

Here is a list of additional starting prompts that you may use in different job roles.

Remember: these are just initial prompts - Take the potential limitations into account
Experiment with the improvement suggestions - Iterate and refine - Good prompts require creativity and experimentation.
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Ethicists

TASK	AI PROMPT	ADDITIONAL INPUT	POTENTIAL LIMITATIONS	IMPROVEMENT SUGGESTIONS
Ethical issue identification	Identify potential ethical issues related to the following situation: [situation]	Situation	May not always address all relevant ethical concerns or challenges	Include specific context, desired outcomes, or focus areas
Ethical decision-making	Propose an ethical decision-making process for our [organization or department]	Organization or department information	May not always consider all relevant factors or constraints	Include specific ethical principles, desired outcomes, or decision-making tools
Ethical code development	Develop an ethical code for our [organization or department]	Organization or department information	May not always address all relevant ethical concerns or challenges	Include specific ethical principles, desired outcomes, or focus areas
Ethics training	Design an ethics training program for our [organization or department]	Organization or department information	May not always achieve the desired level of engagement /understanding	Include specific learning objectives, desired outcomes, or training methods
Ethical risk assessment	Conduct an ethical risk assessment for the following project: [project]	Project	May not always address all relevant ethical risks or challenges	Include specific project details, desired outcomes, or focus areas
Stakeholder engagement	Develop a stakeholder engagement plan for addressing ethical concerns in our [organization or department]	Organization or department information	May not always consider all relevant stakeholder needs or concerns	Include specific stakeholder groups, desired outcomes, or engagement strategies
Ethical review	Conduct an ethical review of the following proposal: [proposal]	Proposal	May not always address all relevant ethical concerns or challenges	Include specific proposal details, desired outcomes, or focus areas
AI ethics	Assess the ethical implications of using AI in our [organization or department]	Organization or department information	May not always consider all relevant AI ethics concerns or challenges	Include specific AI applications, desired outcomes, or focus areas
Corporate social responsibility	Develop a corporate social responsibility (CSR) plan for our [organization]	Organization	May not always address all relevant CSR concerns or challenges	Include specific CSR goals, desired outcomes, or focus areas
Ethical culture	Design an initiative to promote an ethical culture within our [organization or department]	Organization or department information	May not always achieve the desired level of cultural change or awareness	Include specific ethical principles, desired outcomes, or initiative elementsTask

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Information curators

TASK	AI PROMPT	ADDITIONAL INPUT	POTENTIAL LIMITATIONS	IMPROVEMENT SUGGESTIONS
Information organization	Organize the following information into a coherent structure: [information]	Information	May not always align with the desired organization or format	Include specific organization guidelines or desired formats
Information summarization	Summarize the following information in [number of words]: [information]	Information and number of words	May not always capture the main points or desired level of detail	Include specific points to emphasize or desired summary structure
Content curation	Identify and curate the most relevant content on the topic of [topic]	Topic	May not always include the most relevant or recent content	Include specific content types or desired focus areas
Information analysis	Analyze the following information and identify key insights or patterns: [information]	Information	May not always provide in-depth insights or actionable findings	Include specific areas of focus or desired analysis techniques
Information synthesis	Combine information from the following sources to create a comprehensive overview: [source1, source2, etc.]	Sources	May not always cover all desired content or perspectives	Include specific content types, desired perspectives, or focus areas
Information visualization	Create a visual representation of the following data: [data]	Data	May not always convey the desired message or insights	Include specific visualization types, desired insights, or target audience
Metadata management	Develop a metadata management plan for our [database or collection]	Database or collection information	May not always address all relevant metadata concerns or challenges	Include specific metadata standards, desired outcomes, or potential issues
Information accessibility	Assess the accessibility of our information resources for users with disabilities	Not applicable	May not always address all relevant accessibility concerns	Include specific accessibility guidelines, desired outcomes, or improvements
Information quality control	Develop an information quality control plan for our [database or collection]	Database or collection information	May not always address all relevant quality concerns or challenges	Include specific quality standards, desired outcomes, or potential issues
Information lifecycle management	Create an information lifecycle management plan for our [database or collection]	Database or collection information	May not always consider all relevant factors or constraints	Include specific lifecycle stages, desired outcomes, or management strategiesTask

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Learning and Development Specialists

TASK	AI PROMPT	ADDITIONAL INPUT	POTENTIAL LIMITATIONS	IMPROVEMENT SUGGESTIONS
Learning needs analysis	Conduct a learning needs analysis for our [department or team]	Department or team information	May not always address all relevant learning needs or gaps	Include specific job roles, skills, or desired outcomes
Learning strategy	Develop a learning strategy for our [department or team]	Department or team information	May not always align with the desired goals or objectives	Include specific learning goals, desired outcomes, or focus areas
Learning content development	Develop learning content for the following topic: [topic]	Topic	May not always align with the desired style or tone	Include specific content types, desired style, or learning objectives
Instructional design	Create an instructional design plan for a learning module on [topic]	Topic	May not always consider all relevant factors or constraints	Include specific learning objectives, desired outcomes, or instructional strategies
E-learning development	Design an e-learning course on [topic]	Topic	May not always achieve the desired level of engagement or interactivity	Include specific e-learning features, desired outcomes, or target audience
Learning evaluation	Create an evaluation plan for a learning program on [topic]	Topic	May not always address all relevant evaluation criteria or methods	Include specific evaluation criteria, desired outcomes, or data collection methods

