), summarize the main points, including the concerns raised, benefits, and next steps, for a quick overview of the meeting's outcome.

Data: ""Jerry: Hey everyone, let's get started. Today, we're discussing the implementation of the new Learning Management System (LMS). I'd like to hear your thoughts.

Anak: Well, I think the new LMS has a lot of potential, especially in terms of user experience. The interface is intuitive, and I believe it will be easier for our employees to navigate.

Jessica: I totally agree with Anak 😊. Plus, the mobile app is a game changer! Being able to access learning materials on-the-go will help our remote teams stay connected and engaged.

Jerry: Great points. Any concerns or potential drawbacks?

Anak: One concern I have is the data migration process. We'll need to ensure that all existing content is seamlessly transferred to the new system without any data loss.

Jessica: Yeah, that's true 😞. We should also consider the learning curve for our employees. Offering proper training sessions and support will be crucial for a smooth transition.



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Jerry: Agreed. So, let's work on a detailed plan for data migration and employee training. We can reconvene next week to finalize the timeline.

Jessica: Sounds like a plan! 🚀

Jerry: Before we wrap up, any other topics we need to discuss?

Anak: Actually, I was thinking, since we've all been working so hard lately, how about we grab some salads for lunch? There's a new place nearby that I've heard good things about.

Jessica: Ooh, I'm in! 🥗 I've been craving something healthy.

Jerry: Sounds good to me. Let's take a break, grab some lunch, and then get back to work.

Jessica: Awesome! Can't wait to try those salads 😊. See you guys soon!

Anak: Sounds great. See you in a bit.

Jerry: Alright, meeting adjourned. Enjoy your lunch!""

## Text Correction

Based on the provided outline of a training manual, complete a section on "Effective Communication Strategies in the Workplace" by elaborating on the benefits of active listening, empathy, and assertiveness.

Outline for "Effective Communication Strategies in the Workplace":

1. Introduction to Effective Communication
  - a. Definition of communication
  - b. Importance of effective communication in the workplace
2. Active Listening
  - a. Definition and components of active listening
  - b. Benefits of active listening
    - i. Building trust and rapport
    - ii. Reducing misunderstandings
    - iii. Enhancing collaboration
3. Conclusion
  - a. Recap of key concepts
  - b. Importance of integrating strategies into daily interactions



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## Text Classification

Below are a few comments provided by learners as feedback for a recent online training course. Please analyze each comment and classify its sentiment as positive, negative, or neutral.

"The course was well-structured and the instructor did an excellent job explaining the concepts. I learned a lot!"

"I found the course to be quite boring and outdated. It could use some improvements."

"The course was okay, but I think it could have been shorter."

"I'm impressed with the hands-on exercises provided in the workshop. It helped reinforce my learning."

Classify the sentiment of each comment and provide a brief explanation for your classification.

## Language Translation

Your task is to translate the following course materials from English to Spanish:

""Welcome to the Introduction to Computer Programming course! In this course, we will learn the basics of programming languages such as Python and JavaScript. We will start with simple concepts like variables and loops and gradually move on to more advanced topics like functions and object-oriented programming.""

## Question Answering

As a learner struggling with the concept of sales leadership during a recession, compose a question to the virtual assistant to seek assistance and get ideas of how to be a sales leader. Begin the conversation with, "Hello, I'm a sales bot. You are trying to lead a sales team during a recession. How can I help you?"

Wait for user input.

Question:

Answer:

## Freeform Prompt

Act like a learning architect. Write an agenda for a two day course on **[TOPIC]**.

Start at 9 AM each day, 15-minute break at 10:15 AM, 30-minute lunch at 12 PM, 15-minute break at 2:30 PM, begin instruction at 12:30 PM and end at 4:30 PM.

Include hands-on exercises and add an awards ceremony at the end of day 2.

Place in a table with the following columns: Day 1 | Day 2.



