

Summary of

SMARTER LEARNING WITH AI

The most important
learnings from the
course plus the prompts
to copy and paste



Thanks for taking the course. I hope you enjoyed it and got something valuable from it.

If so, please throw as many gold stars at it as you can, and share it on LinkedIn, telling other people why they should take it too.

Check your email for a link to the spreadsheet of prompts (plus a few bonus prompts). And stand by for a free prompt every Tuesday to add to your collection.

Keep learning! And I'll see you in another course real soon.

Huge thanks,

A handwritten signature in black ink that reads "Dave". The signature is fluid and cursive, with a large, stylized "D" at the beginning.

Dave Birss

LinkedIn Learning Instructor &
Co-Founder of The Gen AI Academy

How to get the most from the prompts

I've written these prompts to be easy to understand and easy to reuse. Here's how to get the most value from them:

- **Start by reading through the prompt.** This is so you get to know what a good prompt looks like and also so you get an understanding of what it will do for you.
- **Copy the prompt and paste it into your chosen AI tool.** PDFs can do weird things to the text, so you may want to delete the line breaks.
- **Scroll to the bottom of the prompt to see if there are any variables in {curly brackets}.** If there are, replace the placeholder text (I've highlighted it in **red** in this document) with your own information. The better quality information you add, the better quality results you can expect. Don't be lazy!
- **Ask yourself how you might improve the results.** Then, edit the prompt accordingly. Write in plain language that a human can easily understand.
- **Try writing your own version of the prompt.** This is bonus learning! Maybe check my ["How to Research And Write..." course](#) to learn about the CREATE framework.

WHAT TO EXPECT FROM THE COURSE

Apply these research-backed AI prompts immediately to transform potential into career advantage before memory fades.

Need a career boost? You've come to the right place! This course features 10 powerful AI prompts designed to develop specific, in-demand employer skills—backed by science, not generic advice.

Did you know video lessons improve retention by 30% compared to text-only learning? And that spaced repetition strengthens neural connections? So consider revisiting this course multiple times to maximize learning!

If you don't already have the spreadsheet of prompts (plus some extras), go and get it now. I find it's the easiest way to organise the prompts and have them all in one place.

Go and do it now! Because the forgetting curve is steep—within 24 hours, you'll lose about 70% of what you've learned unless you take action. Practicing beats passive watching.

The fact you're investing in yourself already puts you ahead of those who never upgrade their skills.

BE CAREFUL UPLOADING DATA TO AN AI TOOL

Treat AI uploads like public billboards:
Never share sensitive data you wouldn't want
displayed for everyone to see.

Would you wear a t-shirt with your credit card number and security code printed on it? Probably not. Apply this same caution to information you upload to AI tools.

Any data uploaded to public AI tools sits on servers you don't control. Once uploaded, you typically can't delete it, and some models may add your prompts to their training data.

When using AI tools, avoid sharing:

- Personally identifiable information (names, addresses, etc)
- Proprietary business information specific to your company
- Data you don't own (supplier intelligence, market analytics)

Anonymizing data might be acceptable, but always check your employer's policy first.

You have more flexibility when:

- Your company hosts its own AI tool on private servers
- You're running AI locally on your device with no data uploading

Consider regulations like the European AI Act and your employer's guidelines before uploading data.

HOW TO WRITE A GREAT PROMPT

Whether using CREATE or Deep Research, the quality of AI results directly depends on how clearly you communicate your needs.

Shortly after ChatGPT's launch in November 2022, I developed the CREATE framework for effective prompts - Character, Request, Examples, Adjustments, Type of Output, and Extras. It's now taught at universities globally and used by Fortune 500 companies. (Check it out in [this course](#).)

Some prompts use Deep Research, where AI acts as an academic researcher, finding references, analyzing information, and presenting structured reports. This approach doesn't need character definition but requires clear requests, specific output formats, and necessary context.

