Prompt Engineering for the Workplace: Structured Prompts, Source Binding, and Quality Gates

Course FAST-03 · 6 hours · Instructor: Wadood Chaudhary · Presented by 7formations

Session 1. A prompt is an assignment (2 hours)

- Rules read aloud; shared-printer test
- Search box vs. generative model
- Five-part anatomy
- Source binding and the Gaps line
- **Lab 1: Rebuild a thin prompt (complete/incomplete rubric).**

Session 2. Getting more: passes and critique (2 hours)

- Four passes: headings, fill, audience, polish
- Ask for assumptions and missing facts without adding them
- Chaining and when to start a new chat
- Workplace patterns: reply, summary, read-ahead
- **Lab 2: Two passes on a customer reply.**

Session 3. Quality gates and your library (2 hours)

- Accept as draft / revise / reject
- Restricted data already in a thread: reject, report, do not 'ask it to forget'
- Ownership: the person who sends it owns it
- Library build and partner test
- **Labs 3 and 4: Strip the overshare; prompt library swap test.**

Worksheets and deliverables

- W1 Rebuilt prompt
- W2 Pass 2 and pass 3 prompts
- W3 Overshare strip and gate decision
- W4 Prompt library (5+ prompts)
- Take-home: one-page five-part prompt card

Attendance and completion

- Attendance is recorded at the start and end of every session (live virtual: platform attendance log plus an instructor roll call or poll; in-person: signed sheet).

- A trainee must attend 100% of instructional hours. A missed session may be made up by attending the same session in another scheduled cohort within 30 days; the make-up is logged the same way.
- A trainee must submit every required lab deliverable and score 'Meets' on the final applied task.
- Each completion record is tied to the trainee, the employer FEIN, and the course number, and is kept for the contract retention period.
- Incomplete trainees are not reported as completions and are not billed to anyone. FAST AI pays for completions only; employers and trainees are never charged.
- Optional asynchronous pre-work (under 10% of course time) is supplemental, is not counted as instructional hours, and never substitutes for a live session.

Assessment rubric

Each criterion is scored Not yet / Meets / Strong. Completion requires Meets on every criterion for the final deliverable (resubmission allowed within the course window).

Criterion	Meets standard
Structure	All five parts present; one job per prompt
Source binding	Source fenced; 'not in source' required; no outside facts
Revision	Later passes change tone or length only, not the job
Gate	Correct door chosen with a one-sentence reason tied to facts or data, not style