AI PROMPT STRUCTURING PLAYBOOK

For Learning & Development Professionals
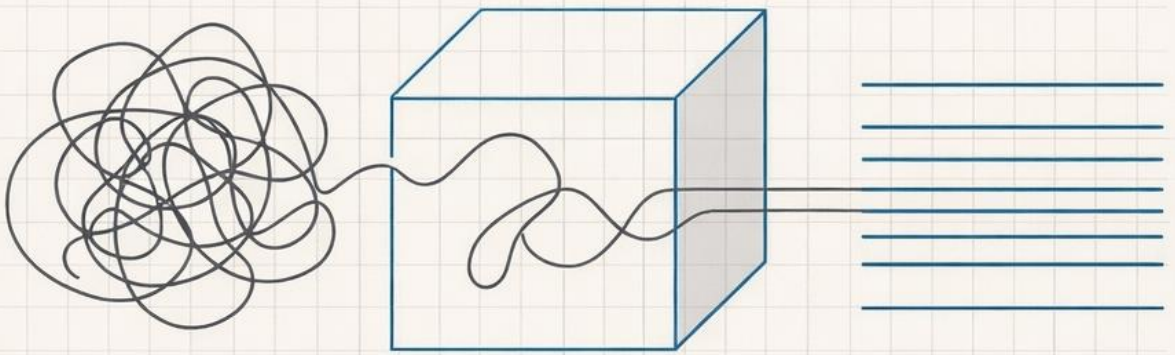
Why Most L&D Prompts Fail

Most prompts sound like this:

> "Create a training on comminication skills."

AI responds politely... but generically.
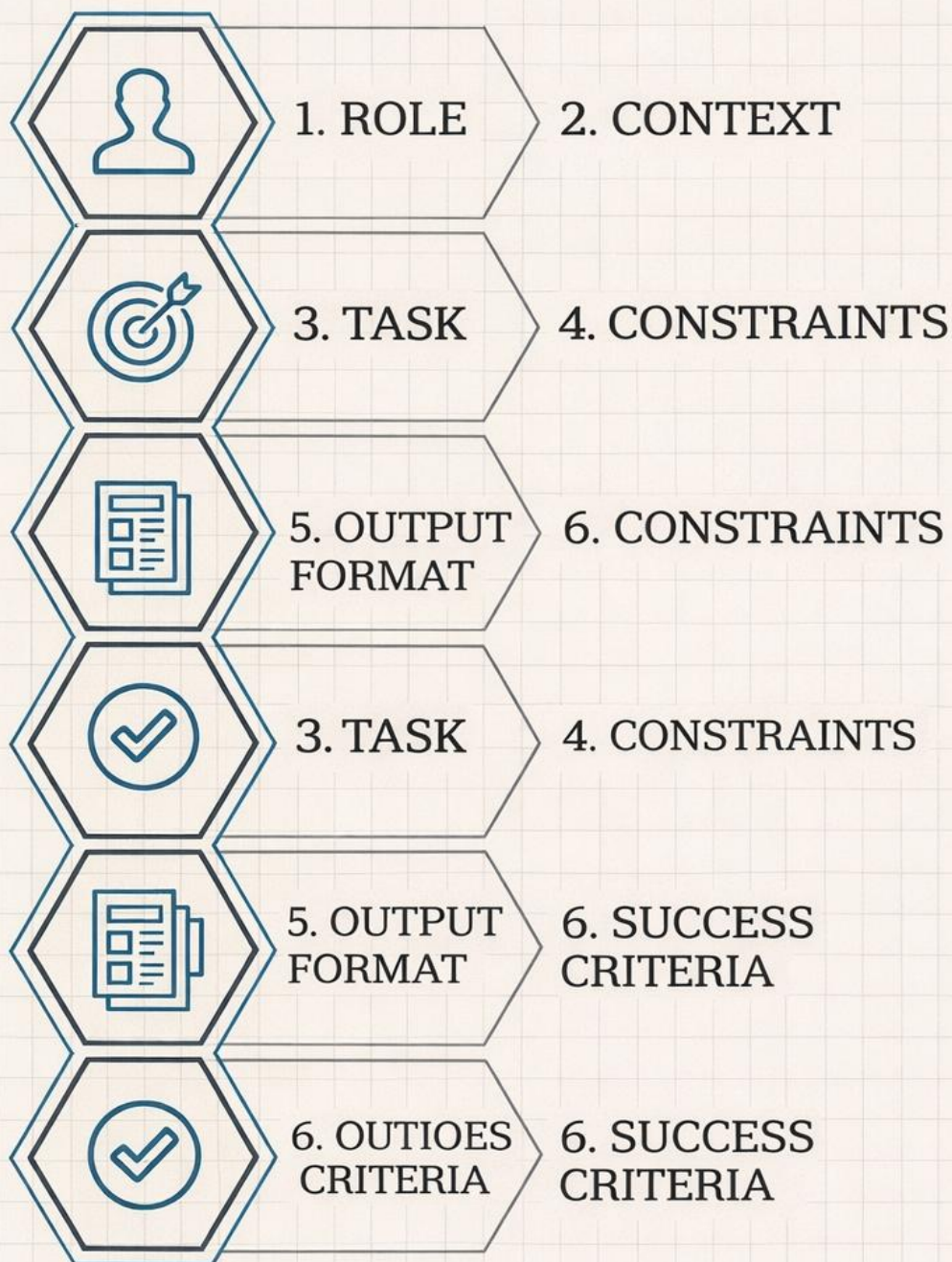The result is forgettable content that doesn't
performance.

