



Prompting Playbook.

Helping you get confident & capable with
the use of AI Prompting.



Getting the most from an AI prompt.

We've designed this playbook to help anyone getting started with AI, regardless of the platform you use. Whether you're CoPilot crazy, Chat GPT loyal or leaning into code with Claude, this guide can help.

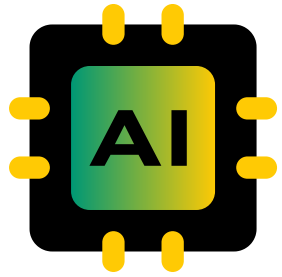
You'll find 3 things on each page.

- 1. The Prompt**
- 2. The likely result and what to do with it.**
- 3. How to make it even more powerful with a paid corporate account.**



Prompt #1

Use when: You have a messy document, email thread, meeting notes, or webpage.



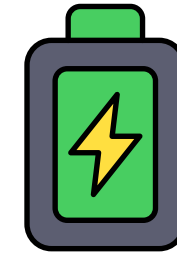
“Summarise this information and extract the 5 most important insights.”

What to expect back

- Clean, structured summary
- Key insights
- Sometimes themes or risks

What to do with it

- Turn it into a briefing for your team
- Use it to make decisions faster
- Spot gaps or next steps

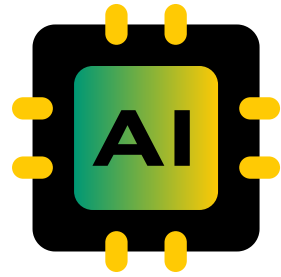


If you have a paid corporate account super charge your prompt to this.

“Summarise this information, extract the 5 most important insights, identify hidden patterns, and propose 3 strategic actions tailored to a business like ours. Show me the parts of the text you used.”

Prompt #2

Use when: You have an email, announcement, or document that feels clunky.



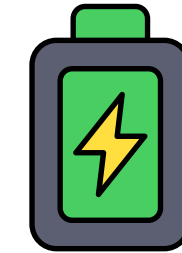
“Rewrite this so it’s clearer, shorter, and more professional.”

What to expect back

- A tighter, more polished version
- Improved tone
- Better structure

What to do with it

- Use it as inspiration for your final draft
- Compare versions to improve your own writing
- Take the best parts that suit your content

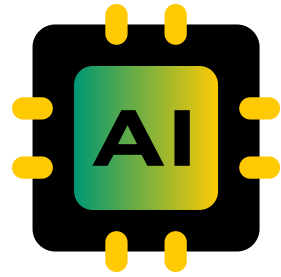


If you have a paid corporate account super charge your prompt to this.

“Rewrite this in our brand tone of voice with clarity, brevity, and authority. Provide three tone variations (professional, friendly, persuasive) and explain why each works.”

Prompt #3

Use when: You want to standardise a task or create a mini-playbook.



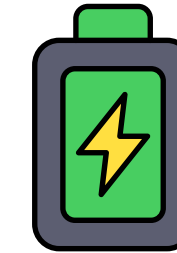
“Turn this into a step-by-step process that anyone could follow.”

What to expect back

- A clear, numbered process
- Optional checklists
- Sometimes risks or tips

What to do with it

- Use it for onboarding
- Add it to your role-based playbooks
- Share with your team to improve consistency

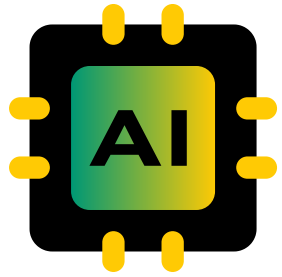


If you have a paid corporate account super charge your prompt to this.

“Turn this into a step-by-step process with decision points, exceptions, risks, and a version tailored to beginners vs experts.”

Prompt #4

Use when: You're learning something unfamiliar.



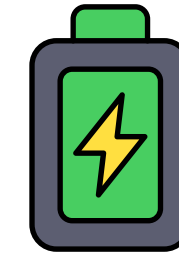
“Explain this to me like I’m completely new to the topic.”

What to expect back

- A simple explanation
- Examples
- Sometimes analogies

What to do with it

- Use it to build confidence
- Share with colleagues who need the same clarity
- Share with other departments

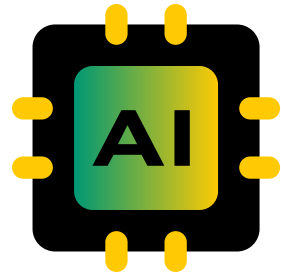


If you have a paid corporate account super charge your prompt to this.

“Explain this at three levels: beginner, intermediate, and expert. Include diagrams, metaphors, and a short quiz to check understanding.”

Prompt #5

Use when: You want creativity on demand and need some fresh ideas.



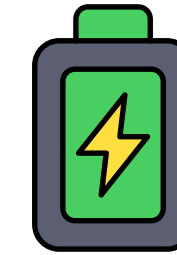
“Generate 10 ideas for how we could improve.....”

