

Using AI in Research, Teaching, and Professional Work: a hands-on workshop

Prompt to copy/paste

Turn a work goal into options (Slide 16)

Prompt to start with:

Turn staff onboarding into 3 practical AI-supported options for a department administrator. Output a table with columns: option, possible AI support, expected product, human check, and first next step. Do not assume local policies or approvals. Mark anything that needs confirmation.

Follow-up prompt:

Which option is lowest risk and easiest to test this week? Give me a 20-minute pilot plan.

Reusable prompt shell:

Turn [topic/task] into 3 practical options for [audience]. Output a table with columns: option, possible AI support, expected product, human check, and first next step. Do not assume local policies or approvals. Mark anything that needs confirmation.

Keyword replacements examples:

[topic/task] options: - faculty AI training - staff onboarding - literature search - student feedback summary - meeting note workflow - policy summary - program evaluation plan - manuscript editing process - seminar promotion - workshop evaluation survey - research team communication	[audience] options: - faculty - staff - research team - department leadership - program coordinators - learners - community partners - reviewers - workshop participants
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Plan a literature or information search (Slide 17)

Prompt to start with:

Help me plan a literature or information search on AI literacy among faculty for a workshop planning memo. Do not provide citations yet. Give me key concepts, synonyms, possible search strings, sources to check, inclusion/exclusion criteria, a review table template, and a verification checklist.

Follow-up prompt:

Turn this into a search worksheet I can give to workshop participants. Keep it concise and leave space for them to record verified sources.

Human check:

Search real sources yourself. Verify every title, author, journal, year, claim, guideline, and policy before using it.

Reusable prompt shell:

Help me plan a literature or information search on [topic] for [purpose]. Do not provide citations yet. Give me: key concepts, synonyms, possible search strings, sources to check, inclusion/exclusion criteria, a review table template, and a verification checklist.

Keyword replacements examples:

[topic] options: - AI literacy among faculty - faculty development for online teaching - workplace burnout prevention - student engagement in online courses - staff training effectiveness - data privacy education - community engagement in public health - program evaluation methods - professional development outcomes	[purpose] options: - workshop planning - grant background - literature review - policy memo - training update - manuscript introduction - course module design - administrative briefing	[sources to check] options: - library databases - PubMed - ERIC - Google Scholar - official government websites - institutional policy pages - professional association guidance - journal websites
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Summarize only provided sources (Slide 18)

Prompt to start with:

Summarize only the text I provide. Do not add outside facts or citations. Extract: purpose, setting, methods, audience, key findings, limitations, and relevance to literature review. If something is not stated, write not stated. Output as a table.

“Background: Many institutions are offering short workshops to help faculty understand generative AI tools. This pilot evaluation examined whether a 90-minute workshop improved self-reported confidence in writing prompts and identifying privacy risks. Methods: Participants completed anonymous pre- and post-workshop surveys using a five-point confidence scale. Results: Participants reported higher confidence after the workshop, especially for writing prompts and recognizing when not to upload sensitive information. Limitations: The evaluation used a single site, short follow-up, self-reported outcomes, and no comparison group. Conclusion: Short workshops may be useful for introducing practical AI-use principles, but longer-term behavior change was not assessed.”

Follow-up prompt:

Now turn the summary into three discussion questions for a project team. Make clear which questions require checking the original source.

Human check:

Compare the AI summary with the original text. Check that AI did not add sample size, dates, effect sizes, authors, journal names, or conclusions not present in the provided text.

Reusable prompt shell:

Summarize only the text I provide. Do not add outside facts or citations. Extract: purpose, setting, methods, audience, key findings, limitations, and relevance to [project]. If something is not stated, write [not stated]. Output as a table.

[project] options:

- workshop planning
- program evaluation
- literature review
- training improvement
- grant background
- administrative briefing

Explain or teach a concept (Slide 19)

Prompt to start with:

Explain AI hallucination to staff team members at a beginner level. Give a plain-language explanation, one workplace example, one common misunderstanding, three discussion questions, and one point a subject-matter expert should verify.