The accuracy of AI responses varies by field - widely available information yields better results than specialist knowledge that's hidden behind paywalls.

Always fact-check and add your thinking, as AI fills knowledge gaps with assumptions.

For easy reuse, I add specific information in {variable} sections rather than asking you to edit the main prompt.

Remember: quality output requires quality input. Don't be lazy!

USING AI DEEP RESEARCH TO FIND IN-DEMAND CAREER SKILLS

This prompt helps you develop your career skills for a specific role. You provide the role and the AI delivers a comprehensive skills assessment with ratings, descriptions, additional career-advancing skills, and recommended LinkedIn Learning courses with personalized suggestions on where to start.

Use Deep Research for the best results.

To climb your career ladder effectively, you need to identify which skills matter most. That's what this prompt does using AI deep search capabilities.

You can access deep search through several tools (as of filming): Perplexity's Deep Research (limited free daily uses), Deep Seek (currently free - select Deep Think and Search), ChatGPT O3 with search activated, or Claude in Extended Thinking Mode. More options may exist by the time you're watching this.

This skill-researching prompt:

- Searches online job postings for your current or target role
- Creates a ranked table of most-requested skills and experience
- Suggests additional skills that could give you a career advantage
- Recommends LinkedIn Learning courses to develop these skills

It's like having a personal Learning & Development advisor without the shedding or house training issues.

Imagine you are an expert in recruitment for {role}, understanding the current needs of employers and changes in the job market. I want you to search for job descriptions from reputable industry sites and current recruitment ads to compile a list of the most important skills. When you have a good understanding of this, I want you to deliver:

- A table with the following columns: skill, further sub-skills, rate the importance to role (1 - 5)
- A list of the most important skills followed by a short description of what they entail
- A list of additional skills that could help me get an advantage in my career
- A list of recommended courses. Search LinkedIn Learning to find the highest rated courses for each of these skills. Give me the name of the course, the name of the instructor, the course rating and the URL
- Finish with your recommendation of what course I should do first.

{role}: [Add your current role or the role you want]

USING AI DEEP RESEARCH TO MATCH IDEAL COURSES TO JOB ROLE

Evaluate if a specific course is worth your time for career advancement. You provide your role and a course URL, and the AI analyzes the course's value using the VIP framework (validate, investigate, position), examining job market demand, research validation, and potential salary impact over the next three years.

Use Deep Research for the best results.

This prompt does the opposite of our last one - starting with a course and determining if it's worth your time and money for your specific role.

Simply enter the course URL and your job title at the prompt's end.

The AI uses my VIP framework to evaluate suitability:

- **Validate:** Scans job listings to see if the skill appears in descriptions for your role - providing concrete data on employer demand rather than marketing claims
- **Investigate:** Researches reputable articles, studies, and expert opinions about the skill's importance in your field
- **Position:** Determines if this skill will make you more valuable, give you advantages over colleagues, or boost your market value

The analysis even estimates potential salary impact over three years (though there are no guarantees, standard disclaimer applies).

Play the role of an expert careers advisor who knows the value of qualifications and courses on someone's career as {role}. Have a look at the {course} to get a good understanding of what it covers. I want you to use the VIP framework (validate, investigate, and position) to help me understand if my investment of time and effort is likely to pay off for my career. In your response, I want you to give me:

- the name of the course, the instructor, and a 50-word summary of the course
- Validate - Scan LinkedIn/Indeed for the skill the course teaches in my country (min. 100 postings). Cross-reference this with growth projections for the role.
- Investigate - Find any form of verification that backs up your thinking. I'd like relevant articles, expert opinion, and research.
- Position - Explain the value of having this skill. Is it foundational and necessary, a nice-to-have, superfluous, or does it add value that helps me stand out? Let me know how I can use it to give me an advantage. I'd especially like to know if there's any indication of how much developing this skill might add to my salary over the next 3 years.

