



INSTRUCTIONAL DESIGN READY TO USE PROMPTS

How to Use These Prompts

Copy the Prompt

Find the prompt that matches your current design task and copy it directly from this guide.

Fill in the Brackets


Replace every part inside **[brackets]** with your specific context — audience, topic, format, or data.

Paste into Your AI Tool

Drop the completed prompt into your preferred AI tool and get a focused, useful output without excessive back and forth.

Stack Prompts

Use one prompt to get a draft, then use the next prompt in the sequence to refine and improve it further.

-  Each prompt is written to get you a focused, useful output. You can also stack prompts — use one to get a draft, then use the next one to refine it.

1. Needs Analysis Prompts

1 Define the Performance Gap

Prompt 1.1 – "I am an instructional designer working on a learning project for [organisation/industry]. The business problem is [describe problem]. The current situation is [what is happening now] and the desired situation is [what should be happening]. Help me identify whether this is a training problem or a non-training problem, and list the most likely root causes."

2 Build a Needs Analysis Questionnaire

Prompt 1.2 – "Create a needs analysis questionnaire for a [job role] audience in [industry or department]. The topic is [topic]. Include questions to understand current skill levels, learning preferences, motivation, barriers to learning, and business impact. Write the questions in simple, conversational language."

3 Stakeholder Interview Questions

Prompt 1.3 – "Write 10 interview questions I can use with a [senior manager / HR lead / department head] to understand the training needs for their team. The context is [brief context]. The questions should help me identify the performance gap, business priorities, constraints, and what success looks like."

4 Needs Analysis Summary Report

Prompt 1.4 – "Based on the following information gathered during needs analysis, write a short summary report I can share with stakeholders. Include: problem statement, root cause, recommended solution, target audience, and suggested next steps. Here is the data: [paste your notes or raw inputs]."

5 Make the Case for Training

Prompt 1.5 – "Write a short business case (150 to 200 words) to present to leadership, justifying why a training intervention is needed for [team/department]. The performance gap is [describe gap]. The impact of not addressing it is [business impact]. Keep the tone professional and direct."

2. Learning Objectives Prompts

Write Learning Objectives from Scratch

1

Prompt 2.1 – "Write 5 learning objectives for a course on **[topic]** designed for **[target audience]**. Use Bloom's Taxonomy action verbs. Include objectives at the Remember, Understand, Apply, and Analyse levels. Each objective should follow this format: By the end of this module, learners will be able to **[action verb]** + **[skill or knowledge]** + **[context]**."

Rewrite Weak Objectives

2

Prompt 2.2 – "The following learning objectives are too vague or not measurable. Rewrite each one using Bloom's Taxonomy action verbs so they are specific, observable, and aligned to real job performance. Here are the original objectives: **[paste objectives]**."

Map Objectives to Bloom's Levels

3

Prompt 2.3 – "I have the following learning objectives for a course on **[topic]**. Review each one and tell me which level of Bloom's Taxonomy it belongs to. If any objectives are too low-level for the audience or job role, suggest a better version. Objectives: **[paste objectives]**."

Prompt 2.4 – Align Objectives to Business Goals

4

"Here are the business goals for this training program: **[list goals]**. And here are the current learning objectives: **[list objectives]**. Review whether the objectives are aligned to the business goals. Identify any gaps and suggest additional or revised objectives where needed."

Prompt 2.5 – Write Micro-Module Objectives

5

"Break down the following course-level objective into 4 to 6 smaller module-level objectives suitable for a microlearning format (5 to 10 minutes per module). Course objective: **[paste objective]**. Each module objective should be achievable within one short lesson."

3. Course Design and Structure Prompts

Build a Course Outline

1

Prompt 3.1 – "Create a detailed course outline for a **[format: eLearning / classroom / blended]** program on **[topic]** for **[target audience]**. The course should be approximately **[duration]** long. Include module titles, key topics per module, suggested activities or interactions, and a rough time estimate for each section."

Design a Module Structure

2

Prompt 3.2 – "Design the structure for a single eLearning module on **[topic]**. The module should be **[duration]** long and suitable for **[learner level: beginner / intermediate / advanced]**. Include: an opening hook, key content sections, at least one activity or interaction, a knowledge check, and a summary. Suggest the content type for each section."