What to expect back

- A list of ideas
- Some practical solutions
- Some imaginative ideas
- A different viewpoint

What to do with it

- Pick 2–3 to explore
- Use it to spark team brainstorming
- Ask the team to stress test each one

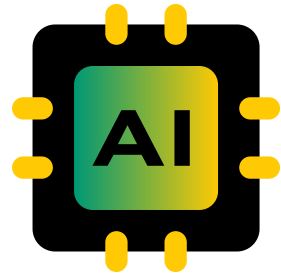


If you have a paid corporate account super charge your prompt to this.

“Generate 10 ideas that match our style, then rank them by impact vs effort and provide a recommended roadmap.”

Prompt #6

Use when: You need to translate internal jargon into human language.



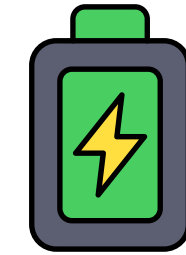
“Turn this into a simple customer friendly explanation.”

What to expect back

- A clearer, more empathetic version
- Simpler language
- Customer centric framing

What to do with it

- Use it in emails
- Use it in FAQs, scripts, or training
- Use it to guide templates and other often used documents

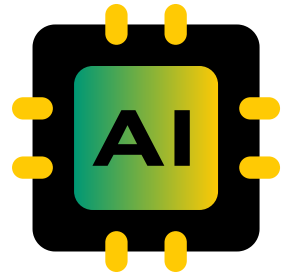


If you have a paid corporate account super charge your prompt to this.

“Turn this into a customer friendly explanation using our tone of voice. Provide me with three tone options and a micro-script for frontline staff.”

Prompt #7

Use when: You're choosing between tools, suppliers, strategies, or approaches.



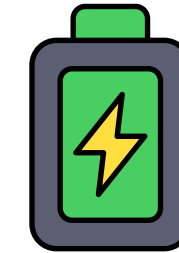
“Create a simple comparison table for these options.”

What to expect back

- A neat table
- Easy to follow data
- Pros and cons
- Key differences

What to do with it

- Use it for decision making
- Share with stakeholders
- Use it to spark ideas and discussion

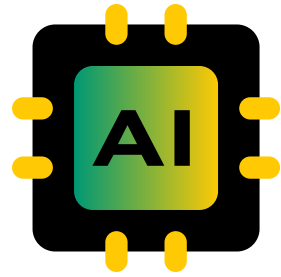


If you have a paid corporate account super charge your prompt to this.

“Create a comparison table and include weighted scoring, risks, and a recommendation based on the context of our business”

Prompt #8

Use when: You're staring at a blank page.



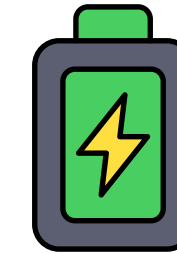
“Draft a first version of this type of document for me.”

What to expect back

- A structured first draft
- Headings, sections, and flow
- Inspiration

What to do with it

- Edit it to match your voice
- Use it as a starting point
- Take inspiration

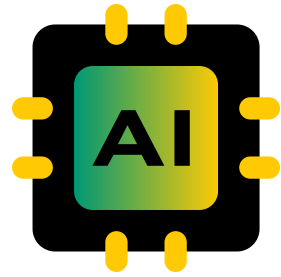


If you have a paid corporate account super charge your prompt to this.

“Draft a first version with multiple structural options in a style that suits our business. Highlight where I need to add human judgement.”

Prompt #9

Use when: You want a second pair of eyes or a quick sense check.



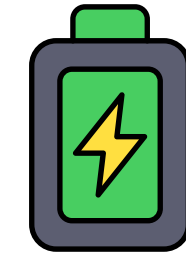
“Identify the risks, opportunities, and blind spots in this piece of work.”

What to expect back

- A risk list
- Opportunities you may not have seen
- Questions to consider

What to do with it

- Strengthen your work
- Prepare for stakeholder challenges
- Take inspiration

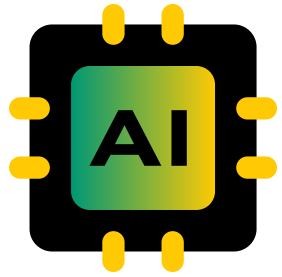


If you have a paid corporate account super charge your prompt to this.

“Identify risks, opportunities, blind spots, and propose mitigation strategies. Prioritise them by likelihood and impact.”

Prompt #10

Use when: You want to upskill people quickly.



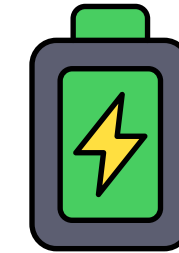
“Turn this into a training resource for my team.”

What to expect back

- A simple training outline
- Key points
- Maybe a quiz or examples

What to do with it

- Use it in onboarding
- Add it to your L&D programme
- Build it into your role-based playbooks



If you have a paid corporate account super charge your prompt to this.

“Turn this into a training resource with learning objectives, scenarios, a short assessment, and a facilitator guide. Base this on our business and what we do”

Resources & Inspiration



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