



THE COMPLETE LIBRARY · 2026 EDITION

AI Prompts for HR & L&D

253 ready-to-use prompts across the full people-and-learning lifecycle — engineered for clarity, customisation, and output you can actually ship.

PART 1 — Human Resources · 14 sections

PART 2 — Learning & Development · 9 sections

23 sections · 253 prompts · designed for any modern LLM

How to use this library

A two-minute orientation before you start prompting.

What's in here

This library contains **253 prompts** organised across **23 sections** covering the full HR and L&D lifecycle — from hiring and onboarding through performance, culture, learning design, leadership development, and analytics. Every prompt is designed to be customised, not copy-pasted verbatim. The placeholders in [BRACKETS] are where you bring the specifics of your context.

How each prompt is structured

Most prompts follow a deliberate pattern: a **role** for the AI to take, the **task** with measurable success criteria, the **inputs** you'll provide, and the **output format** you want back. This pattern dramatically reduces vague, generic answers — the single biggest cause of disappointment with AI tools.

Five tips that will make every prompt better

- **Replace every bracket.** If a prompt has [ROLE TITLE], fill it in. Brackets left in the prompt produce brackets in the answer.
- **Give context the model can't guess.** Add company stage, team size, industry, and constraints. The same prompt at a 50-person startup and a 5,000-person enterprise needs different answers.
- **Ask for the format you actually want.** Table, one-pager, Slack message, email, JSON — name it. Default narrative answers are rarely the format you'll ship.
- **Push back and iterate.** The first answer is a draft. Ask the model to challenge its own assumptions, sharpen the weakest section, or rewrite for a different reader.
- **Never paste anything confidential.** Replace real names, salaries, performance details, and identifying data with placeholders before prompting. Treat the AI like a smart contractor without an NDA.

A note on AI judgment

These prompts are tools, not decisions. AI is excellent at structure, draft generation, and pattern-matching — and unreliable on facts about specific people, current regulations, and judgment calls about your team. Use AI to accelerate your thinking, not replace it. Every output should pass a human review before it reaches an employee, candidate, or learner.

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PART 1 · HUMAN RESOURCES

Recruitment & Talent Acquisition

Prompts to accelerate every stage of hiring — from defining the role to closing the candidate.

15 prompts in this section

SECTION 1

Recruitment & Talent Acquisition

Prompts to accelerate every stage of hiring — from defining the role to closing the candidate.

PROMPT 001 · 1.1**Build a hiring strategy from scratch**

Act as a senior talent acquisition leader. I need to hire [NUMBER] [ROLE TITLE] for a [INDUSTRY] company of [COMPANY SIZE] within [TIMEFRAME]. Draft a complete hiring strategy that covers: (1) ideal candidate profile, (2) sourcing channels ranked by likely ROI, (3) screening funnel with conversion-rate assumptions, (4) interview structure, (5) budget allocation, and (6) weekly milestones. Flag the three biggest risks I should plan for.

PROMPT 002 · 1.2**Create an ideal candidate persona**

Build a detailed candidate persona for a [ROLE TITLE] at a [STAGE: early-stage / growth / enterprise] [INDUSTRY] company. Include: demographics, current job titles, daily pain points, motivators for switching jobs, what would scare them off, where they spend time online, and the three messages most likely to make them respond to a recruiter. Format as a one-page profile.

PROMPT 003 · 1.3**Define the must-have vs. nice-to-have skills**

I'm hiring a [ROLE TITLE] reporting to [MANAGER TITLE]. The team's biggest priority for the next 12 months is [PRIORITY]. Help me separate skills into three buckets: (1) non-negotiable must-haves, (2) strongly preferred, (3) trainable on the job. Challenge any 'must-haves' that are actually just preferences, and explain why.

PROMPT 004 · 1.4**Design a hiring scorecard**

Create a structured interview scorecard for a [ROLE TITLE] role. Include 5–7 evaluation criteria tied to job outcomes (not generic traits), a 1–5 rating scale with concrete behavioral anchors for each level, and space for evidence. Format as a table I can paste into Google Docs or an ATS.

PROMPT 005 · 1.5**Benchmark talent against competitors**

I'm hiring a [ROLE TITLE] and competing against [COMPETITOR 1], [COMPETITOR 2], and [COMPETITOR 3] for talent. Compare what these companies are likely offering on compensation, scope, growth, and culture, then recommend three differentiators I should lead with to win candidates.

PROMPT 006 · 1.6**Build a referral program brief**

Design an employee referral program for a [COMPANY SIZE] [INDUSTRY] company. Cover: eligible roles, referral bonus structure, payout schedule, fraud-prevention rules, communication plan to employees, and metrics to track. Recommend a launch sequence over the first 90 days.

PROMPT 007 · 1.7**Diagnose a stuck hiring pipeline**

My pipeline for [ROLE TITLE] is stuck. Here are the numbers: [APPLICATIONS, SCREENS, ONSITES, OFFERS, ACCEPTS]. Diagnose the most likely bottleneck, give me three hypotheses with the evidence in the data, and suggest one test I can run this week to validate the top hypothesis.

PROMPT 008 · 1.8**Write a recruiter intake meeting agenda**

Create an intake meeting agenda for a recruiter and a hiring manager kicking off a search for [ROLE TITLE]. Include the questions a recruiter MUST ask the hiring manager (about scope, success in 12 months, deal-breakers, comp range, calibration candidates, and decision process). Keep it to 30 minutes.