{role}: [Add your role here - describe it if you can]

{course url}: [Add the URL of the course or a description of the course]

CREATING SKILL-BUILDING EXERCISES WITH AI TOOLS

Provide lesson information from a course you're taking, and the AI creates practical exercises to help you apply what you've learned in your workplace. It then stays with you in the chat to provide ongoing coaching and feedback on your performance, helping you continuously improve until you've mastered the skill as a career advantage.

Your learning approach dramatically impacts your results. Studies show active learning improves retention by up to 54% compared to passive methods.

This prompt helps transform passive course consumption into active skill development. Simply paste a lesson transcript from your course (easily found in the transcript tab of LinkedIn Learning desktop), and the AI will generate practical exercises to cement your learning.

The AI doesn't just create exercises—it provides feedback on your practice attempts, analyzes your strengths and weaknesses, and suggests improvements. It's like having a personal tutor guiding your progress.

This approach turns abstract knowledge into embedded skills by forming stronger neural connections through application.

Play the role of a knowledgeable trainer with the ability to create practical exercises that will help me turn the knowledge in a course into embedded skills that I'm comfortable to use in the workplace. I'm going to give you {lesson information} and you're going to develop an exercise that will help me practice the skill and get feedback on my performance. Your job is to prepare me to perform exceptionally well at this skill in my role, turning it into an advantage for my career. It would be ideal if you could also give me feedback on my performance as I develop this skill, telling me how to continue getting better. We'll use this chat thread so you can continue to coach me as I work on the skill.

{lesson information}: [Add information about the lesson - preferably a transcript]

USING AI TO IMPROVE MEMORY RETENTION

Remember important information using advanced memory techniques. You provide specific information you need to memorize, and the AI responds as a memory champion, suggesting the best memorization method (such as Memory Palace, mnemonics, chunking, or the Lanier system) tailored to your particular content, helping you recall it accurately whenever needed.

This prompt transforms any information you provide into more memorable formats using proven techniques like analogies, acronyms, stories, and testing.

The science is fascinating—our brains naturally remember stories, vivid imagery, and patterns better than dry facts. When information connects to something familiar or emotional, it creates stronger neural pathways.

That's why you might forget yesterday's lunch but recall every lyric to the Fresh Prince of Bel Air theme.

Memory champions don't have special brains—they use techniques like memory palaces (placing information along familiar mental routes) or creating bizarre, vivid images to connect random information. These methods work by transforming abstract information into concrete, meaningful connections.

Imagine you are a memory champion with the skills to remember vast amounts of information that you can recall perfectly at a moment's notice. You know how to use techniques like the Memory Palace, Mnemonic Images, Stories, Mnemonics & Acronyms, Chunking, Lanier Verbatim Memory System, and Direct Associations. Please tell me how I can best remember this {information} so that I can accurately recall it whenever I need to.

{information}: [Add the information you want to remember - maybe a transcript of a lesson]

BUILDING A LEARNING SCHEDULE THAT FITS YOUR LIFE USING AI

Create a personalized learning schedule based on cognitive science. You'll be interviewed about your daily routine and learning goals by an AI acting as an educational psychologist. After analyzing your responses, you'll receive recommendations for optimal study times that fit within your existing schedule, identify time-wasting habits that could be replaced with learning, and include strategies for managing fatigue and leveraging sleep for memory consolidation, all explained with simple scientific reasoning.

By analyzing your daily routine and learning goals, this AI tool identifies hidden pockets of time you might be wasting on social media, celebrity gossip, or woodworking videos. It helps reallocate some of this "occupied but not productive" time toward meaningful learning.

The prompt incorporates learning science by matching study times to your chronotype (morning person vs. night owl). It can even leverage that valuable pre-sleep period for review—studies show that reviewing information right before sleep improves retention by up to 30% as your brain consolidates memories during slow-wave sleep.

As a bonus for science nerds, the AI explains the research behind each recommended approach, helping you understand why certain learning strategies are more effective than others.

