

# Workshop Notes: Prompt Perfect – Using AI to Power Your Work & Life

## Speakers:

- Jonny Atkinson-White (Customer Success Executive, Gecko)
- Jonny Urquhart (Head of Customer Success, Gecko)
- Chris Gibson (UK Sales Manager, Gecko)

Chair: Ellie Collins

Reporter: James Kerr

## Session Overview

Aim: Hands-on session focused on experimenting with AI tools rather than heavy note-taking.

Goal: Equip participants with practical skills to use AI confidently in everyday tasks, improving efficiency and creativity.

## Core Topics

- Understanding Prompts – What makes a good prompt? How to write prompts that deliver useful results.
- Using AI in Daily Work – Integrating AI into routine tasks for increased capacity.
- Data Privacy & Governance – Avoid sharing personal or sensitive data with free AI models.

## Exercises

### Exercise 1: The 4 Ps of Prompting

- Purpose: Define the goal of your prompt.
- Persona: Who is writing and who is reading? Tone matters.
- Parameters: Length, format, and any essential details.
- Polish: Avoid unwanted elements; make it reflect your style.

Example prompts: Write an email about an open day; Write an email to a new school about your offer.

### Exercise 2: Real Work, Real AI

- Social Media – Convert a long open day report into 3 Instagram captions and 1 LinkedIn post.
- Data Detective – Analyze school visit data for patterns/insights.
- Email Rescue – Rewrite a formal policy for Year 12 students.
- Local Intel – Research a school and create 5 conversation starters for your next visit.

## Key Takeaways

- AI is a tool to enhance, not replace, human creativity.
- Effective prompting is critical—use the 4 Ps.
- Always review and refine AI outputs for tone and accuracy.
- Stay mindful of privacy and governance when using AI.