PROMPT 009 · 1.9**Compose a candidate rejection email**

Write three versions of a rejection email for a candidate we interviewed for [ROLE TITLE]: (1) post-screen rejection, (2) post-onsite rejection where they were strong but we picked someone else, (3) we'd like to stay in touch for a future role. Warm, specific, no jargon.

PROMPT 010 · 1.10**Plan a structured debrief**

Design a 45-minute hiring debrief for an interview panel of [NUMBER] people who interviewed a candidate for [ROLE TITLE]. Include the order of speaking (to avoid anchoring), the questions each interviewer answers, how to handle a split decision, and how to document the outcome.

PROMPT 011 · 1.11**Create a 'why join us' pitch**

Write a 90-second 'why join us' pitch a recruiter can deliver to a candidate for [ROLE TITLE] at [COMPANY]. Cover: mission, the specific problem this role will solve, scope and ownership, growth path, and one honest trade-off so it doesn't sound like a sales script.

PROMPT 012 · 1.12**Map a sourcing channel mix**

Recommend the optimal sourcing channel mix for [ROLE TITLE] in [LOCATION/REGION]. For each channel (LinkedIn, employee referrals, niche communities, events, agencies, internal mobility), give: expected % of pipeline, cost per hire, time-to-hire impact, and quality signal. Output as a table.

PROMPT 013 · 1.13**Build a candidate experience audit**

Audit a candidate's likely experience applying for [ROLE TITLE] at our company. Walk through each step (job ad → application → screening → interviews → offer → onboarding) and flag friction points, plus one specific improvement per step ranked by impact-to-effort.

PROMPT 014 · 1.14**Draft a counter-offer response strategy**

A finalist for [ROLE TITLE] just received a counter-offer from their current employer. Give me three approaches I can use to keep them, the right questions to ask first, and language for each approach. Also tell me when to walk away.

PROMPT 015 · 1.15**Design a hiring committee charter**

Draft a hiring committee charter for [ROLE TITLE OR LEVEL]. Define: who sits on the committee, decision rights, calibration process, how disagreements are resolved, conflict-of-interest rules, and how decisions are documented.

PART 1 · HUMAN RESOURCES

Job Descriptions & Job Postings

Prompts to write JDs that attract the right people and screen out the wrong ones.

12 prompts in this section

SECTION 2

Job Descriptions & Job Postings

Prompts to write JDs that attract the right people and screen out the wrong ones.

PROMPT 016 · 2.1**Write a job description from a job brief**

Write a job description for [ROLE TITLE] based on this brief: [PASTE BRIEF]. Structure: (1) one-paragraph 'why this role exists', (2) outcomes the person will own in 12 months, (3) day-to-day responsibilities, (4) must-have qualifications, (5) bonus qualifications, (6) what we offer. Keep it under 500 words, no clichés like 'rockstar' or 'family'.

PROMPT 017 · 2.2**Rewrite a generic JD to make it specific**

Rewrite this job description to be specific and outcome-focused: [PASTE JD]. Replace vague responsibilities with measurable outcomes, remove jargon, and cut anything that could apply to any company. Keep the same role and seniority.

PROMPT 018 · 2.3**Translate JD into inclusive language**

Review this JD for biased or exclusionary language: [PASTE JD]. Flag gendered words, ableist phrases, culture-coded terms, and requirements that may unnecessarily filter out qualified candidates. Provide an edited version and explain each change.

PROMPT 019 · 2.4**Convert JD into a job ad for LinkedIn**

Turn this internal job description into a LinkedIn job ad that gets clicks: [PASTE JD]. Open with a hook, use short paragraphs, write in second person, and end with a clear next step. Max 250 words.

PROMPT 020 · 2.5**Convert JD into a careers-page post**

Adapt this JD into a careers-page version that highlights our employer brand: [PASTE JD]. Lead with the impact of the role, then mission alignment, then practical details. Voice: confident, warm, no buzzwords.

PROMPT 021 · 2.6**Generate role outcomes (instead of duties)**

For a [ROLE TITLE] role, write 5 outcomes the person should deliver in their first 12 months. Each outcome should be: specific, measurable, time-bound, and tied to a business result. Avoid task lists like 'manage projects' — focus on what 'good' looks like.

PROMPT 022 · 2.7**Write a one-line role tagline**

Write 10 different one-line taglines for a [ROLE TITLE] role at [COMPANY DESCRIPTION]. Each should be under 15 words and make a strong candidate stop scrolling. Vary tone: punchy, mission-driven, problem-led, scope-led.

PROMPT 023 · 2.8**Build the compensation and perks section**

Write the compensation and perks section of a JD for a [ROLE TITLE] role in [LOCATION]. We offer [SALARY RANGE, EQUITY, BENEFITS, REMOTE POLICY]. Frame it transparently and competitively. Include any required pay-transparency language for [JURISDICTION].

PROMPT 024 · 2.9**Draft an 'about the team' section**

Write an 'about the team' section for a JD. The team is [TEAM SIZE], reports to [LEADER], and is responsible for [SCOPE]. Highlight what makes this team different and one honest thing about the current stage. Max 120 words.

PROMPT 025 · 2.10**Create a JD for a brand-new role**

We're creating a new role: [ROLE TITLE]. It didn't exist before. The reasons we're creating it are: [REASONS]. Draft the JD, but first walk me through your assumptions about scope, level, and trade-offs so I can correct anything before you write.

PROMPT 026 · 2.11**Localize a JD for a new market**

Adapt this JD written for [ORIGINAL MARKET] for hiring in [NEW MARKET]: [PASTE JD]. Adjust references, terminology, compliance requirements, and tone for the new market. Flag any culture- or law-specific changes I should review.