I want you to play the role of an educational psychologist who knows how to make the most of people's time and when they work best to show them how to learn most effectively. Interview me to understand my daily routine and learning goals. Ask me about my wake-up time, work/school schedule, meal times, leisure activities, bedtime, current learning activities, preferred learning times, learning environment, challenges, energy peaks and dips, chronotype, sleep quality, learning goals, time commitment, and desired outcomes. Based on my responses and the latest research in cognitive science, provide a structured set of recommendations on when to fit studying and skill practice into my schedule to maximize learning efficiency. Remember that I need to fit it into other daily time commitments. Look for idle habits that can be replaced with learning - like social media scrolling and casual games. Remember that it's not just about memorisation - it's also about finding the opportunities to practice the skills. Include specific times for different types of learning tasks, strategies for managing fatigue, and tips for leveraging sleep-dependent memory consolidation. Explain the science behind your recommendations in a brief and easy-to-understand way.

HOW TO APPLY NEW SKILLS AT WORK WITH AI GUIDANCE

Apply what you learn from a specific course to advance your career. After analyzing the course content (including the instructor and topics covered), the AI asks detailed questions about your role to understand what would impress your superiors. You then receive tailored suggestions for applying the course knowledge to produce better work, become a subject matter expert, and create new opportunities - all specific to the actual course content rather than generic career advice.

Knowledge without practice remains largely useless, unless you're aiming for TV quiz show fame.

This prompt helps bridge the gap between learning and workplace application—the critical step that actually advances your career. Simply add your job role and course information (or general skill description) at the prompt's end.

The AI will ask targeted questions about your specific work situation to understand your context. This personalized approach leads to tailored recommendations for applying your new knowledge in ways that:

- Deliver tangible business results
- Position you as a knowledge expert within your organization
- Increase your promotion chances

By creating an implementation plan, you transform theoretical knowledge into practical skills that visibly impact your work—the key to climbing another rung on your career ladder.

I work in {role} and I want to get some ideas of how I can apply the learnings from {course} to my role in a way that gives me an advantage in the workplace and helps me advance my career. Start by gathering information on the course to get a good idea of what it teaches. Demonstrate that you understand the course by telling me the name of the course, the name of the instructor, and bullet points of what the course covers. Go into as much detail as possible to make sure you really understand what the course teaches. Ask me questions to get a better understanding of how my role works, what would get the attention of my superiors, and what might give me an advantage when I ask for a promotion. Please give me suggestions of where I can start applying the knowledge, how I can use it to produce better work, how I can become a knowledge expert in the organization, how I can use it to open up new opportunities, and other ideas of how it can use it to my advantage. If I give you a URL for the course, get as much information as you can about the course. If you need more information, please ask me questions. If you are asking questions, give me one question at a time and then stop and wait for my answer before asking me another question. Your response must be specific to the learnings from the course: explain how they can help me be more effective and stand out in my team. Do not search for suggestions that are not explicitly in the course. We are only focusing on the content of the course itself.

{role}: [Describe your role]

{course}: [The URL of the course or detailed information about it]

DEVELOPING A LONG-TERM LEARNING PLAN WITH AI SUPPORT

Create a personalized skill development roadmap. You provide your role, the skill you want to learn, and your current skill level, and the AI responds as a learning strategist with a practical step-by-step plan from your current level to expert mastery. The plan includes clear checkpoints to help you track your progress and specific actions needed at each stage, formatted as a printable reference guide.

Learning is how your brain grows throughout life. The alternative isn't appealing, and clearly not what you're choosing.

The best approach is setting an ambitious goal like "mastering persuasion". However, mastering persuasion involves developing multiple sub-skills: communication, active listening, empathy, message strategy, and more.

Research shows measuring your progress significantly increases both motivation and achievement. The feedback loop of setting goals, practicing, measuring, and adjusting is essential for mastery.

