

Prompt Engineering for Productivity

MODULE	TITLE	TOPIC 1	TOPIC 2	TOPIC 3
1	Understanding Prompt Engineering.	What is Prompt Engineering? An overview of how AI models interpret instructions and why wording matters.	How AI Understands Language Simple explanation of context, tokens, and how AI generates responses.	
2	Building Better Prompts	Prompt Structure Basics Learn clarity, context, and constraints to improve AI responses.	Using Roles, Tasks, and Formats Guide AI by defining roles (e.g., "act as a..."), tone, and output structure.	Examples: Weak vs. Strong Prompts See real comparisons and how small changes produce big improvements.
3	Iterative & Conversational Prompting	Refining Responses with Follow-Ups Learn to guide AI step-by-step for precision.	Chaining Prompts for Complex Tasks Use multiple prompts together to build complete workflows.	
4	Prompting for Everyday Productivity	Writing and Communication Tasks Use prompts for email drafting, report writing, and summarization.	Idea Generation and Problem Solving Brainstorm topics, outlines, or creative solutions using structured prompting.	
5	Advanced Prompting Strategies	Prompt Frameworks and Templates for Work Introduce formulas like CRAFT (Context, Role, Action, Format,		