



Organising thoughts to generate clear AI prompts

Training Title:

Organising thoughts to generate clear AI prompts

Training Provider Details:

- **Company Name:** RISOVENT LTD
- **Registered Address:** White Building Studios, 1-4 Cumberland Place, Southampton, UK, SO15 2NP.
- **Email:** contact@risovent.com
- [Click here to read more about the trainer.](#)

Detailed Description of the Training

1. Training Summary

- This workshop focuses on the link between organised thinking and effective use of AI. Participants will learn simple frameworks and methods to organise their thoughts, break down problems, and structure information clearly. Once their ideas are organised, they will then practice transforming them into structured AI prompts. By approaching prompts as the final step of organised thinking, participants will see how a clear input leads to organised, well-understood, and higher-quality output from AI systems or software. Through guided examples and hands-on exercise, they will practice turning messy or unclear ideas into structured prompts that generate high-quality results when working with AI systems.

2. Training Aim

- To equip participants with the ability to organise their thoughts using simple frameworks and methods and then transform those structured ideas into clear AI prompts. The aim is to help individuals understand how organised thinking directly improves AI interactions, ensuring that their inputs are precise and their outputs from AI systems are well-structured, relevant, and high quality.

3. Learning Outcomes

By the end of this workshop, participants will be able to:

- Explain the link between organised thinking and the quality of AI-generated outputs.
- Apply simple frameworks and methods to organise their thoughts before using AI tools.
- Transform structured ideas into clear and effective AI prompts.
- Evaluate the difference between unstructured and structured prompts by comparing AI outputs.

4. Overview of the Training

- **Welcome & Icebreaker**
Participants reflect on how they currently use AI tools and discuss challenges when writing prompts.
- **Part 1: Why Organised Thinking Matters for AI**
An introduction to how AI systems interpret prompts, showing the difference between vague vs. structured inputs and their outputs.
- **Part 2: Frameworks for Organising Thoughts**
Participants learn simple frameworks and methods to organise their thoughts, break down problems, and structure information clearly before prompting.
- **Part 3: From Thoughts to Prompts**
Guided demonstration of how to transform organised thoughts into clear, effective AI prompts.
- **Main Practical Exercise**
Participants take messy or unclear ideas, organise them using the taught frameworks, and convert them into structured prompts. They then compare outputs from unstructured vs. structured prompts to evaluate the difference.
- **Wrap-Up & Insights**
Group reflection on lessons learned, with 3 takeaways for improving daily use of AI tools.

Pre-Contractual Information

- **Business Name, Contact Details, and Address:** As provided above.
- **Description of Services:** Our training workshop combines lectures, interactive exercises, group discussions, scenarios and problem-solving activities. Participants will engage in self-assessment,

collaborative exercise, and practical application to achieve the learning outcomes. [More details are available above in points 1 to 4.](#)

- **Price and Taxes:** The total price, including all applicable taxes (if any and where applicable), is detailed on our [Pricing Page](#). The service fee is transparent, with no hidden charges. Please note that for face-to-face training only, additional expenses such as transportation and accommodation are not included and will be charged separately if applicable.
- **Payment Methods:** Payment must be made via bank transfer to RISOVENT LTD's business bank account. Account details will be provided upon issuing and sending you an invoice.
- **Consumer's Obligation to Pay:** By confirming this service and signing the contract via email, you agree to the payment terms and acknowledge your obligation to pay the total amount due within 10 days of receiving the invoice via email.
- **Immediate Confirmation:** Following your agreement to proceed, you will receive an email confirmation of your intent to engage our services.
- **Contract Delivery Timing and Procedure:** The contract will be delivered via email once the service is confirmed by email. This ensures that the contract includes all terms before any party signs. The service terms and conditions, along with the contract and any other supporting documents, will be provided to the client via email.
- **Contract Format:** Sent in a PDF or Word format that you can easily save and print.
- **Opportunity for Questions and Modifications:** We strongly encourage you to review the contract details and any supporting documents, request modifications, and ask questions before signing. Please confirm acceptance by signing the contract and returning it via email.
- **Acknowledgment of Receipt:** Required from clients to ensure you have received and understood all contractual documents.

