



Welcome Back to Day 2

Advanced Prompting & Workflow Integration

- ⚙️ • Hands-On Workshop for University Management
- ⌚ • 9:00 AM - 12:00 PM (3 Hours)
- 🎯 • Focus: 80% Practice, 20% Teaching

Mohammed Alnemari



Today's Structure: Learn by Doing

How Today Works

- 1 Teach:** New technique (15 min)
- 2 Practice:** You do it (20 min)
- 3 Repeat:** 4 times

What You'll Master

- ✓ Chain-of-Thought Prompting
- ✓ Few-Shot Learning
- ✓ Iterative Refinement
- ✓ Workflow Integration

You'll leave with: Working prompts for YOUR actual tasks

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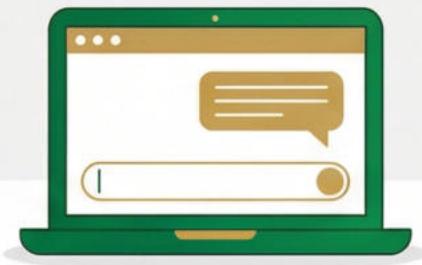

Quick Recap: CRAFT Model

Foundation from Day 1



Today we build ADVANCED techniques on this foundation

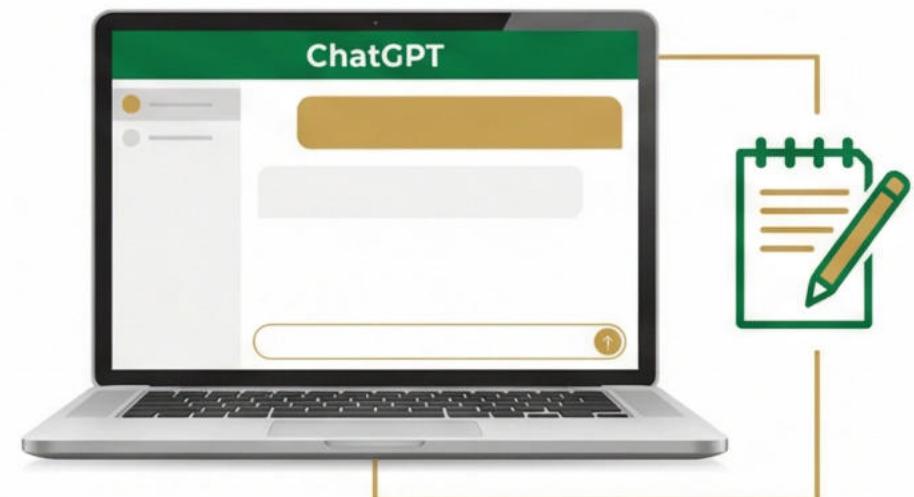
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A small, light blue circular icon containing a white profile of a person's head and shoulders.



Open ChatGPT Now

⚠️ EVERYONE: Open ChatGPT on your laptop

- Have it ready for the entire session
- Start a fresh conversation
- Keep your notes app open too



We're going hands-on in 10 minutes!

Technique 1: Chain-of-Thought

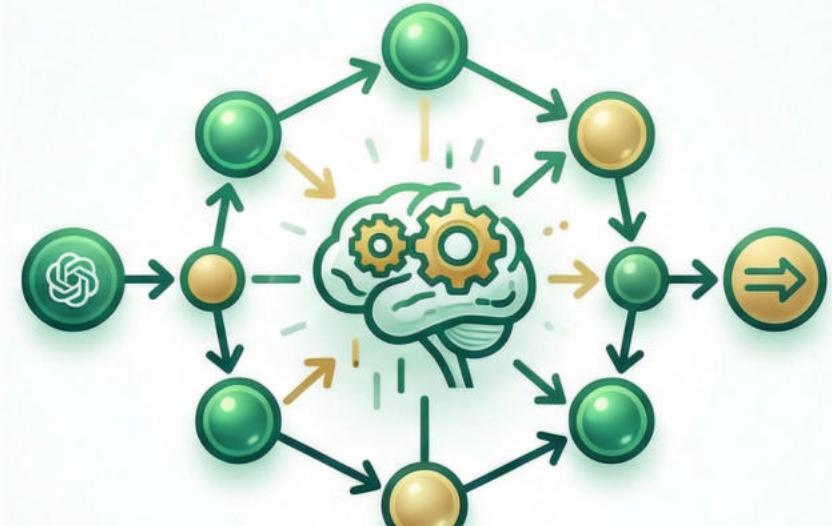
Key Content

✓ Definition

- Ask ChatGPT to “show its reasoning” or “think step-by-step”