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Learning management system (LMS) administration	Develop an LMS administration plan for our [department or team]	Department or team information	May not always consider all relevant factors or constraints	Include specific LMS features, desired outcomes, or potential challenges
Learning analytics	Analyze the following learning analytics data: [data] and identify key insights or patterns	Data	May not always provide in-depth insights or actionable findings	Include specific areas of focus or desired analysis techniques
Informal learning	Create an informal learning plan for our [department or team]	Department or team information	May not always address all relevant learning needs or preferences	Include specific learning objectives, desired outcomes, or learning resources
Mobile learning	Design a mobile learning strategy for our [department or team]	Department or team information	May not always consider all relevant factors or constraints	Include specific mobile learning features, desired outcomes, or target audienceTask

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Researchers

TASK	AI PROMPT	ADDITIONAL INPUT	POTENTIAL LIMITATIONS	IMPROVEMENT SUGGESTIONS
Literature review	Conduct a literature review on the following topic: [topic]	Topic	May not always include the most relevant or recent sources	Provide specific areas of focus or desired source types
Data collection	Design a data collection plan for a research project on [topic]	Topic	May not address all possible data collection scenarios or challenges	Include specific methods, sample sizes, or desired outcomes
Hypothesis formulation	Formulate a hypothesis for a research project on [topic]	Topic	May not always align with the desired research question or objectives	Provide specific research questions or desired objectives
Research methodology	Propose a research methodology for a study on [topic]	Topic	May not always consider all relevant factors or constraints	Include specific methods, data sources, or desired outcomes
Data analysis	Analyze the data from the following research project: [project summary]	Project summary	May not always provide in-depth insights or actionable findings	Include specific areas of focus or desired data analysis techniques
Results interpretation	Interpret the results of the following research project: [project summary]	Project summary	May not always provide accurate or relevant interpretations	Include specific objectives, goals, or desired outcomes for the interpretation
Research limitations	Identify the limitations of the following research project: [project summary]	Project summary	May not always address all relevant limitations	Include specific areas of concern or desired focus
Research ethics	Assess the ethical considerations for a research project on [topic]	Topic	May not always address all relevant ethical concerns	Include specific ethical principles, guidelines, or potential issues to consider
Research presentation	Create an outline for a research presentation on the following project: [project summary]	Project summary	May not always convey the desired structure or content	Include specific topics, sections, or desired presentation elements
Research report writing	Write an abstract for a research report on the following project: [project summary]	Project summary	May not always capture the main findings or implications	Include specific findings, implications, or desired abstract lengthTask

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Trainers

TASK	AI PROMPT	ADDITIONAL INPUT	POTENTIAL LIMITATIONS	IMPROVEMENT SUGGESTIONS
Training needs analysis	Conduct a training needs analysis for our [department or team]	Department or team information	May not always address all relevant training needs or gaps	Include specific job roles, skills, or desired outcomes
Curriculum design	Design a training curriculum for [topic or skill]	Topic or skill	May not always cover all desired content or learning objectives	Include specific modules, learning objectives, or desired outcomes
Training content development	Develop training content for the following topic: [topic]	Topic	May not always align with the desired style or tone	Include specific content types, desired style, or learning objectives
Instructional design	Create an instructional design plan for a training module on [topic]	Topic	May not always consider all relevant factors or constraints	Include specific learning objectives, desired outcomes, or instructional strategies
Training delivery	Design a training delivery plan for our [department or team]	Department or team information	May not address all possible training scenarios or challenges	Include specific training formats, schedules, or desired outcomes
Assessment design	Develop an assessment for a training module on [topic]	Topic	May not always align with the desired learning objectives or difficulty	Include specific question types, desired difficulty, or learning objectives
Training evaluation	Create an evaluation plan for a training program on [topic]	Topic	May not always address all relevant evaluation criteria or methods	Include specific evaluation criteria, desired outcomes, or data collection methods
Training facilitation	Develop a facilitation guide for a training session on [topic]	Topic	May not always consider all relevant facilitation techniques or challenges	Include specific facilitation techniques, desired outcomes, or session structure
Coaching and mentoring	Provide coaching tips for a new employee in the [job role]	Job role	May not always address all relevant coaching techniques or challenges	Include specific coaching techniques, desired outcomes, or areas of focus
Continuous learning	Develop a continuous learning plan for our [department or team]	Department or team information	May not always consider all relevant factors or constraints	Include specific learning objectives, desired outcomes, or learning resources