

The 5 Tactics to Maximize L&D Impact

Tangible, real-world AI applications you can implement now.

1 Turn hours of manual admin work into minutes

Main prompt

You are an L&D manager creating assessments for restaurant employees. Turn this document into 10 multiple-choice questions that check comprehension of key safety and customer-service points. Include correct answers and brief rationales.

Convert messy notes into clean training modules

Turn these meeting notes into a structured 3-section training outline with learning objectives, step-by-step instructions, and a short quiz.

Create job-specific assessments

Create 8 scenario-based questions that test whether a new hire understands these steps. Include correct answers and one-sentence explanations.

Generate checklists from long documents

Summarize this SOP into a 12-item checklist formatted for mobile learning.

Auto-draft compliance refreshers

Condense this quarterly safety update into a short refresher module with 5 checkpoints and a quick knowledge check. Provide a video script, too.

Extract role-specific content from mixed documents

Separate this document into two versions: one for managers and one for frontline staff. Write a 1-paragraph summary and 5 quiz questions for each audience.

Prompt formula

You are a(n) [role]. Using this [content type], create [output format] that includes [requirements]. Make sure it is tailored for [audience] and formatted for [delivery method].

Finalizing your content

QA: What to Review

- Are the learning objectives accurate and aligned with the real job task?
- Did AI fabricate steps, definitions, or policies that don't exist?
- Is the quiz testing the right skills (not superficial trivia)?
- Is the tone appropriate for your learners?
- Is anything missing that the original content covered?

How you can ensure accuracy & quality

- Give AI clear instructions: more context leaves less room for AI to hallucinate
- Provide reference materials or examples
- Highlight complex or compliance-sensitive areas
- Specify formatting, length, and style expectations upfront if needed
- Ask AI to perform its own review cycle

Tools

Creating structured training drafts

 ChatGPT  Claude  Gemini

Formatting checklists or process docs

 Notion  Gemini  Scribe

LMS-integrated AI tools for auto-generating quizzes or flashcards

 Wisetail

2 Streamline operations & simplify your tech stack

Main prompt

Summarize this report for location managers. Highlight who's overdue on training, and write a three-sentence email they can forward to their teams.

Summaries for executives

Summarize this monthly training report into a 5-sentence brief for executives, highlighting risks, trends, and recommendations.

Predictive insights

Based on this dataset, identify patterns and suggest likely bottlenecks we should address.

Email-ready status updates

Turn this spreadsheet into a short email update for shift leaders. Include only what requires action.

Learner performance flags

Scan this training log and list learners who are trending behind, ahead, or showing inconsistent completion patterns. Recommend 3 interventions.

Clean-up assistance

Analyze this export and identify duplicate columns, missing values, and inconsistencies. Recommend a cleaned-up structure.

Prompt formula

Analyze this [file type] and generate a [summary/report/insight] focused on [audience]. Highlight [risks, gaps, overdue items]. Provide the top [#] actions they should take.

Finalizing your content

Information security precautions

- When you use AI to streamline reporting or other tasks, take the proper security steps to protect your team and your data.*

QA: What to Review

- Do the numbers in the summary match the actual report?
- Are the insights meaningful – or generic filler?
- Is the tone right for the target audience (managers vs. execs)?
- Are overdue or at-risk items clearly identified?
- Does the update actually drive action?

How you can ensure accuracy & quality

- Supply AI with structured source data and context
- Define which metrics matter most and how they should appear; if you're not sure, ask which ones matter most (and why!)
- Set clear rules for summarizing or interpreting data
- Limit AI freedom on formatting or calculations to avoid errors

Tools

Analysis & summaries



Automate report pulling



Chart & insight generation



Turn recurring notes into formatted reports



*Wisetail, an Intertek Company does not encourage sharing proprietary or confidential data with AI tools. We are committed to using AI responsibly, with safeguards for accuracy, security, and data protection. Check in with your information security team before practicing these steps.

3 Repurpose content into new formats

Main prompt

Turn this shift-leader PowerPoint into a 3-minute video script and a 5-question quiz for new team members.

Turn old PDFs into modern learning

Summarize this PDF into a mobile-friendly learning path with 3 sections and 2 knowledge checks. A section should be one chapter of the course can have up to 4 subsections.

Create flashcards instantly

Turn this onboarding doc into 20 flashcards with question/answer format. Provide the correct answer, rationale, and a hint.

Make a facilitator guide

Using this slide deck, create a facilitator guide with talking points, timing, and questions to ask learners.

Split content by difficulty

Take this training manual and create two versions: beginner level and advanced level. Include goals for each version.

Auto-generate a short refresher course

Based on this content, write a 2-minute refresher, a 3-question quiz, and a 1-minute video script, tailored to [audience].

Prompt formula

Using this [existing material], create a [new format] that is [length/scope]. Include [specific elements], and rewrite it for [audience] in [tone/style].

Finalizing your content

QA: What to Review

- Does the summary preserve the original meaning?
- Is the tone appropriate for microlearning (direct, short, relevant)?
- Do video scripts match how your teams actually speak?
- Are learning points correct and complete?
- Did AI misinterpret diagrams, charts, or visuals?

