

CONSULTANCY DONE DIFFERENTLY — TRAINING TOOL · ALL PROGRAMS

Prompt Assembler — Session Guide

How to turn your Business DNA block into 10 different AI-ready documents

What It Does

The Prompt Assembler

Your DNA block — 10 different documents — one click each

The Prompt Assembler takes your Business DNA block — generated in the DNA Builder tool — and assembles any of 10 pre-engineered AI prompts at the click of a button. You copy the assembled prompt, paste it into your AI tool, and get a professional document. No prompt writing required.

You use this tool in every session after Session 1. Your DNA block is pasted once and powers every prompt for the rest of your training program.

The tool has three zones — paste your DNA, click a button, copy and use:

ZONE 1 — DNA BLOCK INPUT

Paste your Business DNA block here → [Validate DNA →] → ✓ DNA confirmed — [Business Name]

ZONE 2 — 10 PROMPT BUTTONS (grouped by category)

[btn] [btn] [btn]
FOUNDATION 1–3

[btn] [btn] [btn]
BUSINESS DOCS 4–6

[btn]
DIGITAL 7

[btn] [btn] [btn]
DEEP RESEARCH 8–10

ZONE 3 — ASSEMBLED PROMPT OUTPUT → Use with: Claude (free) → [■ Copy Prompt]

Act as a... [full prompt assembled with your DNA block automatically inserted]...

What You Create

The 10 Documents

One tool — every document your business needs for prequalification

Foundation (Blue)	1 Customer Persona · 2 Value Proposition · 3 Brand Identity Brief
Business Docs (Purple)	4 Capability Statement · 5 Capacity Statement · 6 WHS Policy Overview
Digital (Amber)	7 Google Business Profile + 50 Posts
Deep Research (Teal)	8 Tenders · 9 Grants · 10 WHS Standards

■ Time per prompt:

Prompts 1–7: 2–5 min total per document · Prompts 8–10 (Deep Research): 10–20 min

How to Use It

Step-by-Step Workflow

Same process every session

- 1
- Open the tool at consultancydd.com/tools/prompt-assembler/ in your browser.
- 2
- Open the Business DNA Builder in a second browser tab (consultancydd.com/tools/business-dna/).
- 3
- Go to Tab 6 — Next Steps in the DNA Builder. Click 'Copy Business DNA'.
- 4
- Come back to the Prompt Assembler. Click into the DNA field and paste (Ctrl+V / Cmd+V).
- 5
- Click 'Validate DNA →'. You should see a green tick and your business name.
- 6
- Look at the button grid. Find the prompt for your current session. Click it.
- 7
- Check the AI recommendation label below the button grid. Open that AI tool in a new tab.
- 8
- Click '■ Copy Prompt'. The assembled prompt is copied to your clipboard.
- 9
- In your AI tool: start a new conversation. Paste the prompt and press Send or Enter.
- 10
- Wait for the result (30 seconds to several minutes). Save it directly from your AI tool.

AI Tools

Which AI to Use for Which Prompt

Match the right tool to the right prompt for best results

1 – 3 (Foundation)	ChatGPT (free) or Claude (free)	chat.openai.com · claude.ai
4 – 6 (Business Documents)	Claude (free) or Copilot (free)	claude.ai · copilot.microsoft.com
7 (GBP + 50 Posts)	Google Gemini Pro ★	gemini.google.com (paid plan)
8 – 10 (Deep Research)	ChatGPT Pro or Gemini Pro ★	Deep Research mode (paid plan required)

★ Deep Research prompts (8–10) only work in paid AI tiers.
Running them in a free AI tool will give you invented data — not real tenders or grants. Always use a paid Deep Research mode.

All 10 Prompts

Quick Reference

Every prompt, its session, and what you get

One row per prompt. Tick the 'Done' column in your My Prompts Reference Sheet after each run.

#	Prompt Name	Recommended AI	Session	Output
1	Customer Persona	ChatGPT/Gemini Free	1-Day-6-Day D1-10W	Ideal client profile
2	Value Proposition	ChatGPT/Claude Free	1-Day-6-Day D2-10W	VP + StoryBrand
3	Brand Identity Brief	Claude Free	1-Day-6-Day D2-10W	Tone, taglines, Link
4	Capability Statement	Claude / Copilot	6-Day D4-10W M3	Prequalification doc
5	Capacity Statement	Claude / Copilot	6-Day D4-10W M3	Resource & scale doc
6	WHS Policy Overview	Claude / Copilot	6-Day D3-10W M3	Safety overview doc
7	GBP + 50 Posts	Gemini Pro ★	6-Day D5-10W M2	Full GBP + content
8	Deep Research: Tenders	ChatGPT/Gemini Pro ★	6-Day D6-10W M5	Live tenders + gaps
9	Deep Research: Grants	ChatGPT/Gemini Pro ★	6-Day D6-10W M5	Live grants + eligib
10	Deep Research: WHS	Gemini/ChatGPT Pro ★	6-Day D3-10W M3	Standards + SWMS lis

Example

Sample Output — Prompt 4 Capability Statement

Northrock Civil Pty Ltd

CAPABILITY STATEMENT — Sample Extract (Northrock Civil Pty Ltd)

BUSINESS OVERVIEW
Northrock Civil delivers road base, drainage, and earthworks across NQ. Operating 8 years. QBCC Medium licence. TMR and Council client history.

CORE SERVICES
1. Road base and pavement 2. Stormwater drainage 3. Earthworks
4. Compaction and proof rolling 5. Traffic management on civil sites

Tips

Getting Better AI Outputs

How to improve the quality of every prompt run

Start a fresh conversation

Never continue from a previous chat when running a new prompt. Open a new conversation every time — old context from a previous prompt will confuse the AI.

Wait for the full result

Do not stop the AI mid-output. Let it complete the full document. If it stops before finishing, type "Please continue from where you left off" and press Send.

Run it more than once

If the first output is weak, run the same prompt again in a new conversation. Different runs produce different results — the second or third run is often better.

Update your DNA block

If a prompt gives generic output, your DNA block may be missing detail. Go back to the Business DNA Builder, add more specific information, copy the new block, and re-run.

Save immediately

As soon as you get a good result, save it — copy to Word, take a screenshot, or save the chat as a PDF. AI tool histories can be lost or expire.

Troubleshooting

Common Issues & Fixes

How to handle the most common problems

"The output doesn't mention NQ or civil construction"

Your DNA block may not have pasted correctly. Check Zone 1 shows the green tick and your business name. If not, re-paste the complete DNA block and validate again.

"The AI stopped before finishing the document"

Type exactly: "Please continue from where you left off" — and press Send. Paste both parts together before saving.

"Deep Research gave me made-up tenders/grants"

Deep Research requires a paid subscription with web browsing enabled. Free AI tools cannot search the web. Switch to ChatGPT Pro or Gemini Pro Deep Research mode.

"The output is too generic — no specific NQ references"

Open your DNA Builder, check your Section E (goals and targets) and Section C (services) — these drive the NQ calibration. Add more specific detail and re-run.

Questions? Contact your CDD consultant.

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■ **Bring to every session:** This guide · My Prompts Reference Sheet · Your DNA block saved