



AI Prompting 101

Extended Leadership | 6.17.25

Plan for the Day

- Introduction
- Basics of Prompting AI
- Improving a Work Task
- Free Exploration
- Closing



Goal of Today

Leave with the **confidence to start using AI** tools for real tasks in your day-to-day work.

Introduction



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What's Your Experience With AI?



1

AI Newcomers

Little to no experience with AI



2

AI Explorers

*Experimented with AI
occasionally*



3

AI Power Users

Regularly use AI

Popular AI Tools



Writing assistance,
lesson planning



Google-integrated AI for
research



Microsoft-integrated AI for
productivity and emails



AI designed for in-depth
reasoning



AI-driven search engine for
education



Agency AI tool tailored for
staff support and creativity



Basics of Prompting AI

Prompting Basics

- **What is Prompting?**
 - Prompting is **how users communicate with AI** by providing input to receive specific responses.
- **Why Is It Important?**
 - A good prompt leads to **better AI outputs**, whether for conversation, task automation, or content creation.



Basic vs Improved AI Prompts

Example #1

Basic Prompt

“Write an email to a school partner.”

Improved Prompt:

“Write a clear, professional email to a school partner who hasn’t responded about a scheduled student workshop. Use a polite tone. Mention the proposed date, offer two alternative time slots, and ask for confirmation by Friday.”

Basic vs Improved AI Prompts

Example #2

Basic Prompt

“Help me write a project update.”

Improved Prompt

“Act as a grant writer. Draft a 150-word program update summarizing student engagement data from our spring enrichment sessions. Highlight a success story, and keep the tone formal but accessible for a funding audience.”

Additional Prompting Techniques

When crafting a prompt, you can apply any or all of the following:

- **Role** - assigning a role gives the AI a framework for its response
- **Task** - tells AI what to do (broad instruction)
- **Instructions** - tell AI how to do the task (guidelines for structure, tone, format)
- **Rules and Requirements** - set boundaries on what AI must or must not do

Putting It All Together

Help Draft a Follow Up Email

You are a nutrition coordinator at an educational service agency. (Role)

Write a follow-up email to a school principal after the successful launch of a new school breakfast program. (Task)

Keep the email under 150 words. Start by expressing appreciation for their support, highlight one early success, and offer to schedule a check-in meeting next month. Friendly, professional tone. (Instruction)

Avoid technical jargon or data overload. Don't use phrases like "as discussed previously." End with an encouraging message about continued partnership. (Rules and Requirements)

Putting It All Together

End Result in ChatGPT

Subject: Thank You & Looking Ahead for Breakfast Program Success

Dear Principal [Last Name],

Thank you so much for your support in launching the new school breakfast program—it's been a great start! We're already seeing positive signs, with over 100 students joining in during the first week alone.

I'd love to schedule a quick check-in next month to hear your thoughts and discuss any ideas for improvement. Please let me know a time that works best for you.

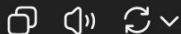
Looking forward to building on this momentum together—here's to continued success for your students!

Warm regards,

[Your Full Name]

Nutrition Coordinator

[Your Contact Information]



IMPORTANT!

When Using AI Platforms for Work to...

- **Use a Secure AI Environment**

- Don't use free or public AI tools (like ChatGPT Free) with client data.
- Use platforms that offer:
 - Data privacy guarantees (e.g., ChatGPT Team, Claude Pro, or secure enterprise tools)
 - No data logging or training on your inputs

- **Get Clear on Consent**

- If you're using AI to summarize conversations, analyze info, or follow up:
 - Has the client been informed?
 - Have they agreed to how the data is being used?

- **Control Access and Storage**

- Make sure only authorized staff can view or retrieve AI-generated outputs that include PII.

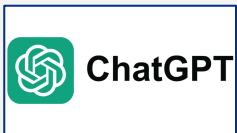
- **Know the Guidelines**

- Check with your:
 - Program leads
 - IT/data security teams

Hands-On Prompting Activity

Your goal is to use any of the platforms below to create an **email to a client, partner, or colleague**. Choose a topic related to your EdAdvance work; this could be scheduling a meeting, sharing program info, following up after an event, or requesting input or data. Add any other details that will help shape the message.

