eduMe

AI Content Assistant - Prompt Cheat Sheet

Audience & Level Targeting Prompts

Define the learner properly
- Create an entry-level cybersecurity lesson aimed at hotel reception staff so they have enough basic skill to protect themselves.
- Rewrite this lesson so it is appropriate for learners with low literacy levels.
- Adapt this content for experienced team leaders rather than new hires.
- Break this topic into three progressive levels: awareness, working knowledge and confident application.

Reduce cognitive overload
- Simplify this content to focus only on the 3 most critical behaviours.
- Remove any information that is 'nice to know' rather than 'need to know'.

Clarify behaviour change
- What specific observable behaviours should this lesson change?
- If learners forget everything except one thing, what should that be?
- Translate this compliance topic into real-world behaviours.

Make it measurable
- Convert this into measurable on-the-job actions.
- What would a manager see if this learning has worked?

Scenario & Role-Play Prompts (Transfer-Focused)

Realistic scenarios
- Create a realistic scenario a hotel receptionist might face involving a phishing attempt.
- Write a branching scenario where a retail associate must handle an angry customer escalating a complaint.

Decision-based learning
- Design a mistake-based scenario where the learner sees the consequence of a poor decision.

Role-play dialogue
- Write a realistic dialogue between a customer and reception staff where personal data is requested inappropriately.

Retrieval Practice & Knowledge Checks

Retrieval-based questions
- Create 5 scenario-based questions that require application, not recall.
- Write 3 questions that test whether learners can apply this policy in real life.
- Create 'spot the risk' questions based on a workplace scene.

Spaced learning
- Design 3 follow-up reinforcement questions to send 1 week after this lesson.

Compliance & Risk-Based Prompts
- Turn this compliance document into a scenario-driven lesson.
- Create a lesson focused on common mistakes rather than rules.
- Design a 'what could go wrong?' scenario.

Performance Support Prompts
- Add a summary page with a quick-reference checklist.

Learning Science-Driven Prompts

Desirable difficulty
- Turn this into a problem-solving activity instead of an information lesson.

Dual coding
- Suggest simple visual aids or diagrams that would reinforce this lesson.
- Turn this into a visual checklist format.

Chunking
- Group this content into meaningful chunks that are easy to remember.

Elaboration
- Add reflective prompts that encourage learners to connect this to their own experience.

Emotional Engagement & Motivation

Make it meaningful
- Add a short story that makes this emotionally engaging.

Intrinsic motivation
- How can this lesson support autonomy and decision-making?
- Turn this into a 'professional pride' message rather than a compliance message.

Microlearning-Specific Design Prompts

Make it meaningful
- Write an attention-grabbing opening scenario.
- Start this lesson with a surprising statistic relevant to hotel reception staff.
- Open with a mistake that someone might realistically make.

Feedback Prompts

Feedback design
- Provide coaching-style feedback instead of simply saying 'incorrect.'
- Create positive reinforcement messages for correct answers.

Assessment & Evaluation Prompts

Evaluate quality
- Critique this lesson for cognitive overload.
- Identify any unnecessary complexity in this lesson.
- Is this aligned to a clear behaviour change?

Improve clarity
- Rewrite this lesson to be more conversational and human.
- Remove jargon and rewrite this for frontline language.

Advanced/Strategic L&D Prompts

- What prerequisite knowledge does this assume?
- How would you measure behaviour change 30 days after completion?
- How could this lesson be reinforced socially (peer discussion, huddles, coaching)?

Example 'Full Workflow' Prompt

You can also combine multiple principles into one powerful meta-prompt:

- Design a 5-minute lesson for hotel reception staff on identifying phishing emails.
  - Focus on observable behaviours
  - Use one realistic scenario
  - Include 3 application-based questions
  - Reduce cognitive load
  - Ensure the tone is practical and non-patronising

For more help and resources, visit help.edume.com

Or reach our Support team at support@edume.com