PROMPT 027 · 2.12**Generate JD variants for A/B testing**

Create three versions of a JD headline and opening paragraph for [ROLE TITLE], each appealing to a different candidate motivation: (A) mission and impact, (B) technical challenge and craft, (C) growth and learning. Keep all other content constant so I can A/B test.

PART 1 · HUMAN RESOURCES

Sourcing & Candidate Outreach

Prompts to find, message, and engage passive candidates.

10 prompts in this section

SECTION 3

Sourcing & Candidate Outreach

Prompts to find, message, and engage passive candidates.

PROMPT 028 · 3.1**Build a Boolean search string**

Build a Boolean search string for [PLATFORM: LinkedIn / Google / GitHub] to find candidates for [ROLE TITLE]. Include must-have skills, alternate titles, location filters, and exclusion terms. Then give me two variations: one broader, one narrower.

PROMPT 029 · 3.2**Write a cold outreach message**

Write a cold LinkedIn outreach message to a candidate for [ROLE TITLE] at [COMPANY]. Personalize using this background: [PASTE THEIR PROFILE SUMMARY]. Under 100 words, no flattery, one specific reason this role fits them, soft ask.

PROMPT 030 · 3.3**Write a follow-up sequence**

Write a 3-message follow-up sequence for a passive candidate who didn't respond to my first outreach. Space them across 10 days. Each message should add new value (not just 'bumping this'). Vary the angle each time.

PROMPT 031 · 3.4**Re-engage a silver-medal candidate**

Write a re-engagement message to a candidate who reached final-round 18 months ago and didn't get the offer. We have a new role open: [ROLE TITLE]. Acknowledge the past, share what's changed, make a low-pressure ask.

PROMPT 032 · 3.5**Craft a referral request to employees**

Write a Slack message asking employees to refer candidates for [ROLE TITLE]. Include the role headline, the 3 things we're really looking for, a sample LinkedIn search they can do, and the referral bonus. Keep it short, conversational, scannable.

PROMPT 033 · 3.6**Source from adjacent industries**

I've exhausted candidates from [PRIMARY INDUSTRY] for [ROLE TITLE]. Suggest 5 adjacent industries where the skill set translates. For each, explain the transferable skills, the gaps I'd need to train, and the typical comp difference.

PROMPT 034 · 3.7**Generate target-company lists**

Generate a target-company list to source [ROLE TITLE] candidates. Include 20 companies: a mix of direct competitors, adjacent industries, and 'feeder' companies known for this talent. For each, note why it's a good source and one likely objection from candidates.

PROMPT 035 · 3.8**Map a niche talent community**

I need to hire [SPECIALIZED ROLE]. Identify the top online communities, conferences, Slack/Discord groups, newsletters, and content creators in this space. Suggest how to participate authentically before recruiting.

PROMPT 036 · 3.9**Write a job-ad headline that beats average**

Write 10 job-ad headline options for [ROLE TITLE] that beat the generic 'Senior X Engineer at Y Company'. Each should hint at the work, the impact, or the team. Optimize for click-through, not SEO.

PROMPT 037 · 3.10**Draft a recruiter voice-mail script**

Write a 25-second voicemail script for a recruiter leaving a message for a passive candidate. Mention the role, why we thought of them specifically, and a clear next step. Conversational, not corporate.

PART 1 · HUMAN RESOURCES

Interview Questions & Assessments

Prompts to design interview loops that predict on-the-job performance.

15 prompts in this section

SECTION 4

Interview Questions & Assessments

Prompts to design interview loops that predict on-the-job performance.

PROMPT 038 · 4.1**Generate behavioral interview questions**

Generate 10 behavioral interview questions for a [ROLE TITLE] role focused on [COMPETENCY: e.g., influence without authority, ownership, dealing with ambiguity]. Use STAR-friendly framing. For each, list what a strong vs. weak answer would sound like.

PROMPT 039 · 4.2**Design a case-study interview**

Design a 60-minute case-study interview for a [ROLE TITLE] candidate. Include: the scenario brief, the data they'll be given, the questions they need to answer, what to evaluate, and how to score 1–5 with anchors. Make it close to real work, not a trivia test.

PROMPT 040 · 4.3**Build a structured panel interview**

Design a four-stage interview loop for [ROLE TITLE]: phone screen (recruiter), hiring-manager screen, technical/functional deep-dive, and values/culture-add. For each stage, define: who runs it, length, top 3 things to evaluate, sample questions, and exit criteria.

PROMPT 041 · 4.4**Create role-specific technical screens**

Create a 45-minute technical screen for a [ROLE TITLE]. It should test [SKILL 1], [SKILL 2], and [SKILL 3] in a realistic scenario. Avoid gotcha questions. Include sample 'good' and 'red flag' responses so multiple interviewers can grade consistently.

PROMPT 042 · 4.5**Probe for ownership and accountability**

Give me 7 interview questions and follow-ups that specifically probe for ownership and accountability (not just 'tell me about a time'). Include follow-up probes I can use when an answer feels rehearsed. Explain what genuine ownership sounds like vs. blame-shifting.

PROMPT 043 · 4.6**Test for learning agility**

Write 5 interview questions that test learning agility — how someone unlearns, picks up new domains, and adapts. Include the follow-up question pattern that exposes whether their learning was real or surface.

PROMPT 044 · 4.7**Detect deal-breakers early**

For a [ROLE TITLE] role, list the 3 most common reasons people fail in the first 6 months. Then write one interview question per failure mode that would have caught it earlier. Provide the answer pattern that would be a red flag.