Remember **don't settle for the first output!** If you don't like something, revise until you are happy with the outcome.



Different Types of Prompts

Generate Prompts

- Create new content—images, music, text, or project ideas.
 - **“Create** a checklist flyer for families about school meal registration..”
 - **“Draft** a professional bio I can use in a grant application.”







Analyze Prompts

- Examine or break down existing content for insights or improvement.
 - **“Review** this event invitation email and suggest ways to make it more engaging for families.”
 - **“Analyze** this report summary and make the tone more accessible to community partners.”


Interact Prompts

- Engage in back-and-forth collaboration with the AI to refine ideas or iterate on a project.
 - **“Help me brainstorm** ideas for a back-to-school family night.”
 - **“Suggest three ways** to make my upcoming training more interactive.”

Prompts Library

 Search...

About UsArtificial Intelligence (AI)Teaching & LearningFamilies & ChildrenSupport Services



Prompt Library

Choose Your Prompt

Communication and Collaboration	Policy and Advocacy
Creative and Content Development	Professional Development and Curriculum
Evaluation and Analysis	Support
Operational Efficiency	Strategy and Planning
Personnel Talent Development and HR	Custom GPTs


Communication and Collaboration

Instructions

1. Copy the prompt below in its entirety.
2. Paste it into the chatbot of your choice. (ChatGPT, Claude, Gemini, Microsoft Co-Pilot, Perplexity)
3. Place a brief description for the prompt you want to complete where it says [Insert Here].

www.edadvance.org/ai-prompt-library

EVEN MORE Prompts to Try

TRAININGSHOUT OUTSPODCASTMICRO-CREDENTIALPROMPTRESOURCESCONTACT

Select Your Prompt

[Curriculum](#) [Communications](#) [Leadership](#) [Business](#) [HR](#) [All-Purpose](#) [Counselors](#) [Special Education](#) [Custom GPTs](#)

Curriculum Prompts

Instructions

Step 1 - Click the copy button. Copy

Step 2 - Paste it into the chatbot of your choice. (ChatGPT, Claude, Gemini, Microsoft Co-Pilot, Perplexity)

Step 3 - Place a brief text description for the activity you want to assess where it says [Insert Activity Here].

Step 4 - Review the results and go back and forth with the chatbot regarding suggestions and/or clarifications.

Step 5 - Repeat steps 1-4 with additional activities.

Generate

www.skills21.org/prompts

Improving a Work Task

Thinking Through a Task with AI

Can an AI tool help me complete this task more efficiently or effectively?

Could it help me draft, summarize, plan, brainstorm, or design?

OR

Can I break this task into steps — and match each step with the right tool?

Instead of one big job, are there smaller pieces where different tools could help?

Real-Life Example

Request from my director:

"I would like you to create a presentation slide that summarizes this article:

[OpenAI's o3 Model is Changing Software Creation](#). Please include any important

data and any compelling information. Make the title of the slide something

relevant to the article. Also, can you include a custom image that compliments

the article as well? Thanks!"

Real-Life Example

Task Steps

AI Assistance

1. Summarize Article → [ChatGPT](#) to summarize the article
2. Title for Slide → [ChatGPT](#) to generate a catchy title for slide
3. Image for Slide → [Gemini](#) to produce an image for the slide

Your Turn!

Take a **work-related task** and see if there is any area or segment of the task that AI could help with. Utilize **any of the platforms** we've covered so far!

Reminder: When exploring AI tools, always **avoid using real client data.*

Protect privacy, get consent, and use examples or anonymous info.

Free Exploration

Free Time to Explore

- Pick a platform or a couple that we've talked about .
- Work on something fun, creative, or related to your day-to-day tasks.
- Need ideas? Try writing, designing, or organizing something.
- Have questions? Ask me, I'm here to help!



THANK
YOU!



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