Follow-up prompt:

Make the explanation shorter for a slide. Then make it warmer and more encouraging for a workshop handout.

Human check:

Confirm accuracy, tone, accessibility, and audience fit.

Reusable prompt shell:

Explain [concept] to [audience] at a [level] level. Give a plain-language explanation, one workplace or teaching example, one common misunderstanding, three discussion questions, and one point a subject-matter expert should verify.

Keyword replacements examples:

[concept] options: - AI hallucination - data privacy - literature review - peer review - survey bias - workflow mapping - implementation barrier - pre-post evaluation - plain-language communication - accessibility in slides	[audience] options: - new faculty - staff team - research team - trainees - program leaders - community partners - workshop participants - interdisciplinary team	[level] options: - beginner - refresher - intermediate - non-technical - executive briefing - training session
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Format or convert messy notes (Slide 20)

Example 1:

Prompt to start with:

Convert these rough notes into a workshop agenda. Preserve meaning. Do not add facts. Leave missing details as [to verify]. Group related items and end with questions I should confirm.

Follow-up prompt:

Now turn the agenda into a participant checklist with before, during, and after columns.

Human check:

Check sequence, timing, missing people, policy issues, and whether AI invented details.

Reusable prompt shell:

Convert these rough notes into [format]. Preserve meaning. Do not add facts. Leave missing details as [to verify]. Group related items and end with questions I should confirm.

[format] options:

- action-item table
- workshop agenda
- checklist
- slide outline
- facilitator guide
- timeline
- rubric
- project plan
- FAQ draft

Example 2:

Prompt to start with:

Turn this list into a clean table with columns: audience, need, possible AI support, and human check. Do not add new audiences or needs. If a detail is missing, write not stated.

- Faculty need examples they can use immediately.
- Staff asked for help with meeting notes and emails.
- Researchers asked about literature search terms.
- Administrators asked about privacy and policy boundaries.

- Several people want flyer and slide design examples.
- Everyone needs a reminder to verify facts and not upload sensitive data.

Follow-up prompt

Now sort the table by likely workshop priority: high, medium, low. Explain your reasoning briefly and mark assumptions.

Human check

Make sure AI did not create needs that were not in the notes.

Example 3:

Prompt to start with:

Edit this paragraph for clarity and flow. Preserve my meaning. Do not add new facts. Give me three versions: shorter, clearer, and more polished. After the versions, list what changed and what I should verify.

“Our workshop is trying to help people learn about AI in a way that is not only about exciting tools but also about being careful. Many people have tried ChatGPT, but they may not know how to write a prompt that has enough context or how to check the answer. The session will include examples for research, teaching, administration, writing, and visualization. We want people to leave with one prompt they can use in their own work and a simple habit for checking the result before using it.”

Follow-up prompt:

1. Make it more concise for a slide.
2. Make it more formal for a workshop proposal.
3. Make it warmer for an email invitation.
4. Expand it slightly into a 150-word workshop description.
5. Identify sentences that sound vague and suggest clearer wording.

Human check:

Check that the final paragraph still represents your message, voice, evidence, and institutional context.

Write, edit, rewrite, and change tone (Slide 21)

Example 1: Polish an email

Prompt to start with:

Polish this email for students in a professional tone. Keep the meaning. Do not add dates, room, registration links, speaker names, or claims that are not provided. Give me: subject line, concise version, warmer version, and a checklist of details to confirm before sending.

“Hi everyone, I am writing to remind you that we are doing the AI workshop next week. Please bring your laptop because we will do activities. We will talk about prompts, examples for teaching and work, and some things to be careful about like private data. If you know someone who wants to join, please tell them. I will send the room later when it is confirmed. Thanks.”

Follow-up prompt:

Now make the email 30 percent shorter while keeping the call to action.

Human check:

Confirm date, time, location, registration link, audience list, confidentiality, and tone before sending.