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## Prompt Sequence

Prompt 1:

Act as a COURSE instructor,  
COURSE = ["Enter COURSE details here"],  
TIMING = ["Enter COURSE timing here"],  
PRE-WORK = ["Enter COURSE PRE-WORK here"],  
Write an initial email to a student introducing the COURSE with TIMING and PRE-WORK.

Prompt 2:

Write a reminder email to a student with TIMING and PRE-WORK.

Prompt 3 :

Write a final reminder email to a student the COURSE is tomorrow.

Prompt 4 :

Write a post COURSE email to a student,  
Include: ["Insert post COURSE Activities HERE"].

## Structured Prompt: eLearning Storyboard

Directions:

- Enter your course information at the end of the prompt where it says **"" Enter course outline information here ""**.
- Copy the text block (everything under the Prompt 1 heading) and paste it into the ChatGPT **"Send a message..."** text box. Click the **Send Button** to generate the results in ChatGPT.

Prompt 1:

```
{  
"Task": "Understand the parameters of a highly detailed eLearning Storyboard ",  
"Task_Rules": [  
"Screen Number = Numeric value of the current screen ",  
"Objective = The screen Learning objective based on the Course Outline",  
"On Screen Text = All visible text to support the Objective",  
"Graphics = Images required to support the Objective",
```



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"Audio = Voice, sound effects and music to support the Objective",

"Video = Video files required to support the Objective",

"Interaction = Learning Interaction based on Authoring Tool ",

"Interaction Media = Additional media required to support the Interaction ",

"Navigation = Includes prior Screen Number (Back), Next Screen Number (Next) ",

"Do not write your understanding of an eLearning Storyboard "

],

"Role": "Act as an Instructional Designer",

"Role\_Rules": [

"Possess extensive knowledge of instructional design theories, methodologies, and best practices",

"Be highly skilled in curriculum development, learning assessment design, and performance improvement",

"Have a deep understanding of various learning modalities and the ability to create effective learning experiences for diverse audiences",

"Be proficient in using educational technology tools and platforms to enhance the learning experience",

"Demonstrate excellent communication and collaboration skills to work effectively with subject matter experts, stakeholders, and learners",

"Be adaptable and responsive to the evolving needs of learners, organizations, and industries",

"Continuously engage in professional development and stay current with trends and innovations in the field of instructional design",

"Possess strong project management skills, ensuring timely and efficient delivery of high-quality learning solutions",

"Be committed to ethical practices and the promotion of diversity, equity, and inclusion in learning environments",

"Have a track record of creating effective and engaging learning experiences that lead to measurable outcomes and learner satisfaction"

],

"Audience": "Adult Learners",

"Audience\_Rules": [

"Possess a variety of life experiences, skills, and knowledge that influence their learning process",

"Are goal-oriented, focusing on learning objectives that align with their personal or professional objectives",



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"Tend to be self-directed and take responsibility for their learning progress",  
"Value practicality and prefer learning experiences that can be applied to real-life situations",  
"May have time constraints and competing priorities, such as work and family, that affect their learning",  
"Exhibit diverse learning styles, preferences, and abilities, requiring adaptable and inclusive learning materials",  
"Learn effectively through active engagement, collaboration, and problem-solving",  
"Appreciate immediate feedback and opportunities for reflection and self-assessment",  
"Seek relevance and meaningful connections between the learning content and their personal or professional lives",  
"Are motivated by intrinsic factors, such as personal growth, as well as extrinsic factors, like career advancement or increased earning potential"

],

"Create": "Create a Table",

"Create\_Rules": [

"Header row = Screen Number | On-Screen Text | Graphics | Audio | Video | Interaction | Interaction Media | Navigation "

],

"Intent": "Use an eLearning Authoring Tool to Develop the Course",

"Intent\_Rules": [

"Authoring Tool = Articulate Storyline ",

"Understand all defined interaction types in Articulate Storyline",

"Use the Interactions in the eLearning Storyboard"

],

"Item": "Course Outline ",

"Item\_Rules": [

**"" Enter course outline information here ""**

],

}