PROMPT 045 · 4.8**Calibrate an interview panel**

I'm running a calibration session for interviewers hiring [ROLE TITLE]. Design a 60-minute agenda: review of the scorecard, mock-interview practice, common rating disagreements, and a sample 'pass/no-pass' case with the right answer. Make it interactive.

PROMPT 046 · 4.9**Design a culture-add (not culture-fit) interview**

Design a 'culture-add' interview for [ROLE TITLE]. Avoid 'do they fit the vibe' questions. Instead, focus on values demonstrated through past behavior. Provide 6 questions tied to our values: [LIST VALUES]. Include scoring rubric.

PROMPT 047 · 4.10**Take-home assignment design**

Design a take-home assignment for [ROLE TITLE]. Constraints: under 3 hours of candidate effort, simulates real work, fair to working parents and people with day jobs. Provide the brief, evaluation rubric, and how to debrief it in the next interview.

PROMPT 048 · 4.11**Reverse interview prep for candidates**

I want to provide candidates with a list of great questions to ask us during interviews for [ROLE TITLE]. Generate 15 sharp questions a candidate might ask: about the role, manager, team, company, and stage. Group them by interviewer.

PROMPT 049 · 4.12**Spot risk in a 'too perfect' candidate**

A candidate looks perfect on paper for [ROLE TITLE]. Give me 6 questions designed to test whether their resume reflects real depth or just well-rehearsed answers. Tell me what genuine depth looks like.

PROMPT 050 · 4.13**Senior-leader interview question set**

Create 12 interview questions for a senior leader candidate (VP/Director level) for [FUNCTION]. Focus on: setting strategy, building teams, navigating ambiguity, influence across the org, and learning from failure. Avoid tactical questions.

PROMPT 051 · 4.14**Reference-check question script**

Write a 20-minute reference-check script for a [ROLE TITLE] candidate I've decided to hire. Cover: working relationship, strengths, growth areas, would they hire again, and how to manage them. Phrase each question to get honest answers, not reflexive praise.

PROMPT 052 · 4.15**Spot inflated resumes**

Help me detect resume inflation for [ROLE TITLE] candidates. List 8 specific claims commonly exaggerated in this role, plus the interview question that would expose each one. Explain the answer pattern that signals truth vs. fluff.

PART 1 · HUMAN RESOURCES

Onboarding & Orientation

Prompts to design onboarding that turns new hires into productive contributors fast.

12 prompts in this section

SECTION 5

Onboarding & Orientation

Prompts to design onboarding that turns new hires into productive contributors fast.

PROMPT 053 · 5.1**Build a 30-60-90 day plan**

Draft a 30-60-90 day plan for a new [ROLE TITLE] joining the [TEAM/DEPARTMENT]. Outcomes-based, not task-based. Day 30 = learning goals, Day 60 = early ownership, Day 90 = full ownership. Include weekly milestones and what success looks like at each gate.

PROMPT 054 · 5.2**Design a week-one schedule**

Design a week-one onboarding schedule for a new [ROLE TITLE]. Mix meetings, learning, and downtime. Avoid overload. Include who they meet, what they read, and one small win we want them to ship by Friday.

PROMPT 055 · 5.3**Build a buddy program**

Design a peer-buddy program for onboarding new hires. Define: buddy selection criteria, buddy responsibilities week-by-week for 90 days, time commitment, and how to recognize buddies. Provide a one-pager I can send to potential buddies.

PROMPT 056 · 5.4**Write a welcome message from the CEO**

Write a welcome message from the CEO to a new hire on day one. Personalized, mission-grounded, under 200 words. Avoid corporate jargon. End with one specific thing we hope they bring to the company.

PROMPT 057 · 5.5**Create an onboarding survey at 30/60/90**

Create three onboarding surveys for new hires at day 30, day 60, and day 90. Each should have 8–10 questions tracking: clarity, support, role fit, manager relationship, and engagement. Avoid duplicate questions across surveys — track the change.

PROMPT 058 · 5.6**Design role-specific onboarding for sales**

Build an onboarding plan for a new [SALES ROLE]. Cover: product training, customer profiles, pitch certification, ride-alongs, first-deal milestone, and ramp-to-quota expectations. Format as weeks 1–12.

PROMPT 059 · 5.7**Design role-specific onboarding for engineers**

Build an onboarding plan for a new software engineer. Cover: codebase tour, dev environment setup, first PR, first on-call shadow, and first solo project. Set realistic week-by-week goals over 90 days.

PROMPT 060 · 5.8**Design role-specific onboarding for managers**

Build an onboarding plan for a new people manager. They've never managed before. Cover: meeting their team, learning the work, establishing operating cadence, setting expectations, and first 1:1s. 90 days.

PROMPT 061 · 5.9**Build pre-boarding communications**

Write the pre-boarding communications a new hire receives between offer-acceptance and day one. Include: offer-acceptance thank-you, equipment shipping update, day-one logistics, a peek at the team, and a low-stakes async task to feel connected.

PROMPT 062 · 5.10**Onboarding for remote-first hires**

Adapt our onboarding for a fully remote new hire. Focus on: building relationships without office serendipity, async-first communication norms, equipment setup, and combating week-three loneliness. Weeks 1–4.

PROMPT 063 · 5.11**Onboarding manager checklist**

Build a checklist for a hiring manager onboarding a new direct report. Include items the manager (not HR) owns: pre-day-one outreach, first 1:1 agenda, goal-setting, intro plan, feedback cadence, and 30/60/90 check-ins.

