COURSE BROCHURE | ERASMUS+ TRAINING

AI Prompt Engineering for Educators

Design, test and refine structured AI prompts for educational planning, differentiation, feedback and professional communication.

LOCATION	LANGUAGE	FORMAT	DURATION	COURSE FEE	OID
Faro	English	On-site	5 days	€400	E10201112

€400 per participant for 5 days in Faro, Portugal. Check current editions, fee and inclusions before booking.

Course description

Effective prompting is not about finding a single perfect phrase. It involves defining purpose, audience, context, constraints, evidence and output, then testing and refining the result. This course helps educators move beyond ad hoc prompting towards a systematic and reusable approach to working with generative AI.

Participants will compare prompt structures across representative AI assistants and design prompts for lesson planning, educational resources, differentiation, assessment support, professional communication and tutor-style dialogue. They will use examples, output formats, stepwise task decomposition and iterative review to improve relevance, clarity and consistency.

Furthermore, they will analyze accuracy, bias, privacy, copyright, transparency, critical thinking and the need for human verification. By the end of the course, participants will have developed and tested a reusable prompt portfolio and an action plan for responsible application within their own professional context.

Who the course is for

For educators

Teachers, VET professionals, trainers, instructional, digital and other education professionals who already use generative AI at a basic level and want to develop more systematic prompting skills. The course is particularly relevant for participants creating reusable educational resources, differentiated materials, tutor-style interactions and professional workflows.

At a glance

Course level: Intermediate / Level II AI Literacy

Prerequisites: Previous basic experience using a generative AI assistant is recommended. Participants should understand basic prompting and be comfortable using browser-based digital tools. No programming experience is required.

Working language: English. Please **contact the team** if you are unsure about the course level or working language.

CURRICULUM FOCUS

Structured AI Prompt Design / Educational Workflows & Differentiation / Critical Evaluation & Responsible Use

View the course, current editions and fees

02 / INTENDED LEARNING OBJECTIVES

Learning outcomes

The following learning outcomes describe the course's intended direction and objectives. The trainer adapts activities, examples and participant work to the group's goals, experience and learning needs.

01 **Prompt Architecture & Intent** - Structure prompts using clear purpose, context, audience, constraints, examples and output requirements for defined educational tasks.

02 **Iterative Prompt Testing & Refinement** - Compare prompt versions, diagnose weak outputs and refine instructions systematically using quality criteria and test cases.

03 **Educational Planning & Resource Development** - Create reusable prompts for lesson planning, activity design, educational resources, assessment support and professional communication.

04 **Differentiation & Tutor-Style Dialogue** - Design prompts that adapt explanations and support learner needs, including guided questioning and tutor-style interactions with appropriate boundaries.

05 **Reliability, Ethics & Data Awareness** - Evaluate AI outputs for accuracy, bias, privacy, copyright and transparency, and apply human verification and responsible-use practices.

06 **Reusable Prompt Portfolio & Institutional Application** - Document tested prompts, intended uses, limitations and review guidance, and prepare a realistic plan for professional or institutional use.

07 **European Peer Exchange & Institutional Transfer** - Compare prompt practices with European peers, exchange professional approaches and identify strategies that can be adapted to participants' own institutions.

Transfer to practice and intended impact

The programme supports participants in connecting the course learning with their own professional context. Participants consider how relevant approaches, activities or tools could be adapted to their learners, priorities and institutional settings.

1. **Identify a relevant professional need:**
   Consider which learner need, classroom challenge or institutional priority the course learning could help address.
2. **Adapt the approach to your setting:**
   Select the activities, tools or approaches that can realistically be incorporated into your own professional context.
3. **Decide what progress would look like:**
   Consider how changes in practice, learner engagement, learning outcomes or another relevant result could be recognised.

03 / COURSE PROGRAMME | DAYS 1-3

Learning Activities & Training Schedule

MONDAY - FRIDAY (DAYS 1 - 5)	08:30 - 13:30	TRAINING HOURS 5h scheduled per day (25h total)	ⓘ *This is a typical timetable, subject to the provider's discretion.*

DAY 1

Generative AI Logic, Prompt Diagnosis & Quality Criteria

- Explore how generative AI responds to instructions, context and examples, including key limitations.
- Compare weak, ambiguous and well-structured prompts for the same educational task.
- Define quality criteria for relevance, accuracy, clarity, completeness and appropriate tone.
- Identify privacy, confidentiality and data-sensitivity issues before prompting.
- Select personal or institutional use cases for the practical prompt portfolio.

DAY 2

Prompt Architecture & Reusable Frameworks

- Structure prompts using purpose, role, audience, context, constraints, examples and output format.
- Use task decomposition, sequencing and structured outputs for more complex educational work.
- Compare prompt frameworks as design aids rather than fixed formulas.
- Test prompt variations and refine them using evaluation criteria.
- Create reusable templates for planning, resources and professional communication.

DAY 3

Pedagogical Workflows, Differentiation & Tutor Dialogue

- Develop prompts for lesson planning, activity design and educational-resource adaptation.
- Adapt explanations, examples and support for different learners while preserving meaningful expectations.
- Design tutor-style prompts that guide questioning and reflection without replacing learner thinking.
- Develop prompts for assessment support and feedback with clear teacher-review boundaries.
- Test the prompts against learner profiles and realistic classroom scenarios.

