

AI Prompt Library • Learning & Development

Practical GenAI prompts for L&D and training professionals • Aurorae Group, LLC

This reference provides ready-to-use GenAI prompts mapped to core learning and development functions. Each prompt is a starting point — customize the bracketed fields for your context and refine the output before use. AI can accelerate content design and program planning, but effective learning requires human judgment about learner needs, organizational context, and facilitation quality. These prompts are designed for use with current generative AI tools including ChatGPT, Claude, and Gemini.

Curriculum & Content Design

1	Use Case	Generate a structured learning module outline for a specific skill or topic, including learning objectives and session content.
	Sample Prompt	<i>You are an experienced instructional designer. Please create a module outline for a [length, e.g., 90-minute / half-day] learning session on [topic] for [audience, e.g., new managers / frontline staff / senior leaders]. The module should include: 3-5 specific, measurable learning objectives (what participants will be able to do, not just know), a suggested session flow with time allocations, the key content points for each segment, at least one activity or discussion exercise per major section, and a brief closing reflection or application exercise. Tone: practical and learner-centered. Avoid content-heavy lecture design.</i>
	Value	Reduces module design time significantly while producing a pedagogically sound structure. Learning objectives tied to observable behaviors are the most commonly skipped element in informal training design.
2	Use Case	Create a microlearning resource — a short, focused piece of content that reinforces a specific skill or concept.
	Sample Prompt	<i>You are an experienced microlearning designer. I need a 3-5 minute microlearning resource on [specific topic or skill, e.g., giving effective feedback / de-escalating a difficult conversation / reading a budget report]. The audience is [describe]. Please design: a 1-2 sentence hook that establishes relevance, the core concept explained in plain language (no more than 3 key points), one realistic scenario or example that illustrates the concept in action, a single reflection question the learner can apply to their own work, and a 2-3 sentence summary of the key takeaway. Format for delivery via [email / intranet post / short video script / slide].</i>
	Value	Fills the gap between formal training and day-to-day practice. Microlearning designed around a single concept with a real-world example is consistently more effective than broad topic overviews.
3	Use Case	Develop knowledge check questions or a quiz to reinforce learning from a training session or course.

	Sample Prompt	<i>You are an experienced assessment designer. I need to create a [5 / 8 / 10]-question knowledge check for a [training topic] aimed at [audience]. Please develop a mix of question types: [specify, e.g., 3 multiple choice, 2 true/false, 2 scenario-based]. For each question: write the question clearly, provide the correct answer, include a brief explanation of why the answer is correct (for feedback purposes), and for scenario-based questions, make the scenario realistic and specific rather than generic. Avoid questions that test memorization of definitions — prioritize application and judgment.</i>
	Value	Reinforces learning retention and surfaces gaps in understanding before they affect performance. Scenario-based questions in particular identify whether learners can apply concepts, not just recall them.

Individual & Team Development

4	Use Case	Generate a personalized development plan for an employee based on their role, goals, and identified development areas.
	Sample Prompt	<i>You are an experienced executive coach and development specialist. Please draft an individualized development plan for an employee in the role of [job title] who is working toward [career goal or development objective]. Their identified strengths are [list 2-3]. Their primary development areas are [list 2-3]. Available resources include [describe: budget, time, internal programs, mentoring]. The plan should cover a [6-month / 12-month] horizon and include: 2-3 specific development goals with observable success indicators, recommended learning activities for each goal (formal and informal), a suggested timeline and milestones, and a recommended check-in cadence with their manager.</i>
	Value	Makes career development concrete and actionable rather than aspirational. Development plans with specific activities and observable success indicators are significantly more likely to result in actual growth.

5	Use Case	Design a structured coaching conversation framework or prepare for a specific development conversation.
	Sample Prompt	<i>You are an experienced executive coach. I need to [choose one: design a reusable coaching conversation framework for managers / prepare for a specific development conversation]. [If framework]: Please create a structured framework for a 45-60 minute coaching conversation between a manager and direct report focused on [topic, e.g., career development / performance improvement / goal-setting]. Include opening questions, core exploration questions, and closing commitment questions. [If specific conversation]: The context is [describe the situation, the employee's goals, and any known challenges]. Please prepare: suggested opening questions to establish rapport and context, 5-6 core coaching questions that explore the issue without prescribing solutions, potential resistance or defensiveness to anticipate, and a suggested closing that commits to specific next steps.</i>