Suggest Learning Activities

3

Prompt 3.3 – "Suggest 6 to 8 learning activities for a course on **[topic]** for **[audience]**. The delivery format is **[eLearning / classroom / blended]**. Activities should match these learning objectives: **[paste objectives]**. Include a mix of individual and group activities, and indicate which Bloom's level each activity targets."

Prompt 3.4 – Sequence Content Logically

4

"I have the following topics to cover in a course on **[topic]**: **[list topics]**. Help me arrange these in the most logical learning sequence. Explain briefly why you ordered them this way and flag any dependencies between topics."

Prompt 3.5 – Chunking Long Content

5

"I have a large amount of content on **[topic]** that needs to be broken into learning modules. Here is the raw content: **[paste content or describe it]**. Chunk this into modules of no more than **[duration]** each. Give each module a clear title and a one-line description of what it covers."

Prompt 3.6 – Design a Blended Learning Journey

6

"Design a blended learning journey for **[topic]** for **[audience]**. The journey should include a mix of self-paced eLearning, live sessions, on-the-job practice, and social or peer learning. Duration is **[total time]**. Include a week-by-week or phase-by-phase structure with the purpose of each element."

4. Storyboard and Script Writing Prompts

1

Write a Storyboard for One Module

Prompt 4.1 – "Write a storyboard for a 10-minute eLearning module on **[topic]**. For each screen, include: screen number, screen title, on-screen text, voiceover script, visual description, and any interactions or branching. Keep the voiceover conversational and the on-screen text minimal. The audience is **[describe audience]**."

2

Write a Voiceover Script

Prompt 4.2 – "Write a voiceover script for a **[duration]**-minute eLearning module on **[topic]**. The audience is **[describe audience]**. The tone should be **[conversational / professional / friendly / coaching]**. Avoid jargon. Write in short sentences. Include natural pauses and transitions between sections. Key points to cover: **[list points]**."

3

Write an Engaging Course Introduction

Prompt 4.3 – "Write an opening script for an eLearning course on **[topic]**. It should hook the learner in the first 30 seconds by addressing a common challenge they face. Then explain what they will learn and why it matters to their work. Keep it under 100 words. Tone: **[conversational / motivating / direct]**."

4

Prompt 4.4 – Create a Scenario or Case Study

"Write a realistic workplace scenario for a course on **[topic]**. The scenario should present a situation that **[target audience]** commonly faces at work. Include: a character description, the situation, a challenge or decision point, and two or three response options with consequences for each. Keep the language simple and relatable."

5

Prompt 4.5 – Write Branching Scenario Feedback

"I have a branching scenario where the learner has to choose between the following options: **[Option A]**, **[Option B]**, **[Option C]**. Write feedback text for each choice. The correct answer is **[option]**. Feedback should: confirm or correct the choice, explain the reasoning, and link back to the learning objective. Keep each feedback message under 60 words."

5. Assessment and Knowledge Check Prompts

Write Multiple Choice Questions

1

Prompt 5.1 – "Write 10 multiple choice questions to assess learning on **[topic]**. Each question should have one correct answer and three plausible distractors. Cover these learning objectives: **[paste objectives]**. Include a mix of Bloom's levels from Remember to Apply. After each question, note the correct answer and the Bloom's level it targets."

Write Scenario-Based Assessment Questions

2

Prompt 5.2 – "Write 5 scenario-based questions to assess whether learners can apply knowledge of **[topic]** in real work situations. Each question should describe a workplace situation and ask the learner to choose the best course of action. The audience is **[describe audience]**. Include a correct answer and a brief explanation for each."

Write True or False Questions

3

Prompt 5.3 – "Write 10 true or false questions to check understanding of **[topic]**. Keep the statements clear and unambiguous. Avoid double negatives. After each statement, provide the correct answer and a one-line explanation. Topic key points to cover: **[list points]**."

Prompt 5.4 – Write Reflection Questions

4

"Write 5 open-ended reflection questions for a course on **[topic]**. These should prompt learners to think about how they will apply what they have learned in their own job context. Questions should encourage critical thinking, not just recall. The audience is **[describe audience]**."

