

Prompt Guide: Understanding Your Learners

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From Data to Actionable Training Ideas with AI

Here are 5 adaptable AI prompts that help you go from Excel survey data to design-ready insights and training ideas, with a focus on users, low-budget, and practical strategies.

Before you begin: Prep your data

Before using these prompts, make sure your data is in a clean single-table format. You can paste the table directly into AI (or your AI tool of preference), or upload the file.

Do not share emails, phone numbers, or personal information on the table you use. Keeping user confidentiality is very important. Here is an [example of a fictitious data set](#) you can test to try this out!

Prompt 1: Provide all the context so that your AI tool understands the data

"I'm going to share a table with responses from a digital readiness survey. These people are mostly in _____ (give as much context as you can). Please review the table and confirm once you've understood the structure and type of responses."

Prompt 2: Ask for support in identifying themes for training design

"Based on this table, help me identify key themes or patterns in users' digital behaviors, confidence levels, and content preferences. These will inform the design of a training curriculum or a 'train the trainers' module."

Prompt 3: Ask to extract actionable insights

"From the themes you identified, what are the most actionable insights I should take into account when designing the training? Think in terms of what users need, what motivates them, and what might be barriers to engagement."

Prompt 4: Ask to suggest low-effort, low-budget activities

"Given these insights, what are some low-effort, low-budget training actions I can implement to meet them where they are, especially in low-resource environments? (provide more context when required)"

Prompt 5: Ask to create digital nudges that work

*“What **digital nudges** (reminders, small prompts, or behavioral triggers) could I design to improve participation and engagement, especially through platforms like _____? Make them simple, human, and low-cost.”*

Extra prompt: Ask to give you 10 suggestions

“Give me a list of 10 suggestions I can apply when designing this training program, taking into account this audience’s digital habits, confidence levels, and engagement patterns.”

Bonus Tips:

- You can treat this exercise like a conversation and say “*Based on the previous answers...*” to build a conversation thread.
- Add your own knowledge about the context or community you are working on. The more context the better.
- Share your results with someone else who can give you valuable feedback.