04 / COURSE PROGRAMME | DAYS 4-5

Learning Activities & Training Schedule

DAY 4

Reliability, Academic Integrity & Responsible Prompting

- Test outputs for hallucination, bias, unsupported claims and inconsistent reasoning.
- Practise verification, source checking and transparent documentation of AI use.
- Examine privacy, confidentiality, copyright and appropriate use of institutional information.
- Develop prompt safeguards and human-review requirements.
- Create concise responsible-use guidance for the participant's own context.

DAY 5

Prompt Portfolio, Peer Review & Institutional Transfer

- Finalise a portfolio of tested prompts for selected educational and professional tasks.
- Present selected prompts and use peer and trainer feedback to improve reliability and transferability.
- Prepare a realistic action plan for personal, team or institutional application and dissemination.
- Reflect on European practices.
- Complete course evaluation and Certification.

ADAPTABLE TRAINING

This programme is a planned framework. Specific activities, sequence, exercises and timings may be adapted by the trainer or provider to each group/edition.

COURSE RECORDS

Daily summary and attendance sheets record the schedule and a short account of each day's work, validated by the trainer and signed by the participants.

Edition-specific evidence: Learning Together maintains signed daily training and attendance records. This brochure describes the course framework; additional verification can be based on the records of the particular edition.

05 / LEARNING APPROACH & METHODOLOGY

Learning Together Methodology

Learning Together courses combine guided input supported by presentations and multimedia resources with practical experimentation, creative workshops, case-based learning and hands-on tools. Participants connect the learning to their own professional situations and progressively develop an applied outcome, which may take the form of a presentation, project, session plan, action idea, reflection or another relevant output.

Peer / trainer feedback supports refinement throughout the process, while European exchange encourages participants to compare practices, perspectives and approaches across different educational contexts.

Methods applied in this programme

Prompt Laboratories & Experimentation

Participants compare prompt structures, test variations and refine instructions through repeated practical experiments using explicit output-quality criteria.

Scenario-Based Educational Prompt Design

Guided workshops apply prompting to lesson planning, differentiation, tutor-style dialogue, assessment support and professional communication in realistic contexts.

Critical Output Evaluation & Prompt Portfolio Development

Participants evaluate accuracy, bias, privacy and limitations, document improved prompts and build a reusable portfolio with responsible-use guidance.

Collaborative learning, peer exchange and reflection

Participants work with European colleagues, compare professional contexts, exchange approaches and reflect on how the learning can be transferred to their own institutions.

> **Illustrative example: Building a Reusable Prompt Toolkit for an Educational Unit**
>
> Imagine an educator preparing a unit and wanting reliable AI support for planning, differentiated explanations, activities and feedback. Participants define the educational tasks, create structured prompts, test them with different inputs and learner profiles, refine weak outputs and document a small reusable toolkit with verification and responsible-use guidance. This illustrates one possible application; actual activities may vary.

An adaptable learning experience

Learning Together courses are delivered by trainers with relevant professional & pedagogical experience, **who are fluent English speakers**. The trainer may vary by edition, adapting the activities to the group's professional context and learning goals.

Meet our trainers and explore our approach

06 / PRACTICAL INFORMATION & SUPPORT

Everything you need for your training

Your course materials and participant work

Participants receive access to course materials, including slides, presentations, worksheets and exercises made available for the sessions, through a dedicated online folder.

Depending on the activities, groups may also develop action plans or presentations. The output varies with the programme, trainer and group.

Materials to bring: Laptop

Course package

Includes training sessions, digital materials, practical resources, administration and course-week support, welcome kit, coffee breaks and course documentation. Cultural activities and an orientation session **depend on the edition selected** (flights, accommodation & other personal arrangements are not covered).

Check fees and inclusions for your selected course.

Documents & certification

We issue Certificate of Attendance, invoice and support agreed Erasmus+ mobility documents, including Europass Mobility records. Certificate issuance follows the attendance conditions.

Send any additional school forms to our team in advance. Explore document guidance.

Provider & quality

Learning Together operates through registered organisations in every country where services are provided, each with its own Erasmus+ Organisation ID (OID). Our programmes combine clearly defined learning outcomes, participatory methodologies and practical activities, with participant evaluation & feedback at the end of the training.

Provider OIDs: Portugal E10201112 · **Spain** E10417947 · **Poland** E10419682

FROM INTEREST TO A CONFIRMED BOOKING

01
Pre-enrol

Share your course & preferred dates. Pre-enrolment is non-binding; wait for written confirmation before making non-refundable travel bookings.

02
Confirm your place

Our team will confirm availability by email. Complete final enrolment and billing details to secure your place.

03
Plan your travel

Once your booking is confirmed, you can plan your travel. Before travelling, check materials required, timetable and activities in your selected edition.

YOUR NEXT STEP

Ready to plan your course?

Check the current dates, duration, fee and edition status on the course page, then start your pre-enrolment or contact us!

View course & editions ↗ | Pre-enrol ↗

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