Prompt 5.5 – Review and Improve Existing Questions

5

"Review the following assessment questions for a course on **[topic]**. For each question, identify any issues (ambiguity, double-barrelled, too easy, trick question, poor distractors, etc.) and suggest an improved version. Questions: **[paste questions]**."

6. Learner Engagement Prompts

1

Write a Course Welcome Message

Prompt 6.1 – "Write a welcome message from the facilitator or L&D team for a course on **[topic]**. The message should make learners feel comfortable, set expectations for the program, explain what they need to do to get started, and motivate them to engage fully. Keep it under 120 words. Tone: warm and professional."

2

Write Discussion Forum Prompts

Prompt 6.2 – "Write 5 discussion forum prompts for a course on **[topic]**. Each prompt should encourage learners to share experiences, challenge assumptions, or apply concepts to their own work. Prompts should be open-ended and generate genuine conversation. The audience is **[describe audience]**."

3

Design a Gamification Structure

Prompt 6.3 – "Suggest a simple gamification structure for a **[format]** course on **[topic]**. Include: point system, badges or achievements, leaderboard logic, and at least two challenge-based activities. Keep it practical and achievable to implement on **[platform name or basic LMS]**. The audience is **[describe audience]**."

4

Prompt 6.4 – Write a Motivational Mid-Course Nudge

"Write a short motivational message (60 to 80 words) to send to learners who are halfway through a course on **[topic]** but have not logged in for **[number]** days. The message should encourage them to continue without being pushy. Include a reminder of what they have already achieved and what is left to complete."

5

Prompt 6.5 – Create a Social Learning Activity

"Design a peer learning activity for a course on **[topic]**. The activity should take no more than 20 minutes and can be done asynchronously. It should involve learners sharing something from their own work experience related to the topic. Describe the activity, the instructions learners will see, and how responses should be shared."

7. Evaluation and Measurement Prompts

1

Design a Kirkpatrick Level 1 Survey

Prompt 7.1 – "Create a post-training feedback survey based on Kirkpatrick Level 1 (Reaction) for a course on **[topic]**. Include 8 to 10 rating questions on a 1 to 5 scale, 2 open-ended questions, and a Net Promoter Score question. Keep the language simple. The course was delivered via **[format]**."

2

Write Level 2 Assessment Criteria

Prompt 7.2 – "Help me design a Level 2 (Learning) evaluation plan for a course on **[topic]**. Define what learners need to demonstrate to show they have met each learning objective. Include the assessment method for each objective (quiz, observed task, scenario, assignment, etc.). Objectives: **[paste objectives]**."

3

Create a Level 3 Behaviour Observation Checklist

Prompt 7.3 – "Create a 30, 60, and 90-day observation checklist for managers to assess whether employees are applying skills from a course on **[topic]** back on the job. Include 8 to 10 observable behaviours at each stage. Keep the language simple and action-oriented."

4

Prompt 7.4 – Write a Learning Impact Report

"Write a short learning impact report (200 to 250 words) for stakeholders summarising the results of a training program on **[topic]**. Include: number of learners, completion rate, average assessment score, key feedback themes, and early signs of behaviour change. Use this data: **[paste your data or results]**."

5

Prompt 7.5 – Identify Metrics to Measure Training ROI

"Suggest 6 to 8 measurable business metrics I can use to evaluate the impact of a training program on **[topic]** for **[audience]**. For each metric, explain what to measure, when to measure it, and how it links to the training outcomes. Include both leading and lagging indicators."

8. SME Collaboration Prompts

1 Prepare SME Interview Questions

Prompt 8.1 – "Write 10 questions I can ask a subject matter expert (SME) during a content gathering interview for a course on **[topic]**. The questions should help me understand what learners need to know, common misconceptions, real-world examples, and critical skills to demonstrate. Keep the questions easy for a non-L&D expert to answer."

2 Simplify SME Content

Prompt 8.2 – "The following content was written by a subject matter expert and is too technical for the target audience, which is **[describe audience]**. Rewrite it in plain, simple language without losing accuracy. Keep sentences short. Remove or explain any jargon. Here is the original content: **[paste content]**."