✓ Why it works

- Forces logical progression
- Reduces errors
- Makes reasoning transparent
- Better for complex tasks



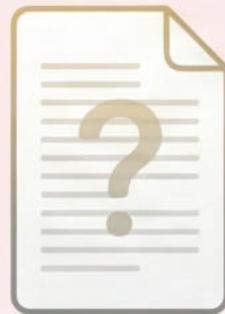
The Magic Phrase:
“Think through this step-by-step:”

Chain-of-Thought: Before & After

✗ Without Chain-of-Thought

Prompt:

Write a budget justification for new laboratory equipment.



Result Description:
Generic, unfocused output

✓ With Chain-of-Thought

Prompt:

Think through this step-by-step:

1. Identify gaps,
2. Explain needs,
3. Estimate impact...

Result Description:
Structured, logical, thorough output



Live Demo: Chain-of-Thought

Watch me do this live



Live
Demo

The Task



- **Task:** Create a faculty development plan

The Prompt



You are a department chair creating a faculty development plan.
Think through this systematically:

1. First, identify common faculty skill gaps
2. Then, categorize by priority and urgency
3. Next, match each gap to specific training solutions
4. Then, create a 6-month timeline
5. Finally, define success metrics

Create a comprehensive faculty development plan based on this reasoning.



HANDS-ON EXERCISE 1: Chain-of-Thought



TIME: 20 MINUTES



Step 1: Choose ONE task

(2 min)

YOUR TASK: Create a chain-of-thought prompt for YOUR work
• Planning, Analyzing, Creating, or Designing a process



Step 2: Build your prompt

(10 min)

- Start with CRAFT elements
- Add “Think through this step-by-step:”
- List 4-6 thinking steps



Step 3: Test in ChatGPT

(5 min)

- Run prompt & review reasoning



Step 4: Pair-share

(3 min)

- Share with neighbor: What worked?

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DEPARTMENT EXAMPLES: CHAIN-OF-THOUGHT

Pick the one closest to your role



IT & Cybersecurity

Task: System Migration / Incident Response

Prompt: Assess dependencies → Evaluate risks
→ Create timeline → Define success criteria



Procurement & Legal

Task: Vendor Evaluation / Contract Review

Prompt: Identify criteria → Assign weights →
Score options → Analyze total cost → Recommend



HR & Admin

Task: Retention Strategy / Audit Planning

Prompt: Analyze root causes → Research best
practices → Design interventions → Estimate budget



Communications & Student Affairs

Task: Crisis Response / Student Support

Prompt: Identify stakeholders → Determine core
message → Prioritize channels → Draft timeline

Example Template (Use This!)

Chain-of-Thought Prompting

Prompt Template

You are a [YOUR ROLE] working on [CONTEXT].
Think through this systematically:

1. First, [STEP 1 - gather/identify/analyze...]
2. Then, [STEP 2 - organize/categorize/evaluate...]
3. Next, [STEP 3 - develop/create/design...]
4. Then, [STEP 4 - refine/prioritize...]
5. Finally, [STEP 5 - finalize/recommend/conclude...]

[CLEAR REQUEST FOR FINAL OUTPUT]



Customize the [BRACKETS] for your specific task

Technique 2: Few-Shot Learning

Why it works

- ChatGPT learns YOUR style
- Ensures consistency
- Perfect for repeated tasks
- Less need for long instructions

