

Prompt Engineering Guide

A practical reference for writing clearer prompts, setting constraints, improving drafts, and verifying outputs.

Audience	Staff who want better results from AI tools
Best used for	Planning, staff discussion, policy development, and responsible AI adoption decisions.
Full guide	Available from this resource page as a public download.

What is inside

- Core prompting patterns
- Reusable prompt templates
- Department-specific examples
- Troubleshooting tips
- Verification checklist

Sample guidance

This preview includes representative guidance from the full resource. Customize any templates or examples for your organization before adopting them.

1. Give the AI context, audience, task, format, and constraints.

Why it matters: responsible AI works best when staff have clear boundaries, practical examples, and a defined human review step.

2. Use examples when you need a specific tone or structure.

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3. Ask for a critique, then revise with human judgment.

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Public-use note

Do not paste confidential client, resident, employee, health, financial, legal, or protected operational information into public AI tools. Use approved systems and written data-handling rules for sensitive work.

Next steps

- Download the full guide from the resource page.
- Review the examples with leadership or the team that owns the workflow.
- Identify one low-risk process to pilot first.
- Create or update policy language before expanding use.
- Book a consultation if you want help tailoring this to your organization.

Need help applying this?

Visit aiimpactmaine.com/contact to schedule a conversation with AI Impact Maine.