



Webinar: ChatGPT Prompting Tips

Hosted by:

Dmitry Rudman – CTO & AI Automation Expert

Alek Pirkhalo – CEO & Technology Strategist

 **by SafePoint IT**

Today's Agenda

Quick News Update

Review the latest AI developments as they relate to business use.



Prompting Demo

Review principles and show examples of different types of prompts.

Q&A

Address any questions.



News: Notable Events in March

Amplemarket MCP

- AI, such as ChatGPT, connected to real data.
- How big of a shift is this - from “AI answers” to “AI doing work”?
- This shifts AI from “assistant” to an operational interface.

Published: Mar 06, 2026

[Reference link on amplemarket.com](#)



News: Notable Events in March

Microsoft Releasing Copilot "Cowork"

- AI doing work, not just chatting
- It can plan, coordinate, and execute workflows
- This is a shift from "Generative" to "Agentic" AI

Published: Mar 09, 2026

[Reference link on microsoft.com](#)

More information on:

safepointit.com/microsoft-copilot-cowork



News: Notable Events in March

Blocking AI Assistants in MS Teams Meetings

- Microsoft Teams will detect and label external AI bots and note-takers
- AI bots can record, summarize, and access sensitive data
- The change is driven by security and privacy risks

Published: Mar 14, 2026

[Reference link on adminandroid.com](https://www.adminandroid.com)



Primary Principles of Prompting

1. **Assign a role**

“Act as a CFO, MSP sales manager, project coordinator, or vCIO.”

2. **State the task clearly**

What exactly should it do?

3. **Add business context**

Who is this for, what is happening, and why it matters.

4. **Set constraints**

Budget, timeline, audience, available tools, compliance limits, and tone.

5. **Specify the output format**

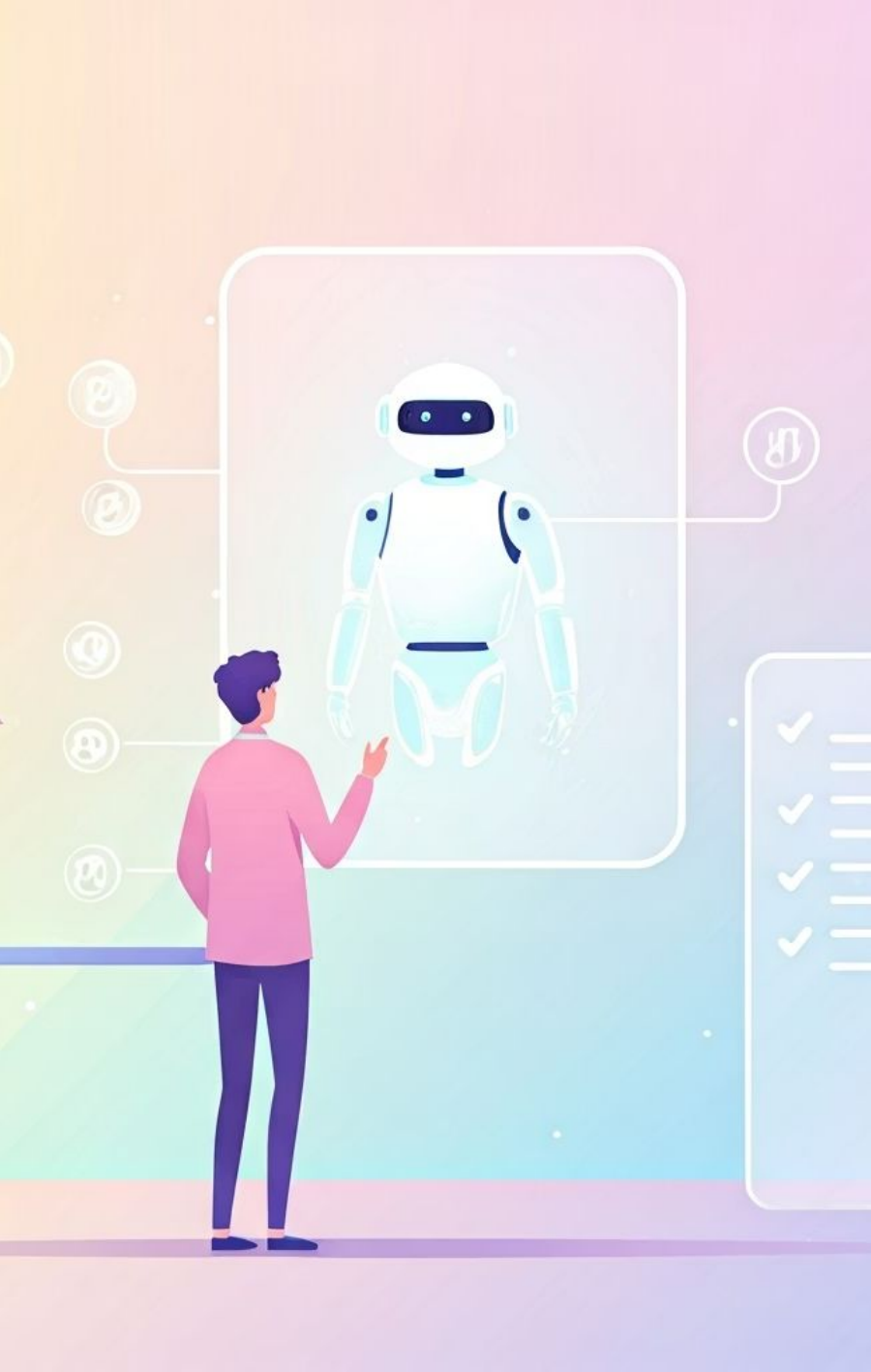
Bullet list, email, table, JSON, talking points, SOP, or checklist.