3 Write an SME Review Brief

Prompt 8.3 – "Write a one-page brief I can send to an SME asking them to review a course module on **[topic]**. Include: the purpose of the review, what specifically they should check (accuracy, relevance, examples, gaps), how to give feedback, and the deadline. Keep the brief clear and easy to act on."

4 Prompt 8.4 – Turn Raw Notes into Structured Content

"I have raw notes from an SME interview on **[topic]**. Please organise this into structured course content with clear headings, logical flow, and concise explanations. Remove repetition. Highlight anything that needs clarification or follow-up. Here are the notes: **[paste notes]**."

5 Working Effectively with SMEs

- Send questions in advance so SMEs can prepare
- Record interviews with permission for accuracy
- Ask for real examples, not just theory
- Clarify what learners must know vs. nice to know
- Give SMEs a structured review template
- Set clear deadlines and feedback formats

9. Accessibility and Inclusion Prompts

Accessibility Review

1

Prompt 9.1 – "Review the following eLearning screen content for accessibility. Check for: plain language, alt text requirements for images, colour contrast recommendations, caption needs for video, screen reader compatibility issues, and any content that may exclude learners with disabilities. Suggest improvements. Content: **[paste content]**."

Make Content More Inclusive


2

Prompt 9.2 – "Review the following training content for **[topic]** and suggest changes to make it more inclusive for a diverse global audience. Consider: cultural references, language assumptions, gendered language, images described in the content, and examples that may not apply across regions. Content: **[paste content]**."

Simplify Reading Level

3

Prompt 9.3 – "Rewrite the following content at a Grade 8 reading level or lower. Use short sentences, simple vocabulary, and an active voice throughout. Do not remove important information, just make it easier to read. Content: **[paste content]**."

 Accessible design is not just about compliance – it improves the learning experience for everyone, including non-native speakers, learners with low literacy, and those on mobile devices.

10. Rapid Content Creation Prompts

Create a Job Aid

1

Prompt 10.1 – "Create a one-page job aid for [task or process] that [job role] can use as a quick reference on the job. Format it as a step-by-step checklist or decision guide. Use plain language and short bullet points. Include a title, a brief intro line, and a footer with version date."

Write a Tip Sheet

2

Prompt 10.2 – "Write a practical tip sheet on [topic] for [audience]. Include 8 to 10 actionable tips they can apply immediately. Keep each tip to two to three sentences. Add a short intro (2 sentences) and a closing line. Format it so it can be printed on one page."

Create an Infographic Script

3

Prompt 10.3 – "Write the text content for an infographic on [topic]. Include: a headline, 5 to 6 key points with short supporting text (under 20 words each), one central statistic or fact, and a call to action at the bottom. The audience is [describe audience]. Keep everything concise and visually oriented."

Prompt 10.4 – Turn a Policy into Learning Content

4

"Convert the following company policy into a short, engaging eLearning lesson. Do not just copy the policy text. Rewrite the key points as learning content with a brief intro, 3 to 4 main takeaways, a real-world example, and a knowledge check question. Policy text: [paste policy]."

Prompt 10.5 – Write a Course Completion Message

5

"Write a congratulations message for learners who complete a course on [topic]. The message should acknowledge their effort, remind them of what they have learned, encourage them to apply it at work, and tell them what to do next (certificate, next module, manager conversation, etc.). Keep it under 100 words. Tone: warm and encouraging."



CERTIFIED INSTRUCTIONAL DESIGNER CERTIFICATION



ABOUT GSDC CERTIFICATION



EBOOK

Extensive and exclusive Ebook created by world's experts to help you with understanding core concepts.



LEARNING MATERIALS

Get access to learning materials such as videos, ebooks, templates, and practice exams, which will help you clear the certification exam.



CREATED BY EXPERTS

GSDC certifications are created and authored by world's leading experts in the field.

LEARNING OBJECTIVE

- Gain insights into autonomous decision-making processes
- Apply knowledge using ready-to-implement templates
- Demonstrate ability to work with Agentic AI models
- Validate your skills wit

Enroll now with the code **LEARN20** To avail **20%** discount

Enroll Now

www.gsdCouncil.org