PROMPT 064 · 5.12**Diagnose an onboarding problem**

Our new hires are quitting in their first 6 months. The exit themes are: [PASTE THEMES]. Diagnose root causes in onboarding specifically (vs. hiring or role design). Recommend 3 changes ranked by likely impact.

PART 1 · HUMAN RESOURCES

Performance Management

Prompts to coach, evaluate, and develop employees with structure and fairness.

15 prompts in this section

SECTION 6

Performance Management

Prompts to coach, evaluate, and develop employees with structure and fairness.

PROMPT 065 · 6.1**Write a SMART goal for an employee**

Convert this rough goal into a SMART goal: [PASTE GOAL]. Make it specific, measurable, achievable, relevant, time-bound. Add the lead and lag indicators we'll track, and how it ties to a team-level objective.

PROMPT 066 · 6.2**Draft a performance review**

Help me write a year-end performance review for [EMPLOYEE NAME], a [ROLE TITLE]. Strengths: [LIST]. Areas to grow: [LIST]. Goals delivered: [LIST]. Goals missed: [LIST]. Write a balanced narrative with specific examples, then a closing paragraph about next year.

PROMPT 067 · 6.3**Give constructive negative feedback**

Help me prepare a feedback conversation. Situation: [DESCRIBE]. Behavior I want to change: [DESCRIBE]. Impact: [DESCRIBE]. Write the opening, the core message using SBI (Situation-Behavior-Impact), expected pushback, and how I'd respond to each.

PROMPT 068 · 6.4**Coach a manager through a tough review**

I'm a manager preparing to deliver a 'meets expectations but underperforming' review to a long-tenured employee. They expect 'exceeds.' Walk me through the conversation: how to open, the evidence I should bring, how to handle defensiveness, and a clear next step.

PROMPT 069 · 6.5**Calibrate ratings across managers**

Design a calibration session for performance ratings across [NUMBER] managers. Include: pre-work each manager must do, structure of the meeting, how to surface bias, how to resolve disagreements, and how to communicate calibrated results back to managers.

PROMPT 070 · 6.6**Write a Performance Improvement Plan (PIP)**

Draft a 60-day Performance Improvement Plan for an employee in [ROLE TITLE]. Performance gaps: [LIST]. Include: specific expectations, measurable success criteria, support resources, check-in cadence, and consequences if the plan is not met. Tone: firm but supportive, not punitive.

PROMPT 071 · 6.7**Coach an underperformer (not yet at PIP)**

I have an underperforming employee who hasn't yet hit PIP-level concerns. Walk me through a coaching conversation: surface the gap, get their perspective, agree on changes, and set follow-up. Make it feel like coaching, not a warning.

PROMPT 072 · 6.8**Coach a high performer who's plateauing**

A high performer on my team has plateaued and seems disengaged. They're not at risk of leaving yet, but they will be. Help me design a development conversation that uncovers what's missing — stretch, recognition, scope, mastery — and what to do about it.

PROMPT 073 · 6.9**Design a 360-degree feedback survey**

Design a 360-degree feedback survey for [LEVEL: manager / senior IC / executive]. Include: 8 quantitative items, 4 qualitative items, the rater pool design (peers, reports, manager), and how to deliver results without breaking confidentiality.

PROMPT 074 · 6.10**Convert vague feedback to actionable feedback**

Take this vague feedback and rewrite it as actionable, specific feedback: [PASTE FEEDBACK]. Add: what the behavior was, the impact, what to do differently, and how we'll measure improvement.

PROMPT 075 · 6.11**Run a skip-level meeting**

Help me prepare for a skip-level meeting with my direct report's direct reports. Goal: learn how the team is really doing without undermining the manager. Give me an opening, the 6 questions I should ask, what to do with what I hear, and how to debrief with the manager.

PROMPT 076 · 6.12**Set team OKRs**

Help me set quarterly OKRs for a team of [NUMBER] in [FUNCTION]. Strategic priorities for the quarter: [LIST]. Draft 3 Objectives and 3–4 Key Results per Objective. Ensure KRs are outcome-based (not task-based) and ambitious without being delusional.

PROMPT 077 · 6.13**Audit goal-setting quality**

Review these team goals and audit them for quality: [PASTE GOALS]. Flag goals that are: too vague, task-disguised-as-outcome, sandbagged, dependent on factors outside the owner's control, or duplicative. Suggest rewrites.

PROMPT 078 · 6.14**Document an employee performance issue**

Help me draft a documentation note about a performance issue with [EMPLOYEE]. The incident was: [DESCRIBE]. I need: factual description, business impact, prior conversations referenced, what was discussed, and agreed next steps. Neutral tone, suitable for HR file.

PROMPT 079 · 6.15**Recognize a top performer meaningfully**

Write a recognition message for a top performer who [DESCRIBE WHAT THEY DID]. Avoid generic praise. Be specific about: the work, the difficulty, the impact, and what it says about them. Public-channel appropriate, under 150 words.

PART 1 · HUMAN RESOURCES

Employee Engagement & Culture

Prompts to listen to employees, strengthen culture, and act on what you hear.

12 prompts in this section

SECTION 7

Employee Engagement & Culture

Prompts to listen to employees, strengthen culture, and act on what you hear.

PROMPT 080 · 7.1**Design an engagement survey**

Design an annual employee engagement survey for a [COMPANY SIZE] organization. Include: 25–35 questions covering engagement, alignment, manager effectiveness, growth, recognition, wellbeing, and inclusion. Use Likert-scale and open-text mix. Provide the survey logic and benchmarking notes.