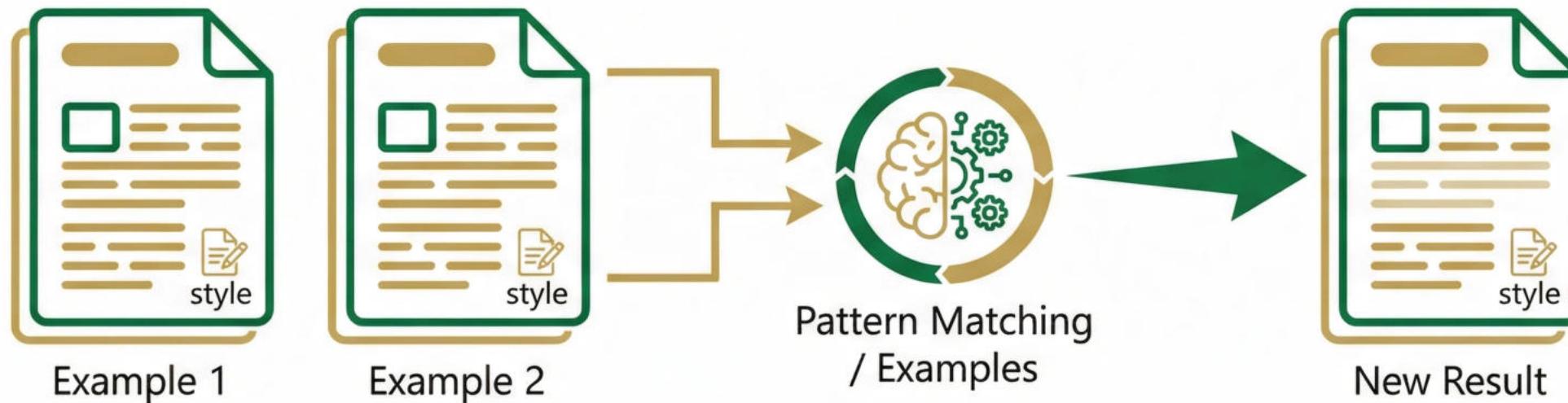
The Structure

Here are examples of what I want:

Example 1: [Your example]

Example 2: [Your example]

Now create one for: [Your specific case]



Few-Shot Example: Email Style

Scenario: You want emails in YOUR university's style.



Prompt Structure

Instruction

I need emails written in our university's communication style. Here are two examples:

Example 1

Dear Faculty Members... [University Tone] ... Regards, Dr. Sarah Ahmed

Example 2

Dear Colleagues... [University Tone] ... Best wishes, Dr. Mohammed Ali

The Request

Now write an email about the upcoming accreditation site visit using this same style and tone.



Result: Perfect match to your institutional voice!



Live Demo: Few-Shot Learning

Watch me do this live

Task: Create meeting announcement in university style



1. Paste 2 example announcements

Paste 2 example announcements in university style (Segoe UI)



2. Ask for new one on different topic

Ask a new Iter announcement (in) for new one on different topic



3. Compare the style match

Compare the style match for, match : your new/tradications.

🛠️ HANDS-ON EXERCISE 2: Few-Shot Learning

⌚ TIME: 20 MINUTES

YOUR TASK: Teach ChatGPT YOUR style

Step 1: Pick a format

(2 min)

- Emails, Reports, Agendas, Announcements

Step 2: Find 2-3 examples

(5 min)

- Look through past work & copy best examples

Step 3: Create few-shot prompt

(8 min)

- Paste examples + “Now create one for [NEW TOPIC]”

Step 4: Evaluate

(5 min)

- Does it match your style?
- What adjustments needed?

SAVE YOUR PROMPT - You'll use it again!

Department Examples: Few-Shot Learning

Teaching ChatGPT Your Specific Style



IT Administration

Task: System Status Updates

Style: Technical, concise, clear timeline (e.g., "Maintenance completed 2-4 AM. Services normal.")



Contracts & Procurement

Task: Vendor Notifications

Style: Formal, policy-referenced, precise dates (e.g., "RFP-2024-087 received. Evaluation: March 1-15.")



Corporate Communications

Task: University Announcements

Style: Welcoming, informative, call-to-action (e.g., "We are pleased to announce... Training available...")



Human Resources

Task: Policy Updates

Style: Clear, benefit-focused, directive (e.g., "Effective April 1... Review full policy at...")

Few-Shot Template (Use This!)

Copy this structure

Prompt Template

I need [TYPE OF DOCUMENT] written in [DESCRIPTION OF STYLE].
Here are [2-3] examples:

Example 1:

'[PASTE YOUR REAL EXAMPLE 1]'

Example 2:

'[PASTE YOUR REAL EXAMPLE 2]'

[Optional Example 3:

'[PASTE YOUR REAL EXAMPLE 3]'

Now create a [SAME TYPE] about [NEW TOPIC] using this same style and format.



