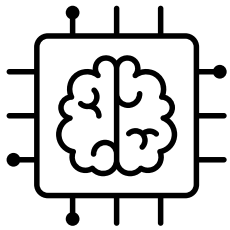
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Prompting AI for Nonprofit Staff

What is Prompting? 🤖

Prompting means giving clear instructions to an AI tool to get useful results. It's like asking a super-powered assistant to help with writing, brainstorming, translating, or summarizing - but you need to ask in the right way. Let's see how!



1. Give AI a clear role

Assign a role or perspective to the AI so it generates responses in the right context.

Example: *"Act as a fundraising expert..."*



2. Set the tone and style

Indicate how the response should be structured: formal, simple, detailed, concise, etc.

Example: *"Ensure language is concise and accessible..."*

3. Be as specific as you can!

Provide precise instructions on what you need, so you avoid vague or overly broad responses.

Example: *"This output will be shared on our social media channels..."*

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4. What is your goal?

The better your define your goal, the more accurate and actionable will be the output you get.

Example: *"Generate a short 3-5 article reading list..."*



5. Setting expectations

Setting clear expectations in your prompt will ensure the AI will produce an output in the right format.

Example: *"Summarize each article into 4-5 concrete bullet points."*



6. Contextual information

Give background information to help the AI tailor its response to your situation.

Example: *"Use our public research papers released last month on youth education in rural areas"*

Additional Resources

Prompt Engineering Hands-on Lab

Generative AI for Beginners

Microsoft AI Skills Navigator

CyberPeace Institute, 2025