PROMPT 081 · 7.2**Design a pulse survey**

Design a 5-question monthly pulse survey to track employee sentiment. Avoid duplicating last month — track change over time. Include one open-text question that surfaces specific themes. Provide guidance on how to interpret a 1-point shift.

PROMPT 082 · 7.3**Diagnose low engagement scores**

Our engagement survey showed a drop in [SCORE/DIMENSION] from [LAST PERIOD] to [THIS PERIOD]. Comments mentioned: [PASTE THEMES]. Help me diagnose root causes (not symptoms), recommend 3 actions ranked by impact, and draft a communication that acknowledges the data honestly.

PROMPT 083 · 7.4**Plan a culture-defining offsite**

Plan a 2-day offsite for [NUMBER] employees focused on [THEME: e.g., re-aligning on values, post-merger integration]. Include: agenda, working sessions vs. social time, pre-work, facilitation roles, and how we'll measure success 90 days later.

PROMPT 084 · 7.5**Write company values from scratch**

Help us define 5 company values for a [STAGE] [INDUSTRY] company. Avoid generic words (excellence, integrity, customer-first). Each value should be: specific to us, observable in behavior, and useful for hiring and firing decisions. Provide examples of what each looks like in action.

PROMPT 085 · 7.6**Audit existing values for usefulness**

Review our current company values: [LIST VALUES]. For each, judge whether it's: (a) actionable in hiring and feedback, (b) differentiating, or (c) just inspirational wallpaper. Suggest sharper versions where needed.

PROMPT 086 · 7.7**Plan a culture event on a small budget**

Plan a culture-building event for a team of [NUMBER] with a budget of [AMOUNT] and 1 hour of time. Output 5 options ranging from low-touch to high-touch, with what each best signals to employees.

PROMPT 087 · 7.8**Run a focus group on engagement themes**

Design a 60-minute employee focus group to explore [THEME from survey]. Include: opening framing, 6 discussion questions, how to handle dominant voices, how to capture themes without breaking anonymity, and how to close with hope and clarity.

PROMPT 088 · 7.9**Build a recognition program**

Design an employee recognition program for a [COMPANY SIZE] company. Cover: types of recognition (peer, manager, milestone), frequency, formats, and budget. Include guardrails to prevent recognition becoming performative or political.

PROMPT 089 · 7.10**Address a culture problem post-layoff**

We just did a [SIZE] layoff. Survivors are anxious, productivity has dropped, and trust is shaken. Draft a 90-day plan to rebuild trust: leader communications, team-level conversations, listening tours, and concrete signals that match our words.

PROMPT 090 · 7.11**Frame a sensitive all-hands message**

Draft an all-hands message addressing [SENSITIVE TOPIC: e.g., return-to-office, restructure, comp freeze]. Acknowledge what people are feeling, give the real reason behind the decision, what's changing, what isn't, and what employees can do. Honest, not corporate.

PROMPT 091 · 7.12**Identify culture risks in growth**

We're scaling from [SIZE] to [SIZE] in [TIMEFRAME]. List the 5 most common culture risks at this stage of growth, what they look like in early symptoms, and one intervention per risk.

PART 1 · HUMAN RESOURCES

Compensation & Benefits

Prompts to design, communicate, and defend pay decisions.

10 prompts in this section

SECTION 8

Compensation & Benefits

Prompts to design, communicate, and defend pay decisions.

PROMPT 092 · 8.1**Build a compensation philosophy**

Draft a one-page compensation philosophy for a [STAGE] [INDUSTRY] company. Cover: market positioning (e.g., 50th vs. 75th percentile), pay mix (base/bonus/equity), pay-for-performance vs. tenure, transparency stance, and how we adjust for geography. Make trade-offs explicit.

PROMPT 093 · 8.2**Design a salary band structure**

Design salary bands for a [FUNCTION] organization with [NUMBER] levels (IC and Manager tracks). Include: band width, midpoint progression, overlap between adjacent bands, and rules for placement within a band. Explain how to communicate this to employees.

PROMPT 094 · 8.3**Explain a pay decision to an employee**

Help me explain a pay decision to an employee. They expected [EXPECTATION], they're getting [OUTCOME]. Reasons: [LIST]. Draft what I'll say, anticipated objections, and how I'll respond without overpromising future increases.

PROMPT 095 · 8.4**Respond to a pay-raise request**

An employee just asked for a [PERCENT] raise. Their performance is [LEVEL], market is [DATA], internal equity is [DATA]. Help me prepare a response: opening, the answer, the rationale, the path to a future raise, and what to avoid saying.

PROMPT 096 · 8.5**Run a pay-equity analysis**

Walk me through how to run a pay-equity analysis for our company of [SIZE]. Include: data needed, the right comparison groups (same role/level/location), the statistical method, how to interpret gaps, and a remediation framework. Keep it methodologically honest.

PROMPT 097 · 8.6**Benchmark a role's compensation**

Help me benchmark compensation for a [ROLE TITLE] in [LOCATION] at a [COMPANY SIZE] company. Suggest the data sources I should triangulate, what 'market' actually means at each percentile, and how to translate that into a range to offer this candidate: [CANDIDATE BACKGROUND].

PROMPT 098 · 8.7**Communicate a comp freeze**

Draft the announcement of a 12-month comp freeze. Be honest about why, what it does and doesn't apply to (promotions? bonuses? equity refresh?), how long, and when we'll revisit. Tone: respectful of how people will feel, not defensive.

