

AI Prompt Pack for L&D Professionals

5 copy-paste prompts for Claude or ChatGPT — use today

AI Prompt Pack for L&D; Professionals

5 copy-paste prompts for Claude or ChatGPT — ready to use today. Each one is designed for a common L&D; task. Paste directly into your AI tool of choice.

01

Build a Learning Path

Prompt — paste into Claude or ChatGPT

You are an L&D; strategist. I need to build a learning path for [job role] in [industry/sector]. The performance outcome I want to achieve is [describe outcome]. The learner is [describe experience level and context]. Create a structured 90-day learning path with: (1) weekly focus areas, (2) specific learning activities for each week, (3) a recommended mix of formal learning, social learning and on-the-job practice, (4) a simple capability check at day 30, 60 and 90.

Use this for: designing onboarding journeys, role-specific upskilling programmes, leadership development tracks.

02

Write a Course Outline

Prompt — paste into Claude or ChatGPT

You are an instructional designer. I need to create a course outline on [topic] for [audience description]. The course should take approximately [X hours] to complete. The three performance outcomes I want learners to achieve are: (1) [outcome 1], (2) [outcome 2], (3) [outcome 3]. Create a complete course outline with: module titles, learning objectives per module, suggested activities (video, quiz, case study, discussion), estimated time per module, and a final assessment brief.

Use this for: rapid content scoping, briefing SMEs, presenting to stakeholders before full build begins.

03

Design a Capability Assessment

Prompt — paste into Claude or ChatGPT

You are an L&D; assessment specialist. I need to design a capability assessment for [role/level] focused on [capability area]. The assessment should take no more than [X minutes] to complete. Create: (1) 10 scenario-based questions that test application, not just knowledge recall, (2) 3 response options per question (not simple true/false), (3) scoring guidance with three capability levels: emerging, practising, leading, (4) a brief feedback statement for each level to help the learner understand their development priority.

Use this for: pre-programme diagnostics, skills gap analysis, 360 capability frameworks.

04

Create a Facilitator Guide

Prompt — paste into Claude or ChatGPT

You are an experienced L&D; facilitator and instructional designer. I need a facilitator guide for a [X-hour] workshop on [topic] for [audience]. The session aims to achieve: [describe 2-3 outcomes]. Create a complete facilitator guide including: session overview and purpose, materials list, minute-by-minute run sheet, facilitation notes for each activity, suggested debrief questions, common participant challenges and how to handle them, and a session close that links learning to on-the-job application.

Use this for: train-the-trainer programmes, workshop design, coaching internal facilitators.

AI Prompt Pack for L&D Professionals

5 copy-paste prompts for Claude or ChatGPT — use today

05

Personalise Content for Different Learner Personas

Prompt — paste into Claude or ChatGPT

I have the following learning content: [paste or describe your content here]. I need to adapt it for three different learner personas: (1) [persona 1 — e.g. early career, high volume, time-poor], (2) [persona 2 — e.g. mid-level manager, analytical, prefers data], (3) [persona 3 — e.g. senior leader, strategic, low patience for theory]. For each persona, rewrite the content to match their context, language level, and motivation. Keep the core learning outcome the same, but change the examples, tone, depth and format.

Use this for: scaling personalisation without a full adaptive learning platform, differentiated programmes, leadership vs frontline content.

On 22 July we'll show you how to chain these prompts together into a complete content workflow — cutting your production time by up to 80%.