The Shift: From Length to Structure

High-quality L&D output needs **structured thinking**, not longer prompts.

One Powerful Structure to Master

The 6-Block L&D Prompt Framework

1. ROLE 〉 2. CONTEXT

3. TASK 〉 4. CONSTRAINTS

5. OUTPUT FORMAT 〉 6. CONSTRAINTS

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The Anatomy of a Great Prompt

1 **ROLE** (Who AI should act as)

Lock AI into **experience + domain**.

2 **CONTEXT**
(Business / learning reality)

Explain **why this is needed** and **where it will be used**.

3 **TASK** (Exact job to be done)

Clear, **outcome-focused** instruction.

4 **CONSTRAINTS**
(Boundaries & guardrails)

Time, format, level, tone, tools.

5 **OUTPUT FORMAT**
(Layout is strategy)

Tables, steps, slides, storyboard, bullets.

6 **SUCCESS CRITERIA**
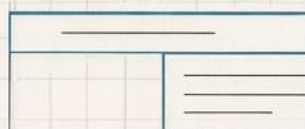(What "good" looks like)

How the output will be judged or used.

6 **SUCCESS CRITERIA**
(What "good" looks like)

How the output will be judged or used.

Your Reusable Master Template

Act as an experienced Learning & Development expert with deep understanding of adult learning and workplace performance.

Context:
[Describe business situation, learning need, audience maturity, and usage scenario.]

Task:
[Clearly state what you want AI to create.]

Constraints:
  - Target audience: [ ]
  - Experience level: [ ]
  - Time / length limits: [ ]
  - Tone: [ ]
  - Learning modality: [ ]

Output Format:
[Specify table, steps, slides, storyboard, framework, etc.]

Success Criteria:
[The output should be practical, immediately usable by L&D teams, and lead to measurable improvement in performance.

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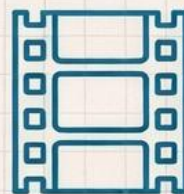
The L&D Playbook

10 Ready-to-Use Prompts for Critical L&D Tasks

TNA

Feedback

Storyboarding

Presentations

Presentations

Research

Play #1: Conducting Training Needs Analysis (TNA)

Prompt 1: Strategic TNA Design

Act as a senior L&D consultant specializing in performance-based Training Needs Analysis.