PROMPT 099 · 8.8**Design a sales commission plan**

Design a sales commission plan for [SALES ROLE] selling [PRODUCT]. Quota: [AMOUNT]. OTE: [AMOUNT]. Cover: pay mix, accelerators, decelerators, draws, clawbacks, plan changes, and what behaviors this plan rewards (and unintentionally rewards).

PROMPT 100 · 8.9**Draft a total rewards statement**

Create a total rewards statement template for an employee. Include: base salary, bonus target, equity value, health benefits, retirement match, paid time off, learning budget, and the dollar value of perks. Show why the total is bigger than the salary.

PROMPT 101 · 8.10**Communicate equity to a new hire**

Help a new hire understand their equity offer of [NUMBER] options at [STRIKE PRICE] over [VESTING SCHEDULE], company valuation [VALUATION]. Explain: vesting, what the options could be worth in different scenarios, the tax considerations at exercise, and what could make them worth zero. Plain language.

PART 1 · HUMAN RESOURCES

HR Policies & Compliance

Prompts to draft, update, and explain HR policies clearly and consistently.

12 prompts in this section

SECTION 9

HR Policies & Compliance

Prompts to draft, update, and explain HR policies clearly and consistently.

PROMPT 102 · 9.1**Draft a new HR policy**

Draft an HR policy on [TOPIC]. Include: purpose, scope, definitions, the policy itself, exceptions, manager responsibilities, employee responsibilities, related policies, and effective date. Plain English, no legalese. Format for our employee handbook.

PROMPT 103 · 9.2**Rewrite a policy in plain language**

Rewrite this policy in plain language: [PASTE POLICY]. Remove legalese, shorten sentences, add examples of what is and isn't covered, and write at an 8th-grade reading level. Preserve the legal substance.

PROMPT 104 · 9.3**Audit a handbook for gaps**

Audit our employee handbook against [JURISDICTION] requirements and current best practice. The current table of contents is: [PASTE TOC]. Flag: missing policies, outdated language, internal contradictions, and topics where we're more conservative than required.

PROMPT 105 · 9.4**Build a remote work policy**

Draft a remote work policy. Cover: eligibility, expectations (hours, availability, async norms), equipment, expense reimbursement, taxes/multi-state, security, in-person expectations, and how this interacts with other policies.

PROMPT 106 · 9.5**Build a leave-of-absence policy**

Draft a leave-of-absence policy covering: medical leave, parental leave, bereavement, jury duty, military leave, and personal leave. Include: eligibility, duration, pay, benefits continuation, return-to-work process, and how it stacks with statutory leave in [JURISDICTION].

PROMPT 107 · 9.6**Build a flexible-time-off policy**

Draft an unlimited / flexible PTO policy that actually gets used. Address: minimum expected days, how to prevent accumulation guilt, manager responsibilities to model use, and how it interacts with sick leave and parental leave.

PROMPT 108 · 9.7**Build a code-of-conduct policy**

Draft a code of conduct covering: professional behavior, conflicts of interest, gifts, confidentiality, social media, harassment, and reporting channels. Include real examples for each section, not abstract rules.

PROMPT 109 · 9.8**Write a harassment-prevention policy**

Draft a harassment-prevention policy. Include: definitions with examples, the reporting process (formal and informal), investigation steps, non-retaliation protections, possible outcomes, and the company's commitment. Reading level: accessible to all employees.

PROMPT 110 · 9.9**Manage an employee policy violation**

An employee has violated [POLICY]. Facts: [DESCRIBE]. Walk me through: the investigation process, who needs to be involved, documentation requirements, the range of possible outcomes, and how to communicate the decision to the employee.

PROMPT 111 · 9.10**Build a workplace investigation framework**

Design a workplace investigation framework. Cover: triggers, who investigates, interview sequence, evidence handling, confidentiality, documentation, decision-making, communication of outcomes, and follow-up. Include a one-page checklist for investigators.

PROMPT 112 · 9.11**Draft a layoff policy and process**

Draft a layoff policy and process. Cover: selection criteria, manager training, communication script, severance, benefits, outplacement, references, and signaling to remaining employees. Include the legal-review checkpoints in [JURISDICTION].

PROMPT 113 · 9.12**Explain a policy change to employees**

We're changing [POLICY] from [OLD] to [NEW] effective [DATE]. Reasons: [LIST]. Draft the employee communication: what's changing, why, what's the same, FAQs employees will actually ask, and how to give feedback. Empathetic, not corporate.

PART 1 · HUMAN RESOURCES

Employee Relations & Conflict Resolution

Prompts to navigate sensitive conversations, conflicts, and grievances.

10 prompts in this section

SECTION 10

Employee Relations & Conflict Resolution

Prompts to navigate sensitive conversations, conflicts, and grievances.

PROMPT 114 · 10.1**Mediate a peer conflict**

Two team members are in conflict over [DESCRIBE]. Each blames the other. Help me design a mediation conversation: how to open, ground rules, the structure (each speaks, summarize, find common ground, agree on next steps), and how to close. Include traps to avoid.

PROMPT 115 · 10.2**Coach a manager through team conflict**

A manager comes to me saying their team is 'just dysfunctional.' Help me coach them: the questions I should ask to find the real issue, common patterns I should listen for, and how to help them own their part instead of blaming the team.

PROMPT 116 · 10.3**Address a grievance from an employee**

An employee has raised a grievance about [TOPIC]. Help me think through: how to acknowledge, the investigation steps, who else needs to know, what the employee can and can't expect, and how to close the loop with them while protecting confidentiality.