Example 2: change tone

Prompt to start with:

Rewrite this sentence in five tones: professional, warm, plain-language, more formal, and more persuasive. Keep the meaning the same. Do not add incentives or deadlines. “Please complete the survey after the workshop so we can understand what was useful and improve future sessions.”

Follow-up prompt:

Which version is best for [audience], and why? Give a brief explanation and note any risk in tone.

[audience] options:

- faculty
- staff
- students
- external partners
- community participants
- senior leadership

Human check:

Make sure the tone matches the relationship, power dynamics, and local communication norms.

Visualize, design, and promote (Side 22)

Example 1:

Prompt to start with:

Suggest 3 visual formats for an AI workshop for faculty and staff. For each, provide title, key message, layout idea, needed text, suggested visual elements, and human checks. Do not invent dates, logos, names, or results.

Follow-up prompt:

Choose the flyer option and draft flyer text with placeholders for date, time, room, registration link, speaker, and institutional branding.

Human check:

Verify date, time, location, logo/branding permission, accessibility, audience fit, and whether the visual message is accurate.

Reusable prompt shell:

Suggest 3 visual formats for [topic/event/process] for [audience]. For each, provide: title, key message, layout idea, needed text, suggested visual elements, and human checks. Do not invent dates, logos, names, or results.

Keyword replacements examples:

[topic/event/process] options: - AI workshop - research seminar - staff onboarding process - literature review workflow - grant timeline - faculty development program - community training event - data privacy reminder - annual report summary	[audience] options: - faculty - staff - researchers - administrators - trainees - community partners - seminar attendees - leadership team	[visual format] options: - seminar flyer - promotion flyer - concept map - conceptual framework - workflow diagram - process flowchart - timeline - infographic - slide visual - poster layout
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Example 2: Conceptual Framework or Logic Model

Prompt to start with:

Create a draft conceptual framework for an AI literacy workshop. Use only general categories, not unsupported claims. Include inputs, activities, outputs, short-term

outcomes, longer-term outcomes, assumptions, and external factors. Output as a text diagram plus a table explaining each part.

Follow-up prompt:

Now simplify the framework into a one-slide visual plan with 4 boxes and arrows. List what evidence or stakeholder input I need before using it.

Human check:

Check logic, missing stakeholders, unsupported assumptions, and whether the framework matches the real program.

Reusable prompt shell:

Create a draft conceptual framework for [topic]. Use only general categories, not unsupported claims. Include: inputs, activities, outputs, short-term outcomes, longer-term outcomes, assumptions, and external factors. Output as a text diagram plus a table explaining each part.

[topic] options:

- AI literacy workshop
- staff onboarding program
- faculty development series
- student success initiative
- community health education program
- research mentoring program
- data privacy training

Example 3: Figure and Chart Ideas

Prompt to start with:

Suggest 3 ways to visualize this table for [audience]. For each, explain the message, the best chart or visual type, what could be misleading, and what I should check before presenting. Do not exaggerate the findings.

[audience] options:

- workshop planning team
- department leadership

- faculty committee
- staff training group
- annual report readers

Follow-up prompt:

Draft a figure title and caption for the best option. Keep the caption cautious and descriptive.

Human check:

Verify counts, labels, missing response options, denominator, survey question wording, and whether percentages are needed.

Analysis and code support (Slide 23)

Prompt to start with:

Act as a careful data-support assistant. Create a data-cleaning checklist for a workshop registration spreadsheet. Explain the steps in plain language. Do not assume the data are correct. Include checks for missing values, duplicates, labels, and privacy concerns. End with what a human should review before using the output.

Human check:

Do not upload sensitive data unless approved. Review code, formulas, and outputs before use.

Reusable prompt shell:

Act as a careful data-support assistant. Help me with [task]. Explain the steps in plain language. Do not assume the data are correct. Include checks for missing values, impossible values, duplicates, labels, and privacy concerns. End with what a human should review before using the output.

[task] options:

- create a data-cleaning checklist
- explain this error message
- write comments for this code
- create a data dictionary template
- suggest spreadsheet quality checks
- outline steps for making a simple chart