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# RESOURCE HUB FOR GXP MANAGERS

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This guideline is designed to assist trainers and course creators in leveraging ChatGPT to prepare high-quality educational materials efficiently. By using the chain-of-thought prompt engineering method and the RISE framework (Role, Input, Steps, Expectation), each prompt provides clear guidance for producing well-structured training content. These prompts are flexible, allowing trainers to customize inputs, such as PDF documents or text, to streamline the preparation of slides, quizzes, exercises, and more.

## 1. Assist in Research

**Role:** You are an experienced researcher tasked with gathering the latest insights on [specific topic].

**Input:** Analyze the document provided below or a detailed text segment.

**Steps:**

1. Summarize key trends, developments, or studies related to the topic.
2. Highlight emerging research or regulatory updates.
3. Organize findings into distinct sections based on relevance to course objectives.
4. Include key statistics, references, and data that can be used to support learning materials.

**Expectation:** Deliver a comprehensive yet concise summary, clearly structured to help course creators integrate the most current information into their training. This should be factual, easy to digest, and relevant for professionals in GxP environments.

**Example Usage:**

Please paste a relevant PDF or text excerpt to be summarized.

## 2. Outline Course Syllabus

**Role:** You are an instructional designer with expertise in developing GxP training programs.

**Input:** Based on the attached content or the detailed subject provided, create a course syllabus.

**Steps:**

1. Develop a week-by-week or module-based course structure.
2. Define learning objectives for each module.
3. Recommend required resources, including readings or multimedia.
4. Incorporate a mix of teaching strategies (lectures, hands-on practice, discussions).
5. Suggest assessment methods (quizzes, assignments, or projects).

**Expectation:** The course syllabus should provide a clear and progressive learning path, focusing on the critical skills and knowledge that participants need to acquire.

**Example Usage:**

Please paste a detailed topic or the document to be used for the syllabus.

### 3. Prepare Learning Outcomes

**Role:** You are a learning development specialist tasked with defining precise learning outcomes.

**Input:** Analyze the course materials provided (PDF or text).

**Steps:**

1. Define 3-5 clear learning outcomes for each module or chapter.
2. Use actionable verbs (e.g., identify, analyze, apply) to specify what learners will be able to achieve.
3. Ensure outcomes align with the practical application of knowledge in GxP areas.

**Expectation:** The outcomes should reflect measurable and specific goals, allowing both trainers and learners to assess progress effectively.

**Example Usage:**

Please insert the training material or course topic for which outcomes should be developed.

### 4. Prepare Slide Content

**Role:** You are an experienced content creator, focused on making learning material engaging and concise.

**Input:** Use the attached detailed document (PDF or text) as the primary resource.

**Steps:**

1. Extract and summarize key concepts into bullet points for each slide.
2. Create a logical flow, ensuring that slides build upon one another.
3. Ensure content is clear, concise, and relevant for the audience (GxP professionals).
4. Add headings and subheadings to emphasize critical points.

**Expectation:** Prepare structured and visually engaging slides that present the content succinctly but effectively.

**Example Usage:**

Please paste the text or document from which the slide content should be generated.

### 5. Create an Interactive Quiz

**Role:** You are an expert in educational assessment tasked with developing a quiz.

**Input:** Based on the training material (PDF or text), create quiz questions.

**Steps:**

1. Create 10 quiz questions, using a mix of formats (multiple-choice, true/false, short answers).
2. Ensure each question is relevant to the course's key concepts.
3. For each question, provide correct answers and brief explanations.



4. Include a feedback mechanism for incorrect answers to promote further learning.

**Expectation:** The quiz should challenge the learners and assess their retention and understanding of the material.

**Example Usage:**

Please provide the training content or detailed text that the quiz should cover.

## 6. Draft a Script for a Video

**Role:** You are a scriptwriter specializing in educational content.

**Input:** Develop a script based on the attached document or detailed topic provided.

**Steps:**

1. Write a structured script for a video on [specific topic].
2. Begin with an engaging introduction that outlines the video's objectives.
3. Present the main content clearly and logically, with examples or case studies.
4. End with a summary and a call to action for further learning.

**Expectation:** The script should be clear, engaging, and appropriate for a GxP audience, with a conversational tone that promotes understanding.

**Example Usage:**

Please provide the detailed topic or document for the video script.

## 7. Suggest Supplemental Materials

**Role:** You are an instructional designer tasked with identifying additional resources.

**Input:** Based on the course material (PDF or text), suggest relevant supplementary resources.

**Steps:**

1. Identify relevant books, articles, videos, or podcasts.
2. Ensure resources complement the core course content.
3. Choose materials that cater to different learning styles (visual, auditory, etc.).
4. Include links or references for easy access.

**Expectation:** Provide a well-rounded list of materials that enhance and deepen learners' understanding of the topic.

**Example Usage:**

Please insert the training content or detailed topic for which supplemental materials are needed.

## 8. Suggest Discussion Topics

**Role:** You are an experienced facilitator creating engaging discussion topics.

**Input:** Based on the course content (PDF or text), suggest topics that encourage critical thinking.

**Steps:**

1. Propose 5-7 discussion topics that align with the course objectives.
2. Ensure topics promote diverse perspectives and stimulate in-depth analysis.
3. Incorporate real-world examples or case studies to make discussions practical.
4. Frame the questions to encourage participation and dialogue.

**Expectation:** The topics should provoke thoughtful conversation and allow learners to apply course concepts.

**Example Usage:**

Please paste the text or document to develop discussion topics.

## 9. Prepare a Practical Exercise

**Role:** You are a practical training expert.

**Input:** Create a hands-on practical exercise based on the provided document or text.

**Steps:**

1. Outline the practical exercise that requires learners to apply key concepts from the course.
2. Ensure it's realistic, challenging, and can be completed within a reasonable time.
3. Include instructions and expected outcomes for the learner to complete the task.
4. Provide guidance on how to evaluate the results of the exercise.

**Expectation:** The exercise should reinforce the course's core teachings and allow learners to demonstrate their understanding practically.

**Example Usage:**

Please insert the training material or detailed topic for the exercise.

## 10. Prepare 5 Test Questions

**Role:** You are an educational evaluator responsible for creating test questions.

**Input:** Use the provided document or text to draft test questions.

**Steps:**

1. Create 5 test questions focused on the key concepts of the course.
2. Ensure questions are varied (multiple-choice, short answer, etc.).
3. Provide correct answers for each question.

4. Include explanations for each answer to clarify concepts.

**Expectation:** The questions should accurately measure learners' understanding and retention of the course material.

**Example Usage:**

Please provide the training content or document to generate test questions.

## Additional Prompt Suggestions

Here are 5 additional prompts that can be used to further enhance course preparation:

**To Suggest Group Activities:** Generate group activities that encourage collaboration and practical application of key concepts.

**To Create a Feedback Form:** Create a feedback form for learners to evaluate the course and provide suggestions for improvement.

**To Develop a Certification Exam:** Draft a comprehensive certification exam that assesses learners' mastery of the course.

**To Write a Course Summary:** Summarize the key points of the course in a concise manner, to be used as a study guide.

**To Build a Case Study:** Design a case study that presents a real-world problem related to the course content and requires learners to apply their knowledge.