BREAK TIME

15 Minutes



When you return:

- Technique 3: Iterative Refinement
- More hands-on practice
- Build your complete workflow

Optional during break:

- Review your prompts so far
- Save them somewhere safe
- Chat with others about what's working

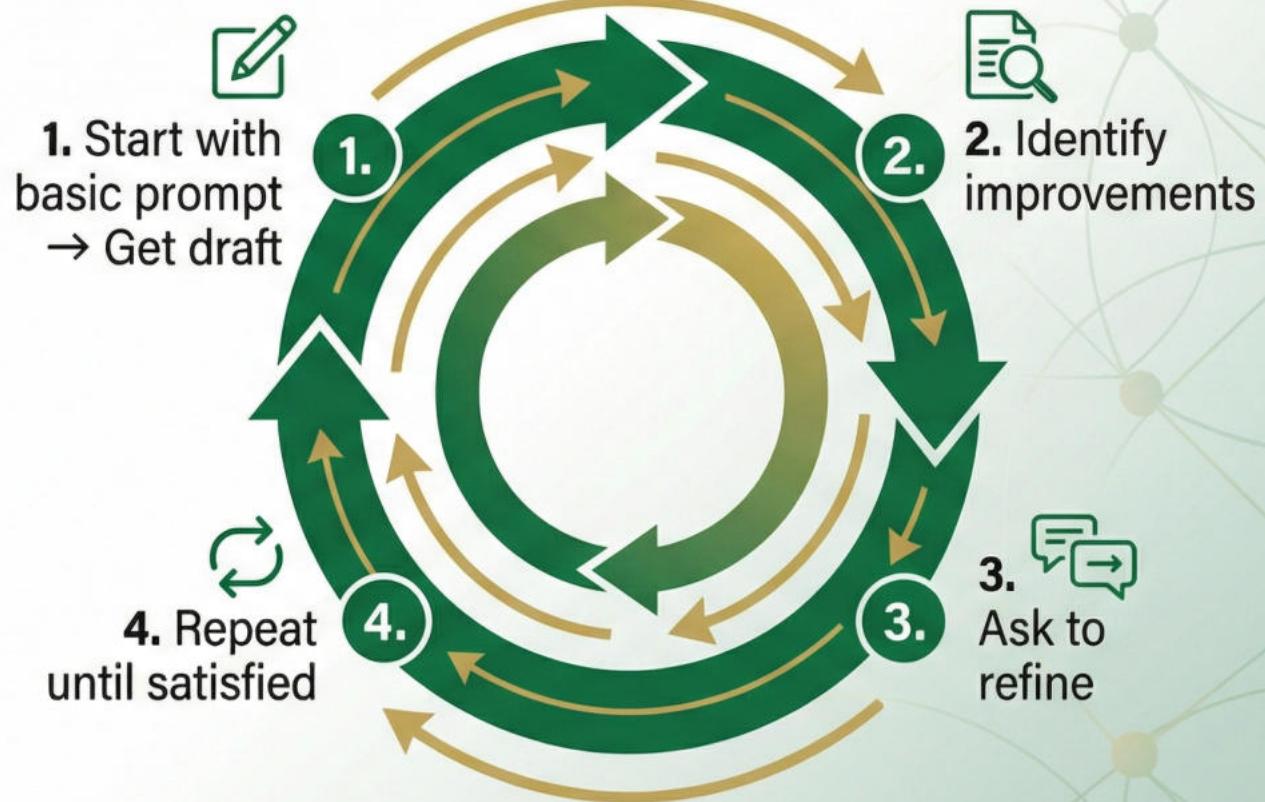
Technique 3: Iterative Refinement