6. **Ask for verification behavior**

“State assumptions, flag uncertainty, and cite sources where applicable.”

7. **Stress-test the answer**

“Challenge the recommendation and identify blind spots, risks, and alternatives.”





General Tips

- Think of the 5 W's to describe the context as clearly and completely as possible.
- Use "based on first principles" to push it toward more truthful reasoning.
- Ask it to play devil's advocate so it is less agreeable and more critical.
Use: "Acting as a devil's advocate, stress-test your assumptions using the output above."
- Use: "Verify and cite all information within..."
- "Provide output in canvas format" will generate editable canvas output.

Master Prompt

Definition:

The core instruction set that defines how an AI behaves, thinks, and responds across a task or workflow.

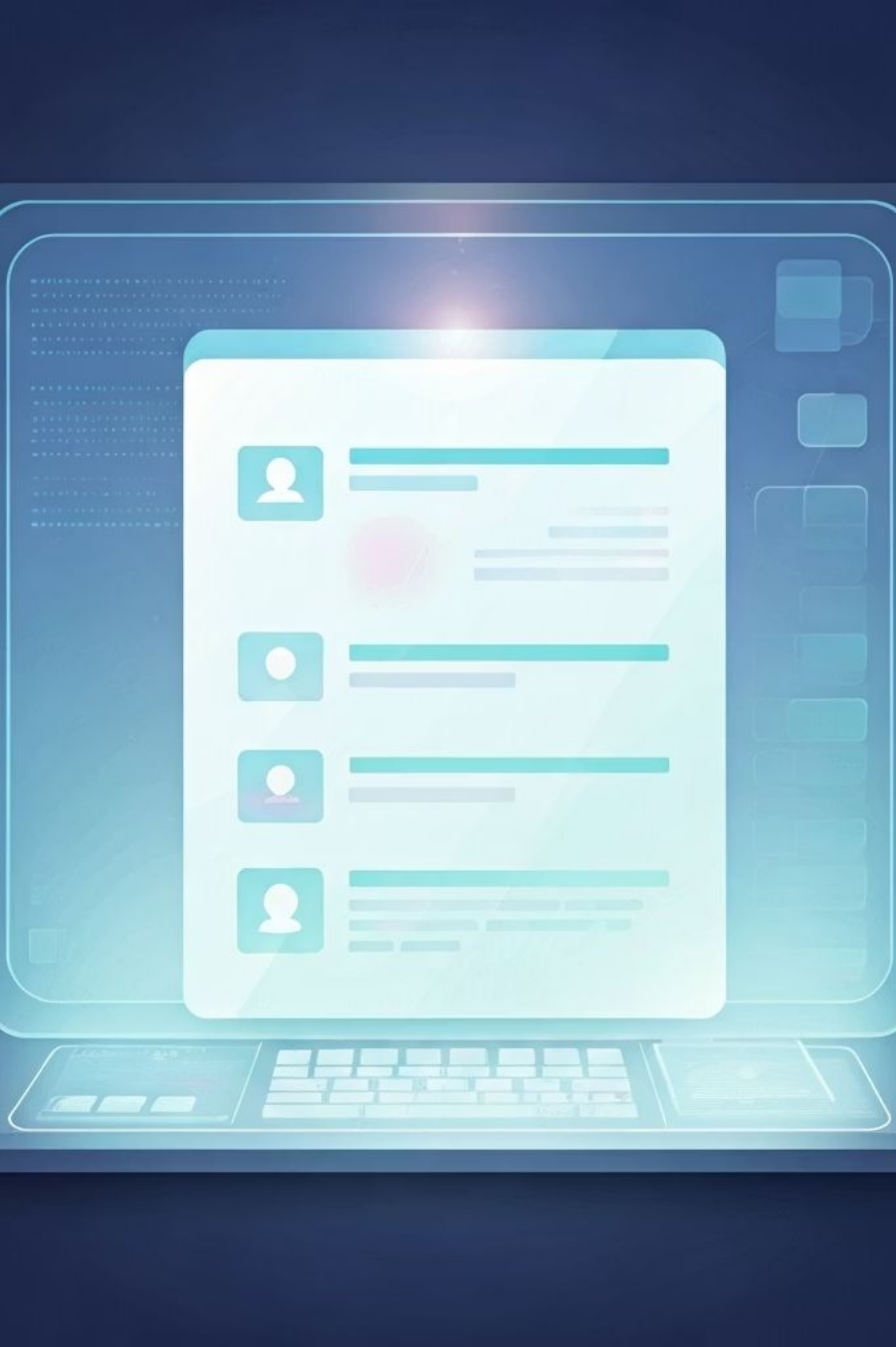
- Sets **role** (e.g., “act like an MSP owner”)
- Establishes **rules/constraints** (tone, format, what to avoid)
- Provides **context** (business, audience, data)

Why it's important:

- Ensures consistency and accuracy of answers.

When to use it:

- Everyone working with an AI chatbot must do it at least once.
- During employee onboarding.





System Prompt

Definition:

A **user-defined system prompt** is a persistent instruction set you create to control how the AI responds across your session or workflow.

- It acts like your **personal rulebook for the AI**.
- It is applied **before every request**.
- It shapes tone, structure, priorities, and reasoning style.

Why it's important:

- It ensures consistent, high-quality outputs across different inputs.

When to use it:

- Use for recurring tasks where consistent output and structure are required.



Q & A

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