



15 Helpful AI Links

A Curated Resource Guide for Skill Development

A carefully selected collection of external tools, courses, and prompt libraries to deepen your AI understanding and build confident, capable teams. Each resource includes a description and guidance on who the resource is best suited for.

01 Anthropic AI Learning Hub

URL: <https://anthropic.skilljar.com/>

Description: Anthropic's official learning portal offering structured courses, short lessons, and foundational concepts related to responsible AI use and large language models, with an emphasis on practical understanding rather than technical depth.

Best for: Individuals and teams with limited to moderate AI experience who want structured, plain-language learning grounded in responsible AI principles.

02 Anthropic AI Fluency Framework – Foundations

URL: <https://anthropic.skilljar.com/ai-fluency-framework-foundations>

Description: An introductory course outlining Anthropic's AI Fluency Framework, focusing on how people think, work, and make decisions alongside AI tools. Emphasizes conceptual clarity and practical application.

Best for: Non-technical professionals, educators, and organizational leaders building foundational AI literacy and confidence.

03 AI Prompt Library (Google Sheet)

URL: https://docs.google.com/spreadsheets/d/1jlxjzUWG-6xBVla2ay6yDpL_yeu0h_hR_ZB75a47KX_E/edit?usp=sharing

Description: A crowdsourced spreadsheet of prompt examples organized by use case, task type, and professional context, offering quick, reusable prompt ideas.

Best for: Practitioners looking for ready-to-use prompt examples and inspiration without needing to design prompts from scratch.

04 Google Skills Course Template: Generative AI

URL: https://www.skills.google/course_templates/536

Description: A structured course template designed to help instructors or organizations teach generative AI concepts, workflows, and use cases using Google's learning framework.

Best for: Trainers, L&D professionals, and educators designing AI learning programs or workshops.



05 Google Vertex AI – Introduction to Prompt Design

URL: <https://docs.cloud.google.com/vertex-ai/generative-ai/docs/learn/prompts/introduction-prompt-design>

Description: A technical overview explaining prompt design concepts, patterns, and best practices within Google's Vertex AI ecosystem, including examples and design principles.

Best for: Technical teams, advanced users, and those refining prompt structure for consistency and quality.

06 Claude Use Cases

URL: <https://claude.com/resources/use-cases>

Description: A curated set of real-world examples showing how Claude can be applied across writing, analysis, coding, research, and business workflows.

Best for: Professionals seeking concrete, role-based examples of how AI tools can support daily work.

07 Claude Prompt Library

URL: <https://platform.claude.com/docs/en/resources/prompt-library/library>

Description: An official library of tested prompt examples designed to demonstrate effective prompting patterns across common tasks and scenarios.

Best for: Users refining prompt quality and learning structured prompt patterns that generalize across tools.

08 ChatGPT for Any Role (OpenAI Academy)

URL: <https://academy.openai.com/public/clubs/work-users-ynjqu/resources/chatgpt-for-any-role>

Description: A role-agnostic guide outlining how ChatGPT can support everyday work tasks across functions such as writing, planning, analysis, and communication.

Best for: Frontline staff and professionals new to AI who want immediate, practical applications.

09 ChatGPT Use Cases for Managers (OpenAI Academy)

URL: <https://academy.openai.com/public/clubs/work-users-ynjqu/resources/use-cases-for-managers>

Description: A management-focused resource highlighting how ChatGPT can assist with leadership tasks such as decision support, communication, planning, and performance management.

Best for: Managers and team leads exploring AI as a support tool for leadership responsibilities.

10 Prompting Basics (OpenAI Academy)

URL: <https://academy.openai.com/public/clubs/work-users-ynjqu/resources/prompting>

Description: An introductory guide to prompting fundamentals, covering how to clearly frame requests, provide context, and iterate for better outputs.

Best for: Beginners developing core prompting habits and foundational prompt literacy.



11 Gemini API Prompt Examples

URL: <https://ai.google.dev/gemini-api/prompts>

Description: A collection of example prompts demonstrating how to interact with Google's Gemini models through the API, including task-specific and structured prompts.

Best for: Developers and advanced users working with Gemini programmatically or exploring model capabilities.

12 ChatGPT Use Cases for Work (Custom GPT)

URL: <https://chatgpt.com/g/g-h5aUtVu0G-chatgpt-use-cases-for-work>

Description: A custom GPT configured to surface common workplace use cases, offering guided examples and task-specific assistance.

Best for: Professionals wanting guided, context-aware examples without designing prompts manually.

13 Google Vertex AI Prompt Gallery

URL: <https://docs.cloud.google.com/vertex-ai/generative-ai/docs/prompt-gallery>

Description: A gallery of prompt examples showcasing different prompt styles, formats, and use cases within the Vertex AI environment.

Best for: Advanced users and technical teams comparing prompt structures and experimenting with prompt design patterns.

14 12 ChatGPT Prompts Every Leader Needs Now

URL: <https://www.brilliancebrief.com/p/12-chatgpt-prompts-every-leaders-needs-now>

Description: A concise article presenting leadership-focused prompts for strategy, communication, decision-making, and reflection.

Best for: Executives and managers seeking immediately applicable prompt templates for leadership tasks.

15 OpenAI Playground – Prompt Editing Interface

URL: <https://platform.openai.com/chat/edit?models=gpt-4.1&optimize=true>

Description: An interactive environment for testing, editing, and refining prompts while directly observing how changes affect model responses.

Best for: Users experimenting with prompt optimization, iteration, and response quality control.