The Art of Conversation

THE CONCEPT

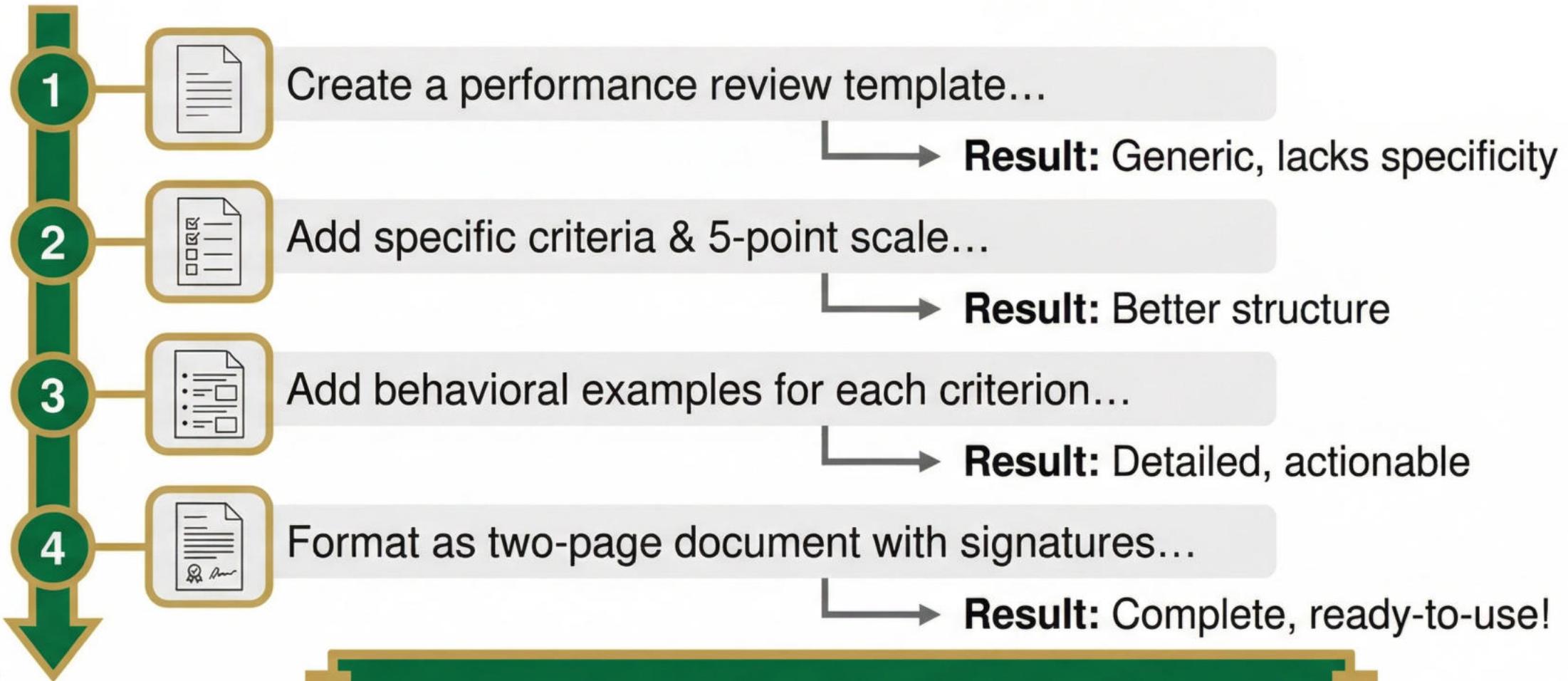
- **Definition:** Have a **CONVERSATION** with ChatGPT to improve outputs progressively.
- **Key Insight:** “Don’t expect perfection on the first try!”
- **Analogy:** “Like working with an assistant who improves with feedback.”

