



ASSOCIATION OF INTERNET
RESEARCH SPECIALISTS—
EDUCATION INITIATIVE
2025-2026

WEBINAR EVENT

PROMPT ENGINEERING FOR CHATGPT DETAILS OF EDUCATIONAL CONTENT



Event Reference :
WBR11182025-2

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BOARD OF EDUCATION AOFIRS

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Webinar: Prompt Engineering for ChatGPT

- **Duration:** 120 Minutes (2 Hours)
- **Subject:** Prompt Engineering for ChatGPT: Turning Vague Ideas into Precise AI Actions
- **Target Audience:** Professionals, developers, content creators, and power-users looking to maximize LLM output quality and efficiency.

Introduction & Foundations (15 Minutes)

Time	Topic	Key Learning Objectives
0:00-0:05	Welcome & Objectives	Set the stage: What is Prompt Engineering (PE) and why is it critical in 2024?
0:05-0:10	The Mindset Shift	Understand LLMs as "Pattern Matchers," not "Knowledge Bases." The key is guiding the pattern.
0:10-0:15	The Core Formula: The 4 C's	Introduce the foundation of all good prompts: Clarity , Context , Constraint , Character/Persona .

Module 1: Foundational Prompt Structures (35 Minutes)

This module focuses on the essential syntax and explicit components needed for high-quality, reliable output.

Time	Topic	Key Concepts & Techniques
0:15-0:25	Explicit Instruction & Syntax	Use of delimiters (triple quotes, XML tags) to separate instructions from data. The importance of action verbs (e.g., "Summarize," "Extract," "Draft").
0:25-0:35	Defining Character & Role	The "Act As..." pattern. How does defining a persona (e.g., "You are a Senior Python Developer," "You are a 5th-Grade Teacher") constrain the tone, vocabulary, and expertise?
0:35-0:45	Providing Context & Data	Using external information (pasted text, links, or internal knowledge) to ground the response and prevent hallucinations. Practical Demo: Summarizing a document using explicit context.

0:45-0:50	Output Constraints	Defining the desired output format: Length (word count, sentence count), Structure (Markdown, JSON, bullet points, tables), and Tone (professional, humorous, analytical).
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Module 2: Advanced Reasoning and Reliability (35 Minutes)

This module dives into methods that leverage the LLM's reasoning capabilities for complex tasks and better accuracy.

Time	Topic	Key Concepts & Techniques
0:50-1:00	Chain-of-Thought (CoT) Prompting	The most powerful technique: The simple command "Think step-by-step" or "Show your work." Using CoT for complex math, logic, and multi-stage tasks.
1:00-1:10	Few-Shot vs. Zero-Shot	When to use Zero-Shot (relying on model's innate knowledge) and when to use Few-Shot (providing 2-3 examples of the desired input/output pair) for consistency.
1:10-1:20	Iterative Prompting & Self-Correction	The process of refinement. Using the model's output in the next prompt (e.g., "Review the previous output and adjust the tone to be more formal."). The concept of <i>Self-Correction</i> (asking the model to critique its own work).
1:20-1:25	The Interview Pattern (User-Driven Inquiry)	Instructing the model to ask clarifying questions before generating the final output improves relevance.

Module 3: Real-World Applications & Workflows (25 Minutes)

Applying prompt engineering to everyday professional tasks and integrating it into daily workflows.

Time	Topic	Key Applications & Case Studies
1:25-1:35	Code Generation and Debugging	Using prompts for programming: Specifying language, desired function, constraints, and dependencies. Asking for code critiques and vulnerability identification.
1:35-1:45	Data Extraction and Formatting	Extracting structured data from messy, unstructured text (e.g., removing names and addresses from meeting notes) and forcing the output into a strict JSON or CSV format.

1:45-1:50	Customizing ChatGPT	Leveraging Custom Instructions (or System Prompts in the API) to permanently define your role, writing style, and general constraints across all conversations.
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Warp-Up & Q&A (10 Minutes)

Time	Topic	Action Items
1:50-1:55	Summary of Key Takeaways	Review the 4 C's and the importance of CoT. The mandate: "Be specific, be a director, not a conversationalist."
1:55-2:00	Live Q&A	Answer audience questions and provide links to resources.

Recommended Resources

- The official documentation for your chosen LLM (e.g., OpenAI API guides).
- Online Prompt Engineering Repositories for advanced patterns.
- Practice platform: ChatGPT's advanced models (GPT-4 or future iterations) for better CoT results.

Included in Package

- **E-book:** Fundamentals of Prompt Engineering in Online Research
- PowerPoint PDF
- Discount Coupon 2

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