	Value	Elevates manager coaching from informal check-in to structured developmental conversation. Coaching frameworks are particularly valuable for managers who are skilled at their function but less experienced in developing others.
6	Use Case	Develop a 360-degree feedback survey or structured peer feedback questions for a specific role or development context.
	Sample Prompt	<i>You are an experienced organizational development specialist. Please design a [360-degree feedback survey / peer feedback questionnaire] for [role title or level, e.g., mid-level manager / senior individual contributor]. The survey should assess [list 3-5 competency areas, e.g., communication, strategic thinking, collaboration, coaching others, decision-making]. For each competency: write 2-3 behaviorally anchored questions (describe observable behaviors, not traits), use a rating scale appropriate for the purpose (e.g., frequency scale rather than quality scale), and include one open-ended question per competency for qualitative insight. Keep the total survey to [15-20] items to maximize response rates. Include brief instructions for respondents.</i>
	Value	Produces development-focused feedback instruments that surface specific, actionable behavioral data rather than personality judgments. Behaviorally anchored questions are more legally defensible and more useful for development planning.

Facilitation & Delivery

7	Use Case	Prepare a facilitation guide for a workshop, team session, or learning event including timing, activities, and facilitator notes.
	Sample Prompt	<i>You are an experienced workshop facilitator. I need a facilitation guide for a [length] session on [topic] for [number] participants who are [describe audience]. The goal of the session is [describe desired outcome]. Please produce a detailed facilitator guide that includes: a pre-session preparation checklist, a timed agenda with transitions, facilitator instructions and talking points for each segment, activity descriptions with materials needed, anticipated participant questions or resistance and suggested responses, and a closing that generates commitment to action. Format for use by the facilitator during the session — practical and scannable, not a prose document.</i>
	Value	Reduces facilitator preparation time while improving session quality and consistency. A well-designed facilitation guide also makes the session replicable by other facilitators.
8	Use Case	Design an interactive activity or exercise for a specific learning objective that can be used in a live or virtual setting.

	Sample Prompt	<i>You are an experienced learning designer and facilitator. I need an interactive activity for a [live / virtual] session of [number] participants aimed at [specific learning objective, e.g., practicing difficult conversations / applying a decision-making framework / building cross-functional understanding]. The activity should: take approximately [time] minutes, require minimal materials or technology, generate genuine discussion or insight rather than just being engaging for its own sake, and work for a group with [describe range of experience or familiarity with the topic]. Please provide: the activity instructions (written for participants), the facilitator debrief questions, and a note on what to watch for and how to intervene if the activity stalls.</i>
	Value	Moves learning from passive reception to active application. Well-designed activities generate more durable learning than content delivery and create shared reference points for future team conversations.

Evaluation & Impact

9	Use Case	Design a learning evaluation approach that measures genuine impact rather than just participant satisfaction.
	Sample Prompt	<i>You are an experienced learning evaluation specialist. I need to evaluate the impact of [describe the training or development program]. The program aims to [describe learning objectives and intended behavior change]. Please design a multi-level evaluation approach that includes: Level 1 — a short post-session participant feedback survey (5-7 questions focused on relevance and application intent, not just satisfaction), Level 2 — a knowledge or skill check administered immediately after learning, Level 3 — a follow-up assessment [30 / 60 / 90] days later to measure behavioral application, and Level 4 — 1-2 organizational indicators that would show business impact if the learning transferred successfully. For each level, specify the method, timing, and who is responsible.</i>
	Value	Shifts L&D from activity-reporting to impact-demonstrating. Most organizations measure only Level 1 (satisfaction). Levels 3 and 4 are where learning's ROI becomes visible — and where the case for future investment is built.

10	Use Case	Analyze learning evaluation data and produce an actionable summary for leadership or program sponsors.
	Sample Prompt	<i>You are an experienced learning analytics specialist. I am going to provide evaluation data from [describe the program]. Please analyze this data and produce a summary that: identifies the key findings at each evaluation level (satisfaction, learning, behavior change, business impact where available), highlights what worked well and what should be improved, quantifies impact where the data supports it, recommends specific changes to the program design or delivery, and suggests the 1-2 most important next steps for the program. Tone: evidence-based and</i>

		<i>direct. Write for a leadership audience who wants conclusions and recommendations, not raw data. [Paste evaluation data here]</i>
	Value	Converts raw evaluation data into leadership-ready insights that support program improvement and budget justification. The recommendation focus ensures the analysis drives action rather than sitting in a report.

Important: AI-generated learning content should be reviewed by subject matter experts before use to ensure accuracy and relevance. Do not input personally identifiable learner data, confidential performance information, or sensitive employee details into free or unapproved AI tools. AI can design the structure — effective facilitation and genuine human connection remain irreplaceable in learning.