THE PROCESS – A CYCLE



Iterative Refinement in 4 Rounds

Example: Performance Review Template



Live Demo: Iterative Refinement

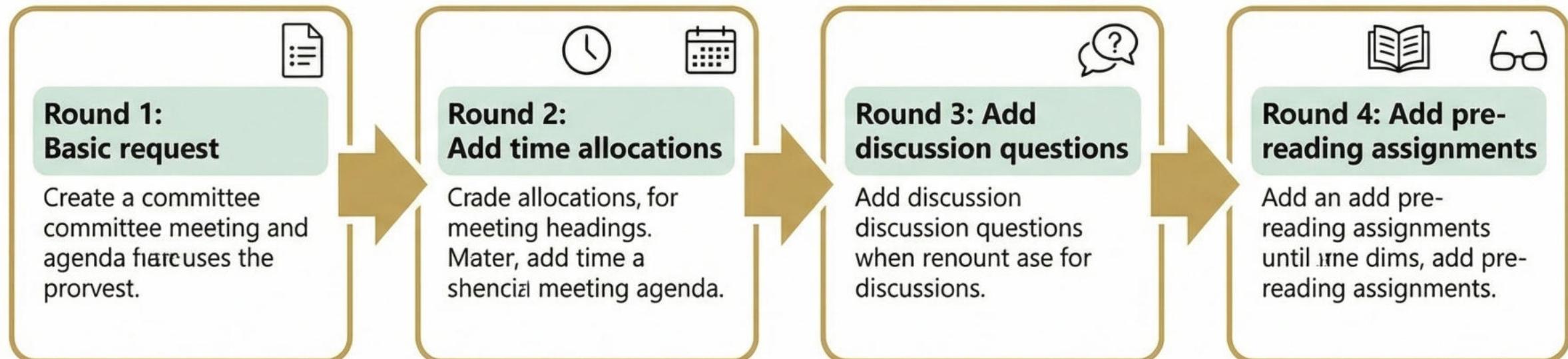
Watch me refine in real-time



Main Focus

Starting Task: Create a committee meeting agenda

The Refinement Cycle



HANDS-ON EXERCISE 3: Iterative Refinement

⌚ TIME: 20 MINUTES

YOUR TASK: Create a complete document through iteration

Scenario: Student support initiative proposal



Round 1: Brainstorm (5 min)

- Brainstorm 5 initiatives for at-risk students



Round 2: Develop (5 min)

- Develop best idea into proposal outline



Round 3: Refine (5 min)

- Expand implementation plan & budget



Round 4: Finalize (3 min)

- Write executive summary for the Dean

Reflect: How did quality improve with each round?

Department Examples: Iterative Refinement

Refining Complex Documents



Legal Department

Task: Contract Review Workflow

Round 1:
Basic categorization



Round 2:
Add risk levels



Round 3:
Create escalation criteria



Final:
Tiered review process



Academic Affairs

Task: New Program Proposal

Round 1:
Market need analysis



Round 2:
Curriculum structure



Round 3:
Resource requirements



Final:
Full accreditation proposal



Research Deanship

Task: Grant Application Support

Round 1:
Identify funding sources



Round 2:
Match faculty expertise



Round 3:
Draft support letters



Final:
Submission package

Iterative Refinement Tips

🎯 TIPS FOR SUCCESS

- ✓ **Build on previous output** (Reference what ChatGPT just created)
- ✓ **Be specific** ("Make it shorter" vs. "Reduce to 200 words")
- ✓ **One change at a time** (Don't ask for 5 changes at once)
- ✓ **Save intermediate versions** (You might want to go back)

Common Refinement Requests

"Make this more formal/casual"

"Add specific examples"

"Organize in bullet points"

"Shorten to one page"

"Add a section about [X]"

"Make the tone more diplomatic"

Workflow Example: Morning Email Routine

Save 35-65 Minutes Every Day!



Main Section

The 3-Step Workflow



1. Email Triage (5 min)

Action: Categorize (Urgent, Important, FYI)



