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ChatGPT Prompts

FOR LEARNING DESIGNERS



JUSTIN SEELEY

1

Redesign existing materials & assets

Take this [course outline or transcript] and convert it into a series of [#] microlearning modules, each under [X] minutes. For each module, provide a suggested title, key learning objective, recommended content format (e.g., video, scenario, quiz), and one idea to drive learner engagement.



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Why it works:

Microlearning increases retention and engagement by delivering content in short, focused bursts. This prompt helps you chunk large trainings into manageable pieces quickly.

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Scenario-based training

Design [#] realistic workplace scenarios to teach [soft skill, e.g., conflict resolution]. Each scenario should include a brief setup, 2–3 decision paths with consequences, and a reflection prompt to encourage learner self-awareness. Scenarios should be grounded in [industry or role] context.



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Why it works:

Scenario-based learning enhances critical thinking and application. ChatGPT can generate authentic, context-rich situations that mirror real challenges learners face.

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Summarizing SME notes into a draft

You are an instructional designer. Based on this set of SME notes or meeting transcript: [paste content], extract the key learning goals and organize the information into a draft course outline with [#] sections. For each section, include 2–3 bullet points of content and one interactive element suggestion.



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Why it works:

Extracting usable content from SME notes can be time-consuming. This prompt turns messy input into organized, instructional-ready outlines.

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Translation & localization of assets

Translate the following learning content into [language], maintaining professional tone and instructional clarity. Adjust idioms, metaphors, and culturally specific examples for a [target audience or region] audience. Provide a summary of key localization decisions and rationale for each.



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Why it works:

Language translation alone isn't enough—this prompt ensures cultural relevance and learner appropriateness, especially for global audiences.

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Designing blended learning experiences

Develop a blended learning plan to train [audience] on [topic, e.g., new software or policy]. Include proposed learning formats (e.g., eLearning, live session, quick guide), a sample timeline, and ideas to drive engagement across different learner types. Address known constraints like [e.g., time zones, limited facilitator availability].



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Why it works:

Blended programs require strategic planning. This prompt helps balance modalities, timelines, and delivery methods for diverse learner needs.

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Learner-friendly language conversion

Take this compliance training content: [paste content] and rewrite it for [audience], focusing on clarity, simplicity, and learner engagement. Avoid jargon. Add examples or stories to illustrate key points. Ensure tone is appropriate for [industry or company culture].



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Why it works:

Compliance training is often dry and jargon-heavy. This prompt rewrites it in plain language with added storytelling to make it digestible.

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Developing learner personas

Create [#] learner personas for a training program on [topic]. Each persona should include: name, role, goals, learning preferences, pain points, and one quote that summarizes their mindset. Use a tone appropriate for [e.g., internal stakeholder presentation or design brief].



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Why it works:

Personas improve design alignment. This prompt helps clarify learner goals, challenges, and motivations, so your training hits the mark.

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Accessibility & inclusion

You are reviewing this training script: [paste script] for accessibility and inclusive language. Suggest improvements to support learners who are [e.g., neurodivergent, visually impaired, English language learners]. Reference principles from [e.g., WCAG, UDL] in your recommendations.



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Why it works:

Inclusive design is essential. This prompt applies accessibility principles like UDL and WCAG to improve learning for all audiences.

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Building assessment questions

Write [#] knowledge check questions that align with the following learning objectives: [list objectives]. Use a mix of question types (multiple choice, scenario-based, short answer) and ensure each question focuses on application of knowledge rather than recall. Include correct answers and brief rationales.



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Why it works:

This prompt ensures assessments directly support learning goals and focus on application over rote recall, improving learning measurement.

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Analyzing learner feedback

You are an L&D analyst. Review the following learner feedback from a recent training session: [insert feedback data or comments]. Identify patterns in sentiment, highlight areas of confusion or low engagement, and suggest 3 evidence-based improvements to enhance future versions of the course.



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Why it works:

Post-training feedback often gets overlooked. This prompt turns qualitative data into actionable insights for continuous course improvement.

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