- **Cancellation Rights:** You have the right to cancel this contract within 14 days of signing, without providing any reason. To exercise the right to cancel, you must inform us of your decision through a clear statement by filling the contact form on <https://risovent.com/contact> or by sending an email to contact@risovent.com
- **Standard Cancellation Form:** Available via email or contact form upon request.
- **Accessibility of Information:** Alternative formats of training materials and pre-contractual information are available upon request. Please contact us for more information.
- **Technical Requirements for Online Participation:** To participate in the online training via Microsoft Teams, you will need:
 - A computer or tablet with audio and video capabilities.
 - A stable internet connection.
 - The latest version of Microsoft Teams installed.
 - A compatible operating system (Windows 10 or later, macOS 10.13 or later).
 - Recommended: A headset with a microphone for optimal audio quality.
- **Complaint Handling Policy:** We are committed to providing quality services. If you have any complaints, please contact us at contact@risovent.com. We aim to acknowledge all complaints within 2 business days and resolve them as soon as possible. Please refer to our [Complaint Handling Policy](#) for more details.
- **Need to Make a Change:** If you need to make any changes or correct any errors, please contact us at contact@risovent.com
- **Duration and Termination Conditions:** The contract includes the duration of the training workshop and any agreed-upon post-training support. Either party may terminate the contract under the conditions specified in the Service Terms and Conditions. The service terms and conditions, along with the contract and any other supporting documents, will be provided to the client via email.

- **Contents of the Service Agreement**

The formal Service Agreement will outline the full terms of engagement, which may include details such as the training scope, total fees, payment terms, delivery schedule, client responsibilities, confidentiality, intellectual property, cancellation, and termination conditions, as well as any content or materials related to the provided RISOVENT service. The exact terms may vary depending on the service provided. This document will be sent to the client for review and signature before any payment is made or service delivery begins. The Service Agreement will also incorporate RISOVENT LTD's Service Terms and Conditions, which will be shared with the client at the time of contract preparation.

Certificate of Attendance

- RISOVENT LTD issues certificates of attendance to all participants who successfully complete the training workshop. It is important to note that these certificates are not accredited by any external body. Their sole purpose is to only confirm that participants have attended the workshop, and they do not imply any professional qualification or endorsement. Additionally, issuance of the certificate of attendance is optional and will only be provided to participants upon their request.

Contract Delivery and Client Interaction

- **Contract Delivery Timing and Procedure:** The contract will be delivered via email as soon as possible after the service is confirmed, ensuring that the contract reflects all terms before any party signs.
- **Opportunity for Questions and Modifications:** Strongly encouraged before signing the contract. Clients can review the contract details, request modifications, and confirm acceptance via email.
- **Acknowledgment of Receipt:** Required from clients to ensure that you have received and understood all contractual documents.

Target Audience

- **Knowledge workers** (e.g., analysts, consultants, researchers) who rely on AI to process information, summarise reports, or generate insights and need to provide precise, structured prompts.
- **Content creators and communicators** (e.g., marketing, HR, training staff) who use AI to draft documents, campaigns, or learning materials and want clearer outputs with less editing time.
- **Team leaders and managers** who need to guide their teams in framing complex problems into structured prompts so AI can deliver useful, actionable results.

- **Employees new to AI tools** who want a simple, practical way to improve their results without needing technical expertise.

Duration and Scheduling

- Three and a half hours (210 minutes) training workshop.

Training Format and Location

- Online via Microsoft Teams or face-to-face* at the client's workplace

Participant Capacity

- Maximum of 30 individuals per session.

Financial Information

- **Payment Terms:** Due within 10 days of sending the invoice via email.

Total Price

- [Please read the price page by clicking here.](#)

Cancellation Policy

- You have the right to cancel the service and contract within 14 days of signing, without providing any reason.

Privacy Policy

- To learn more about RISOVENT LTD's Privacy Policy, please [click here](#).

Additional Notes

- Both online and face-to-face* training are available for clients based in the United Kingdom (UK).
- For organisations or companies based outside the UK, online training is available worldwide.
- Face-to-face training for international clients may also be available depending on RISOVENT LTD physical availability and travel capacity.
- If face-to-face delivery is not possible, the training can still be delivered online.
- **** For face-to-face training delivered to clients, please note that the training fee does not cover additional expenses such as transportation and accommodation.***

More Information

- For additional details, please visit the **FAQ** page on the RISOVENT website by [clicking here](#). If you have further questions, feel free to contact us at contact@risovent.com

Outline schedule – The following plan can be updated or modified

Duration	Session Segment	Format
10 minutes	Welcome: <i>"Where do ideas come from?"</i>	Group sharing, informal intro
25 minutes	Part 1: Why Organised Thinking Matters for AI	Interactive mini lecture
30 minutes	Part 2: Frameworks for Organising Thoughts	Concept explanation + discussion
25 minutes	Part 3: From Thoughts to Prompts	Guided demonstration + discussion
15 minutes	Break	Coffee/tea break
85 minutes	Main Exercise: Turning messy ideas into clear AI prompts	Individual + group practical work
15 minutes	Q & A	Questions and Answers
5 minutes	Wrap-Up & Insights: 3 key takeaways	Recap + reflection
Total = 3.5 hours workshop		