

Different roles share one method and build reusable templates

Practised in private team training, using your own tasks

Shared method

1. Context: who it is for and why.
2. Task: what you want, in one sentence.
3. Constraints: length, tone and format.
4. Example: a short sample of good output.
5. Check: what you will verify before using it.

Template library

Template	Team	Owner
Campaign email	Marketing	Marketing lead
Follow-up email	Sales	Sales lead
Report summary	Operations	Operations lead

Review standard

- ✓ Facts and figures checked against the source
- ✓ No client or personal data pasted
- ✓ A second person reviews anything external

YOU START WITH

People in marketing, sales and operations, each using AI differently.

WHAT YOU PRACTISE

Applying one shared prompting and review method to each role's real tasks, then turning what works into templates.

THE PROMPT USED

"Apply our five-part method (context, task, constraints, example, check) to each team's most common task, then turn what works into a template with an owner and one shared review standard."

THE FINISHED OUTPUT CONTAINS

- One method everyone uses
- A template for each role's common task
- A shared review standard and a "what not to paste" list

STILL NEEDS HUMAN CHECKING

- Templates against your own policies
- Who owns and updates the library
- That the review standard is realistic for each team

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