

Generative AI Prompt Writing for Beginners

GoSkills online course syllabus

Monday, March 31, 2025

Skill level

Beginner

Lessons

13

Pre-requisites

None

Estimated study time

1h for all materials

Instructors

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Madecraft

Introduction

1 Unlock the power of AI

Chatbots like ChatGPT and Bard are proving to be catalysts for change in the workforce, and you don't have to be a technology wizard or a writing pro to leverage their power. After completing this course, you'll be able to apply quick and easy tips to write effective prompts and integrate chatbots into your everyday work tasks in order to maximize your productivity.

Prompt with Purpose

2 The mechanics of prompts

This lesson delves into the art of crafting prompts that align with specific goals and objectives, allowing you to elicit targeted, relevant, and valuable responses. By the end of this lesson, you will gain the ability to shape conversations, extract meaningful insights, and achieve desired outcomes, enhancing your overall productivity and effectiveness when using chatbots.

Boost Your Productivity

3 Assign a role

Assigning a role is a foundational approach to helping a chatbot understand your purpose. After this lesson, you'll be able to effectively draft a prompt that will situate a chatbot into a role, allowing your conversation to be tailored to your needs.

4 Delegate a task

You can maximize your productivity by off-loading some of your to-do list to a chatbot. After this lesson, you'll be able to build prompts to delegate tasks to a chatbot, transforming it into your virtual ally for drafting emails, conducting research, and more.

5 Optimize outputs with prompt chaining

Content creation is a primary function of chatbots, but you don't have to draft perfect prompts every time. After this lesson, you'll be able to write prompts step-by-step that will help you reach your output goals.

6 Draft prompt templates

Templates are a game changer for time management. After this lesson, you will be able to create templates to solve everyday problems, elicit smoother communication, and supercharge your productivity.

Elevate Your Skills

- 7 Overcome the blank page**

Chatbots can serve as a powerful tool for creativity. After this lesson, you'll be able to use chatbots like sounding boards to generate and refine new ideas.
- 8 Leverage problem solving**

Generative AI can serve as a problem-solving partner at work. After this lesson, you'll be able to draft prompts for everyday, on-the-job problem solving.
- 9 Learn a new skill**

While a chatbot is not a teacher or an expert instructor, it can be used as a tool for self-teaching, learning, and practice. After this lesson, you'll be able to implement effective strategies to maximize skill development through chatbot interactions.

Guide the Conversation

- 10 Craft internal prompts**

Creating an "internal prompt" refers to a prompt that focuses on guiding a chatbot's thought process or introspection rather than seeking external information. After this lesson, you'll be able to write a prompt that will help you navigate a chatbot's reasoning, allowing you to get a better understanding of the information it provides.
- 11 Dive deeper with chatbot interviews**

Whether you consider it an interview or a round of 20 questions, letting a chatbot get to know more about your work goals, your role's purpose, and your everyday tasks can help you and the chatbot find common ground. After this lesson, you'll be able to get more tailored responses from chatbot conversations by diving deeper into the "chat" function of chatbots.
- 12 Edit, refine, research**

Chatbots learn and adapt through the conversation, so refining your prompts and providing feedback is essential for improving subsequent responses. After this lesson, you'll be able to identify ways to iteratively adjust and refine your prompts, so that you can enhance the quality and relevance of the AI's answers.

Conclusion

- 13 Own the process**

Thank you for watching this course! Now that you've completed this course, you're ready to write effective prompts for chatbots so that you can boost your creativity, be more productive, and take your skills to the next level.

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