2. Batch Drafting (15 min)

Action: Draft professional responses

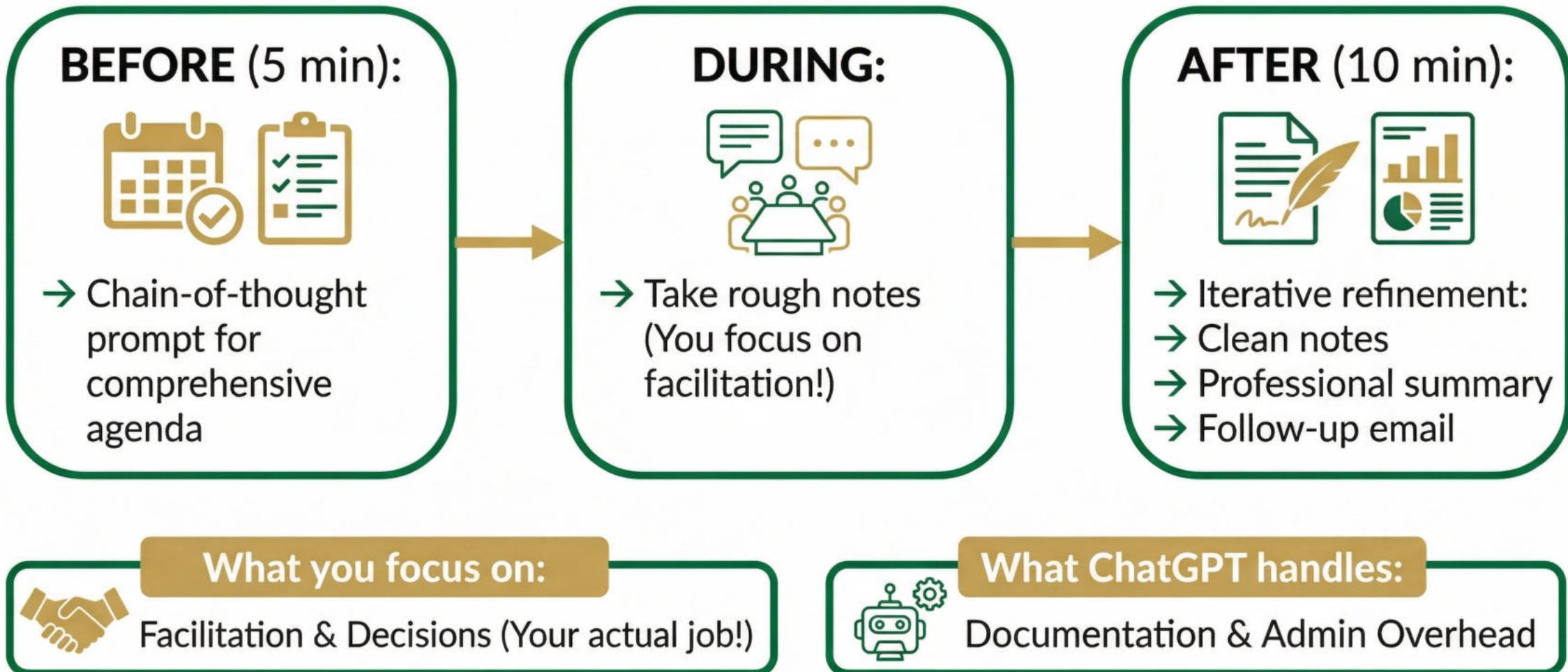


3. Daily Planning (5 min)

Action: Create time-blocked schedule

Workflow Example: Meeting Management

Total Meeting Overhead: **15 Minutes** (vs. 45-60 min)

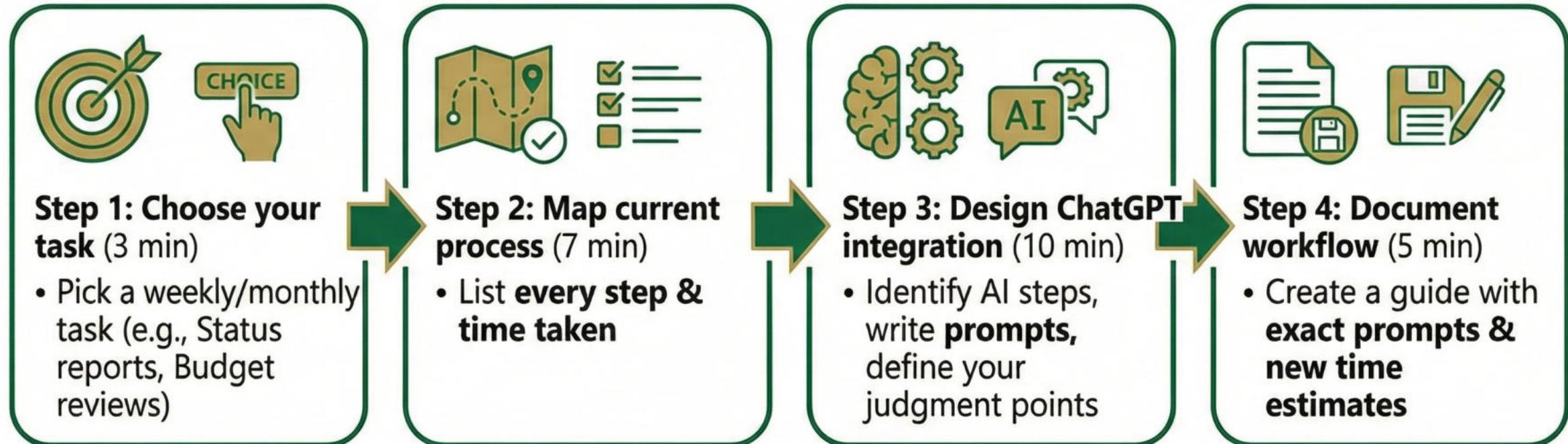


🔨 HANDS-ON EXERCISE 4: Build Your Complete Workflow

⌚ TIME: 25 MINUTES

YOUR TASK:

Create a ChatGPT workflow for YOUR recurring task



SAVE THIS - You'll use it next week!