How you can ensure accuracy & quality

- Give AI examples of approved style, tone, and format
- Indicate desired length and level of detail for each output
- Provide reference visuals for complex content
- Explain brand or industry-specific language upfront
- Ask your AI to edit itself, and add custom rules to limit bad AI habits like em dashes, incorrect voice, and repetitive phrases

Tools

Summarize long content, draft quizzes, create microlearning outlines



Turn text into quick videos



LMS-integrated AI tools that reformat content for you



4 Make media & knowledge easier to find

Main prompt

Summarize this video in 5 bullet points, write a 1-sentence title, and create 10 search tags a restaurant employee might use to find it.

Keyword packs for searchability

Read this policy and generate 15 search keywords employees might use when trying to find this information.

Rewrite unintuitive titles

Rewrite this document's title to be clearer, more searchable, and action-oriented.

Sitemap generation

Based on these 40 files, group them into logical categories and create a recommended learning hub structure.

Metadata generation

Create a metadata set (title, summary, tags, audience, use case) for each piece of content in this list.

Duplicate content identification

Compare these documents and identify overlaps, duplicates, or conflicting information.

Prompt formula

Analyze this [content type] and generate a [summary/title/tag list/sitemap] that improves discoverability. Write it for [type of employee] and focus on [searchability, clarity, actionability].

Finalizing your content

QA: What to Review

- Are the tags relevant and actually how employees search?
- Is the summary accurate and free of invented details?
- Does the title make sense to someone new, not just an expert?
- Did AI eliminate jargon or did it introduce more?
- Does the recommended structure reflect how your company really operates?
- Is there any data outside your AI tool with which you can cross-reference?

How you can ensure accuracy & quality

- Share naming, tagging, and taxonomy standards with AI – or ask it to generate one for you, first
- Give examples of clear, searchable titles and metadata
- Specify audience search behavior or context
- Outline structural expectations for content organization

Tools

Titling media, summary and tag generation



Tag and summarize existing assets



Automated content organization



5 Build accessibility & inclusivity by default

Main prompt

You are an accessibility expert. Write concise, accurate alt text for this image describing the steps in a hand-washing procedure, suitable for training. Then, translate it into Spanish.

Rewrite content in plain language

Rewrite this policy in plain language suitable for a frontline employee reading at a 6th-grade level.

Language localization

Translate this content into Spanish, Tagalog, and French. Keep tone consistent and friendly.

Caption improvement

Clean up this auto-generated transcript by correcting grammar, adding punctuation, and removing filler words.

Accessibility-first rewrite

Rewrite this training script so it is accessible for audio-only learners and screen readers.

Step-by-step visual descriptions

Write alt text for each step in this instructional image series. Keep each description under 120 characters.

Prompt formula

You are an accessibility specialist. Improve this [content] by generating [captions/translations/alt text/plain language version] written for [audience/language]. Follow accessibility best practices for [WCAG/closed captioning/plain language].

Finalizing your content

QA: What to Review

- Are captions accurate with correct spelling and punctuation?
- Is alt text specific, not vague ("Person doing task")?
- Did the translation keep meaning and tone intact?
- Is the plain-language version still correct and compliant?
- Are any steps missing from the accessibility rewrite?

How you can ensure accuracy & quality

- Always ask for source, if relevant
- Highlight critical context to retain in translations and captions
- Provide links to your standards, such as legal compliance guidelines for ADA
- Explain compliance requirements or standards upfront

Tools

Alt text, summaries, translations



Video transcription and captions

Built-in video captioning



Or, do it all in one tool with Wisetail.



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AI tools we've mentioned

Multi-purpose AI tools

- [ChatGPT](#) ↗
- [Claude AI](#) ↗
- [Notion AI](#) ↗
- [Gemini](#) ↗
- [Copilot](#) ↗

Data, reporting & automation

- [Microsoft Power Automate](#) ↗
- [Zapier](#) ↗
- [Power BI](#) ↗
- [Make](#) ↗

Video generation & captioning

- [YouTube Studio](#) ↗
- [Vimeo](#) ↗
- [Synthesia](#) ↗
- [HeyGen](#) ↗
- [Wistia](#) ↗
- [Kapwing](#) ↗
- [Otter AI](#) ↗
- [Descript](#) ↗

Final checklist: **Before you use any AI output**

Before you hit “send” on **any** AI-generated content, it’s worth taking a moment to pause. Think of it like a quick sanity check for your training materials: AI can be a brilliant helper, but it doesn’t know your team the way you do. These simple steps help make sure what you share actually works for the people who need it – and saves you from chasing down questions later.

- Is this factually true?
- Does this match how we really work?
- Is it written for the person who’ll actually use it?
- Is anything missing that would create confusion?
- Could someone follow this without asking a second question?
- Did you check the facts?

About Wisetail

When you’re building training for a growing frontline team, what you need isn’t more tools – you need a system that ties everything together and works as one. Wisetail’s Employee Enablement Platform was built for exactly that.

With Wisetail, your LMS, checklists, and admin tools all live under the same roof. That means training, operational tasks, and resources don’t just coexist – they reinforce one another. No more emailing files, rebuilding the same course, or losing track of who’s actually completed their training.

You know your business. Wisetail helps you deliver that expertise cleanly, consistently, and at scale. And with AI-powered features, you can automate the repetitive stuff and focus on what really moves the needle.

Ready to see how AI can make your training easier and smarter?
[Schedule a demo to get a step-by-step look at what’s possible. →](#)

