

Workplace AI Prompt Writing and Testing Course

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Overview

Workplace AI Prompt Writing and Testing Course is a one-week foundation course for business professionals, analysts, marketers, HR teams, administrators, content teams, and managers, who leave with a Workplace Prompt Playbook. Participants use workplace AI prompt writing to frame tasks, structure context and constraints, test outputs, check sources, and manage reusable prompts for business workflows. Agile Leaders Training Center provides training in prompt testing and workplace generative AI.

Who Should Attend

- Business analysis teams responsible for defining needs and evaluating outputs
- Marketing and content teams responsible for audience-specific communications
- HR and learning teams responsible for people processes and knowledge content
- Administrative teams responsible for documents, summaries, and recurring tasks
- Managers responsible for reviewing AI-assisted work and setting controls
- Operations teams responsible for repeatable workflows and handoffs

The course assumes participants use generative AI for workplace tasks and leaves out model development, coding, API integration, technical architecture, and vendor-product administration.

Departments and Industries

The course supports prompt design and review across business functions and service environments.

- Marketing, communications, and customer service
- Human resources, learning, and administration
- Business analysis, operations, and project teams
- Financial services, healthcare, and professional services
- Manufacturing, retail, education, and public services

Learning Objectives

By the end of this course, participants will be able to:

- Analyze workplace tasks before writing prompts
- Build prompts with context, constraints, examples, and formats
- Apply structured prompt patterns to recurring business tasks
- Evaluate outputs with test cases and quality rubrics
- Diagnose hallucination, bias, and source-handling problems

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- Build reusable prompt libraries and workflow handoffs

Course Agenda

Day 1: Task Framing and Prompt Anatomy

- Workplace Task and Outcome Definition Canvas
- Audience, Context, and Source Brief
- Instruction, Constraint, and Boundary Checklist
- Output Format and Completion Criteria Sheet
- Prompt Assumption and Clarification Log

Day 2: Structured Prompt Patterns

- Role, Task, Context, and Constraint Pattern
- Example-Based Prompt Design Method
- Step Sequence and Task Decomposition Map
- Tone, Terminology, and Audience Control Matrix
- Structured Output Schema Template

Day 3: Prompt Testing and Quality Evaluation

- Prompt Test Case Matrix
- Output Quality Evaluation Rubric
- Hallucination and Unsupported Claim Check
- Bias and Representation Review
- Prompt Version and Change Log

Day 4: Prompt Libraries and Workflow Integration

- Reusable Prompt Library Taxonomy
- Prompt Input and Variable Template
- Source Handling and Attribution Checklist
- Human Review and Escalation Gate
- Workflow Handoff and Usage Guide

Day 5: Workplace Prompt Writing Practice

- Suggested Exercise: Frame a Workplace Task and Outcome
- Suggested Exercise: Build a Structured Business Prompt
- Suggested Exercise: Test Outputs with a Quality Rubric
- Suggested Exercise: Design a Reusable Prompt Library
- Capstone Exercise: Workplace Prompt Playbook

Practical Exercises

The course uses suggested activities to turn workplace needs into prompts that can be tested, reviewed, and reused.

- Suggested activity: frame tasks, audiences, sources, constraints, and completion criteria
- Suggested activity: write structured prompts using examples, formats, and controlled terminology
- Suggested activity: test outputs for quality, unsupported claims, bias, and source handling
- Suggested activity: organize prompt versions, reusable templates, review gates, and workflow handoffs

FAQs

Who suits workplace AI prompt writing and testing training?

Workplace AI prompt writing and testing suits business, analysis, marketing, HR, administrative, content, management, and operations contributors. It assumes practical use of generative AI for work tasks, not coding or model development.

How does workplace prompt writing differ from prompt engineering for developers?

Workplace prompt writing focuses on business tasks, context, constraints, examples, output formats, quality review, sources, and reusable libraries. Developer-focused prompt engineering may include APIs, software integration, technical architecture, and model behavior.

How should teams test generative AI prompts?

Teams should test prompts with representative cases, expected criteria, controlled inputs, output rubrics, source checks, bias review, version records, and human approval points.

What belongs in a reusable workplace prompt library?

A reusable workplace prompt library includes task purpose, intended users, required inputs, context, constraints, examples, output structure, quality criteria, source rules, owner, version history, and review guidance.

How can prompt testing reduce unsupported AI outputs?

Prompt testing can reduce unsupported outputs by requiring source context, separating facts from assumptions, requesting uncertainty signals, checking claims against supplied material, and routing consequential results for human review.

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Conclusion

Participants take back a Workplace Prompt Playbook containing task canvases, prompt patterns, test cases, rubrics, source checks, versions, library structures, and review gates. It makes workplace prompt decisions visible and repeatable. It supports consistent drafting, evaluation, reuse, and human oversight across business workflows.

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