This prompt helps bridge the gap between your current abilities and aspirations. Add your role details, the skill you want to learn, and your current proficiency level. The AI will create a step-by-step plan with measurable checkpoints to track progress—perfect for printing and regular reference.

The result is essentially a mental exercise plan. Try it in both standard mode and Deep Research for comparison.

Imagine you are a pragmatic and experienced learning strategist with a strong understanding of how people learn best and the different stages of the learning journey that lead to mastery. I work as {role} and I want to learn {skill}. I want you to give me a step-by-step plan to become proficient at this skill, starting from my current {skill level} and going all the way up to expert. Tell me what I practically need to do at each stage of this journey to keep growing and progressing. And give me checkpoints that help me place myself on the journey. These checkpoints will clearly describe what my knowledge, ability and experience should be. This should be written in a way that I can print out and keep in my drawer so that I can check where I am in my progression and see what I need to do to keep moving forward.

{role}: [Your role]

{skill}: [The skill you want to learn and the level you want to achieve]

{skill level}: [Your current skill level]

BUILDING YOUR SKILLS PORTFOLIO USING AI TOOLS

Build a professional portfolio showcasing your newly acquired skills. You specify what skills you're learning and your current role, and the AI helps you create compelling evidence of your abilities through various formats like case studies, testimonials, blogs, and LinkedIn articles. It also explains how to demonstrate skills when direct application isn't possible and offers to help develop a custom case study for your portfolio by asking detailed questions one at a time.

Want to show that a new skill makes you more valuable? You need proof—measurable impact on your work, new business opportunities you've created, or ways you've unlocked potential in colleagues.

This prompt helps you gather evidence for annual reviews or job interviews, essentially converting knowledge into monetary value. Enter your role and the skills you want to prove, and if needed, the AI will ask clarifying questions before suggesting how to document your impact through case studies, testimonials, articles, and other proof formats.

The AI can then help create a professional portfolio demonstrating your capabilities in interviews and showing potential employers the value you could add to their organization (corporate value you can exchange for monetary value).

If you want help writing a case study, the AI will guide you through more specific questions and draft a document following the classic problem-solution-results structure. All that's left is editing it to perfection, adding professional design, and keeping it ready for career advancement opportunities.

I am currently learning some new {skills} and I want you to help me create evidence of my new abilities for a portfolio that will help me further my career. I currently work as {role}. If you don't have enough information to give me a quality answer, please ask me questions one at a time until you have everything you need. Then give me advice on what I need to do to demonstrate and document my skills so that they give the maximum career advantage. Consider case studies, testimonials, blogs, LinkedIn articles, and other forms of suitable evidence. Explain how speculative concepts (if this was my client, this is what I'd do...), opinion pieces, and other approaches can help when there is no opportunity to put the skills into practice. Then, ask me if I would like help developing a case study for my portfolio. If I say yes, ask me questions one at a time (ask one question and wait for my response before asking the next one) to get all the information you need to write a short and professional case study that explains the problem, describes the solution, shows evidence and gives results. Present your response using different text sizes, weights, and ornamentation to help with clarity and structure.

{skills}: [The skill you want to prove]

{role}: [Your role]

HOW TO IDENTIFY YOUR SKILL GAPS USING AI

Get your own personalized career development advisor. You specify your role, and the AI interviews you one question at a time about your ambitions, current abilities, preferences, and insecurities. After understanding your situation, it recommends specific skills to develop and provides highly-rated LinkedIn Learning courses with instructor information and content descriptions to help you advance your career.

When advancing your career, unidentified skill gaps can block your progress. Most of us have professional blind spots—overestimating some abilities, underestimating others, or missing emerging industry skills while focused on daily responsibilities.

This AI-powered skills assessment objectively compares your capabilities against market demands for your current or target role. Simply add your role information, and the AI will ask targeted questions about your technical competencies, soft skills, strengths, challenges, project experience, and career goals.