Context: An organization wants to move from generic training programs to performance-driven capability building.
Task: Design a structured TNA framework that identifies skill gaps, performance barriers, and root cau

Constraints: Audience: Line managers and L&D partners; Industry: [ ]; Data sources: surveys, interviews, performance metrics

Output Format: Table with: Performance Gap, Probable Root Cause, Skill vs Will Issue, Recommled Intervention
Success Criteria: TNA should clearly differentiate between training needs and non-training issues.

Prompt 2: Role-Based TNA Questionnaire

Act as an L&D assessment designer.

Task: Create a role-specific TNA questionnaire that captures capability gaps, behavioral challenges, and contextual constraints.

Constraints: Role: [ ]; Mix of MCQs + open-ended questions; Practical language, not HR jargon

Output Format: Categorized questionnaire with rationale for each section.

Play #2: Analyzing Feedback for Actionable Insights

Prompt 3: Feedback-to-Action Analyzer

Act as a learning analytics expert.

Context: Post-training feedback scores are available, but laaders want actionable insights—not averages.

Task: Analyze feedback data to identify improvement themes and recommend concrete actions.

Constraints: Avoid generic statements
Link insight → recommendation
Output Format: Table: Feedback Signal, Insight, Likely Cause, Actionable Improvement

Prompt 4: Low Score Diagnosis

Act as an L&D quality auditor.

Task: Interpret low training feedback scores and identify whether issues are related to design, facilitation, relevance, or application.

Output Format: Diagnostic framework with decision rules and next steps.

Output Format: Table: Feedback Signal, Insight, Likely Cause, Actionable Improvement

Play #3: Creating Instructional-Ready Storyboards

Prompt 5: Microlearning Storyboard

Act as an instructional designer specializing in story-based learning.

Context: You need to create an instructional storyboard that converts a complex skill into a relatable learning journey.

Task: Create a storyboard for the key skill: [ ]
Audience: [ ] industry: [ ]

Constraints: 5-7 scenes; Each scene must include context, conflict, insight, and takeaway

Output Format: Storyboard table with: Scene, Situation, Learner Thought, Instructional Messa, Visual Suggestion

Prompt 6: Scenario-Based Learning Flow

Act as a workplace learning experience designer.

Task: Design a scenario-based storyboard that teaches [KEY SKILL] through real-world decisions, Audience: [ ]
Industry: [ ]

Output Format: Branching scenario with decision points and feedback logic

Play #4: Designing High-Impact Presentations

Prompt 7: Executive-Ready Presentation

```
Act as a leadership development expert.

Task: Create a presentation outline to
teach the key skill: [ ]
Audience: [ ]
Industry: [ ]
Constraints: Business-first, not academic;
Focus on application
Output Format: Slide-by-slide structure
with key message per slide.
```

Prompt 8: Trainer-Facilitated Deck

```
Act as a master trainer.

Task: Design a facilitation-ready presentation
on [KEY SKILL].
Constraints: Include discussion prompts;
Include activity ideas
Output Format: Slides + facilitator notes.
```

Play #5: Finding World-Class Models & Hero Content

Prompt 9: Best Practice Research Prompt

```
```Act as a learning research analyst.

Task: Identify globally recognized models, frameworks,
or best practices related to [KEY SKILL].

Constraints: Include academic + practitioner models;
Mention where they are commonly used

Output Format: Comparison table with strengths,
limitations, and ideal use cases.
```

Prompt 10: Hero Content Discovery Prompt

```
```Act as a learning content curator.

Task: Search and identify high-quality "hero content"
(books, talks, frameworks, case studies) for teaching
[KEY SKILL].

Constraints: Prioritize credibility and real-world
application; Avoid motivational-only content

Output Format: List with: Content Source,
Why it works, How L&D can adapt it

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```

Good prompts
don't ask for content.
**Great prompts
design thinking.**

Your Turn to Design Thinking

You have the framework and the first 10 plays. Start applying structured thinking to elevate your L&D impact today. For more strategic frameworks and performance-focused insights, visit us.

www.bigpictureidea.in