Department Examples: Complete Workflows

Real Time Savings



Faculty / Academic

- **Task:** Course Syllabus Update
- **Workflow:** Analyze feedback → Update reading list → Revise learning outcomes → Format document

Time Saved:
4 hours → 45 mins



Admin / Secretariat

- **Task:** Committee Meeting Minutes
- **Workflow:** Transcribe audio → Extract decisions → Draft minutes → Create action list

Time Saved:
2 hours → 20 mins



HR / Recruitment

- **Task:** Job Description & Screening
- **Workflow:** Draft JD → Create screening questions → Score candidate resumes → Draft interview guide

Time Saved:
5 hours → 1 hour

Workflow Template (Use This!)

Copy this structure



Workflow Document

TASK: [Name of recurring task]

FREQUENCY: [Weekly/Monthly/etc.]

CURRENT TIME: [X minutes/hours]

CHATGPT-ENHANCED WORKFLOW:

Step 1: [Action]

PROMPT: '[Exact prompt to use]'

TIME: [X min]

Step 2: [Action]

PROMPT: '[Exact prompt to use]'

TIME: [X min]

Step 3: [My manual work - judgment/verification]

TIME: [X min]

NEW TOTAL TIME: [X minutes]

TIME SAVED: [X minutes per instance]

Workflow Building Tips

🎯 SUCCESS TIPS

- ✓ **Start simple** - Pick a task you do often
- ✓ **Be specific** - Exact prompts, not vague ideas
- ✓ **Test it** - Try your workflow once before committing
- ✓ **Save prompts** - Keep them in a document
- ✓ **Iterate** - Improve your workflow over time

⚠ WHAT NOT TO DO

- ✗ Pick too complex a task
- ✗ Try to automate everything
- ✗ Skip the testing phase
- ✗ Forget where YOU add value

Remember: ChatGPT assists, YOU decide!

What You Accomplished Today



YOU JUST:

- Learned 3 advanced techniques
- Practiced each one with YOUR real work
- Created working prompts you can reuse
- Built a complete workflow for a recurring task



- Chain-of-thought prompts
- Few-shot examples in your style
- Experience with iterative refinement
- A complete workflow ready to use

Homework for Day 3

DO BEFORE DAY 3

Use Your Workflow

 **Goal: 3 times this week**

- Actually implement it
- Track time saved
- Note what works/doesn't

Start Prompt Library

 **Goal: 5-10 prompts**

- Save best prompts from today
- Add new ones created this week
- Organize by category

Identify Challenge

 **Goal: One complex challenge**

- Something you struggle with regularly
- Bring for collaborative solving

Bring to Day 3: Results, Library, Challenge



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University of Tabuk

DAY 3 PREVIEW



NEXT WEEK: ORGANIZATIONAL IMPLEMENTATION



Department-specific solutions for your role



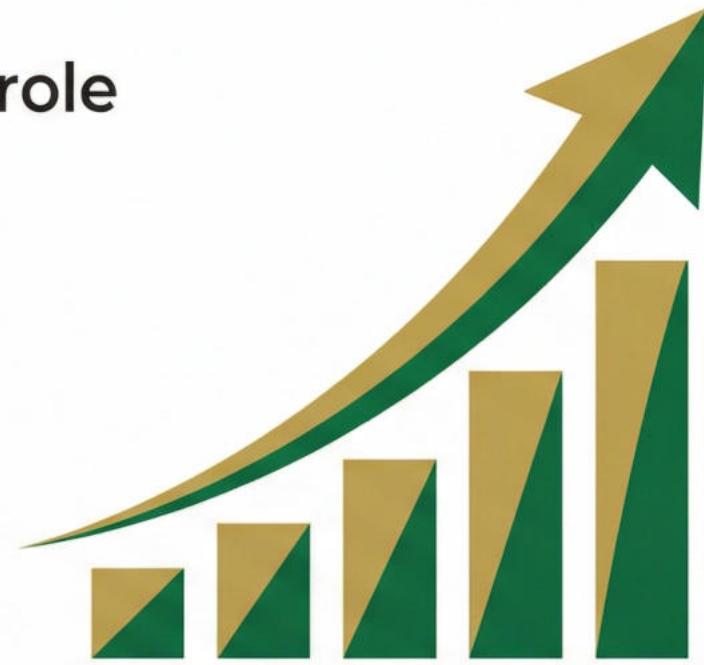
Custom tools and team training



Usage guidelines and prompt libraries



Sustainability and measuring ROI



COME READY TO:

- Share your workflow results
- Learn to train others
- Build your department's AI strategy

SEE YOU NEXT WEEK!