Based on your responses, the AI provides data-driven skill development recommendations derived from actual job market data and industry trends. It even suggests specific LinkedIn Learning courses to address these gaps efficiently.

The result is a personalized development plan that makes you more capable and valuable professionally, removing obstacles to career advancement.

This approach tailors recommendations specifically to your situation, industry, and career goals rather than offering one-size-fits-all advice that might not apply to your unique circumstances.

Please play the role of an expert learning and development advisor with a talent for spotting the skills gaps that would give me an advantage in my {role}. I want you to interview me by asking questions one at a time. Ask me one question and then stop and wait for my answer before asking the next. Find out about my role, my ambitions, my current abilities, what I enjoy doing, and where I suffer from imposter syndrome. Then, give me your recommendation of the skills I should focus on to help my career. Search on LinkedIn Learning to find examples of highly-rated courses that will help me develop these skills right away. Give me the course name, instructor, rating, and a short description of the course contents.

{role}: [Your role]

CREATING QUICK COURSE SUMMARIES WITH AI ASSISTANCE

Create a concise reference guide from your online course. You paste the transcript, and the AI condenses it into an at-a-glance summary containing the lesson title, a 50-word overview, key points in bullet format, and any important statistics mentioned, making it easy to review the essential information later.

The best way to retain information is writing it down in your own words. Research confirms that students who take handwritten notes retain information better than those who don't, as summarizing helps cement concepts in long-term memory.

Creating a simple reference document from course content is invaluable for later review. This process is easy with LinkedIn Learning—just view the lesson transcript in your desktop browser, paste it into this AI prompt, and within moments you'll have a comprehensive summary ready to save.

The AI-generated recap includes:

- The lesson title
- A concise 50-word summary
- Bullet-pointed key concepts
- Important statistics or numbers mentioned (if any)

This format provides an efficient reference document you can quickly review anytime you need to refresh your knowledge.

I'm currently taking an online course and need some notes that I can refer back to that will remind me of the most important information at a glance. I'm going to paste the {transcript} of the course, and I want you to create an easy reference guide to remind me of the main learnings. Omit anything superfluous and keep your summary as brief as possible. Please include:

- The title of the lesson
- A 50-word summary of the lesson
- A bullet point list of the key points to remember
- A list of stats or numbers that are mentioned in the lesson (if there are any)

{transcript}: [Add a transcript of the lesson here]

KEEP LEARNING

I have quite a collection of AI courses right here on LinkedIn. Have a look and see which one to take next.

[How to Research and Write Using Generative AI Tools](#)

[How to Boost Your Productivity with AI Tools](#)

[ChatGPT Prompts for Jobseekers](#)

[Integrating Generative AI into the Creative Process](#)

[AI in Project Management](#)

[ChatGPT Prompts for Small Businesses](#)

[Using AI as Your SEO Assistant](#)

[Top Ten AI Prompts](#)

[Generative AI for Innovation](#)

[AI Cheat Sheet for Business Leaders](#)

ABOUT THE GEN AI ACADEMY

Helping businesses
maximise value from AI

We set up **The Gen AI Academy** to help businesses of all sizes, in every industry, in any part of the world get the most value from AI. Because we believe the successful approach to AI focuses on people, not tools.

We have a global team of experienced AI experts who specialise in different areas and industries. Which means you get the expertise you need from somebody who understands your issues.

We can help in a number of ways:

- **Online Learning:** Our on-demand video courses will help you upskill your workforce, wherever they are, in their own time.
- **Live Training:** We will tailor an education program for you and deliver it remotely or in person.
- **Consulting:** We will advise you on every stage of your AI adoption journey and work with you on your AI projects.
- **Mentoring:** We will guide your leaders on a one-to-one basis, upskilling them and giving them practical advice.

We help you put actual intelligence into your artificial intelligence.

thegenaiacademy.com



THE GEN AI
ACADEMY