Session Plan: Working with effective AI prompts

Delivery mode:

Face to face or virtual delivery

Session overview:

This session focuses on the "art of the conversation" with AI. Learners will move from simple one word searches to effective prompts using a structured formula to get higher quality results.

Learning objectives:

At the end of this session, learners will be able to:

- Explain the difference between a search engine query and an AI prompt.
- Apply a simple framework (Role, Task, Context) to a prompt.
- Iterate on an AI response to refine the output.

Suggested session length:

This session should run for approximately 60 minutes. The facilitator to schedule breaks as required.

Prior knowledge:

Discuss with the learners prior to them attending to make sure they are familiar with the following:

- Familiarity with topics covered in Intro to AI
- Familiarity with topics covered in Benefits of AI.

Critical thinking focus:

- **Evaluation of output:** Learners must evaluate if the AI's response actually meets their specific needs or if it is too vague.
- **Precision in communication:** Practicing how to turn a simple idea into a detailed instruction using the "Who, What, How" framework.
- **Iterative problem solving:** Learning that the first answer isn't always the best and identifying what needs to change to get a better result.

Tips:

- **Use the "new employee" analogy:** Tell learners to imagine the AI is a very smart but very literal new employee. If they give a vague instruction, they will get a vague result.
- **Show, don't just tell:** Compare a "Bad Prompt" (eg "Write a recipe") with a "Good Prompt" (eg "Act as a nutritionist and write a 15 minute healthy recipe for two people") side by side on the screen.
- **The "magical" iteration:** Emphasise that they don't have to get the prompt right the first time. Showing them how to reply to the AI to fix a mistake is often the biggest lightbulb moment for new users.

AI safety top tip:

- **The "Stranger in a Cafe" rule:** Never put private information like your home address, passwords, or bank details into a prompt. Treat the AI like a stranger who might be listening to your conversation.

Session plan:

Topic	Timing	Activity	Assessment	Resources
Welcome and objective	5mins	Recap why prompting matters (Good Input = Good Output).	Visual check/nod.	Laptop/PC.
The prompt formula	15mins	The "Who, What, How" Method. Explain setting a Role (Who), a Task (What), and Context (How).	Group exercise: Identify the Role, Task, and Context in examples.	Slides or handouts.
The 'bad prompt' challenge	15mins	Present a vague prompt (eg, "Write an email") and ask learners to "fix" it using the formula.	Comparison of original vs "fixed" prompt results.	AI tool eg ChatGPT.
Practice: Iteration	15mins	Learners prompt AI to write a letter, then ask for a change (eg "Make it shorter," "Make it funnier").	Successful refinement of the AI's first draft.	Notepad, pens.
Recap and close	10mins	Summarise the session and hand out an Evaluation form.	Learners share one prompt they'll use starting tomorrow.	Evaluation form.