PROMPT 117 · 10.4**Handle a complaint about a manager**

An employee privately complained about their manager. The concern is: [DESCRIBE]. They don't want it escalated yet. Help me think through: how to listen, what to clarify, when I'm obligated to act regardless of their wishes, and how to support them whichever path they choose.

PROMPT 118 · 10.5**Prepare for a difficult conversation**

I have to deliver bad news to an employee about [TOPIC]. They will be upset. Help me prepare: how to open, the core message, how to absorb emotion without backpedaling, what to commit to (and not), and how to close. Role-play likely objections.

PROMPT 119 · 10.6**Document a verbal warning**

Document a verbal warning given to an employee about [BEHAVIOR]. Include: date, prior conversations referenced, specific behavior, business impact, what was discussed, agreed actions, and consequences if not corrected. Neutral tone, suitable for the file.

PROMPT 120 · 10.7**Address a toxic high performer**

A top performer on my team is producing great results but damaging the team's morale. Specific behaviors: [LIST]. Help me prepare a conversation that names the trade-off honestly, sets a clear expectation, and gives them a real choice rather than a vague warning.

PROMPT 121 · 10.8**Coach a manager through a termination decision**

A manager is leaning toward terminating an employee for [REASON]. Help me pressure-test the decision: have we documented? Have we given a real chance to improve? Are we consistent with how we've treated similar cases? Walk me through the questions to ask before approving.

PROMPT 122 · 10.9**Conduct a termination conversation**

I have to conduct a termination conversation tomorrow. Reason: [PERFORMANCE / RESTRUCTURE / CONDUCT]. Help me prepare: the opening sentence (no small talk), the core message in 90 seconds, what to do if they react with anger / tears / pleading, logistics (laptop, badge, benefits), and how to close with dignity.

PROMPT 123 · 10.10**Restore trust after an incident**

An incident on our team has damaged trust between [PARTIES]. Help me design a trust-rebuilding plan over 90 days. Cover: acknowledgement, accountability, behavior change, and what 'restored trust' will look like as evidence.

PART 1 · HUMAN RESOURCES

Diversity, Equity & Inclusion

Prompts to advance DEI through measurable, durable practice — not slogans.

10 prompts in this section

SECTION 11

Diversity, Equity & Inclusion

Prompts to advance DEI through measurable, durable practice — not slogans.

PROMPT 124 · 11.1**Audit a hiring process for bias**

Audit our hiring process for bias from sourcing through offer. For each stage, identify the most likely point where bias enters, the evidence I should look for in our data, and a specific mitigation (e.g., structured interviews, diverse panels, removing names from resumes). Prioritize by likely impact.

PROMPT 125 · 11.2**Build a DEI roadmap**

Build a 12-month DEI roadmap for a [COMPANY SIZE] [INDUSTRY] company. Anchor it in specific outcomes (not activities), include workstreams for hiring, development, belonging, and pay equity, and define how we'll measure progress. Avoid performative items.

PROMPT 126 · 11.3**Set DEI metrics that matter**

Recommend a small set of DEI metrics (no more than 8) that a [STAGE] company should actually track. For each: definition, why it matters, the trap to avoid in measurement, and the cadence to review.

PROMPT 127 · 11.4**Review a JD for inclusive language**

Review this JD for non-inclusive language and unnecessary barriers: [PASTE JD]. Flag gendered terms, ableist phrases, requirements that disproportionately filter out underrepresented groups, and any cultural-fit signals. Provide an edited version.

PROMPT 128 · 11.5**Design an ERG charter**

Design a charter for an Employee Resource Group focused on [GROUP]. Include: purpose, sponsorship, leadership rotation, executive sponsor expectations, budget, time commitment, and how the ERG ties to business outcomes without becoming unpaid labor.

PROMPT 129 · 11.6**Build a manager DEI conversation guide**

Build a one-page guide for managers on having productive conversations about DEI with their teams. Include: how to open, common mistakes (over-explaining, performative apologies, defensiveness), how to listen, and what to do after the conversation.

PROMPT 130 · 11.7**Address a public DEI moment**

A high-profile DEI-relevant event has happened in the news. Employees are asking whether the company will comment. Help me think through: when to speak vs. when not to, who to consult, the principles behind the choice, and a draft of what we'd say if we comment internally only.

PROMPT 131 · 11.8**Coach a leader who 'doesn't see' the problem**

I have a senior leader who genuinely believes there's no DEI issue at our company. Data suggests otherwise. Help me design a conversation that brings them along: framing, the data to lead with, the questions to ask them, and what to avoid.

PROMPT 132 · 11.9**Review a promotion process for equity**

Review our promotion process for equity. The process is: [DESCRIBE]. Recent promotion data: [DESCRIBE]. Flag stages where bias likely enters, suggest specific changes (calibration, criteria transparency, sponsorship), and how to measure the change.

PROMPT 133 · 11.10**Design inclusive meeting practices**

Recommend inclusive meeting practices that change behavior, not just rhetoric. Cover: invite list, pre-reads, speaking patterns, async input, decision documentation, and how to give a quiet voice the floor without singling someone out.

PART 1 · HUMAN RESOURCES

HR Analytics & Reporting

Prompts to turn HR data into decisions, not dashboards.

10 prompts in this section

SECTION 12

HR Analytics & Reporting

Prompts to turn HR data into decisions, not dashboards.

PROMPT 134 · 12.1**Build an HR dashboard**

Design an executive-level HR dashboard for monthly business review. Include: 8–10 metrics across headcount, hiring, attrition, performance, comp, and engagement. For each, define the metric, the cut (by team, level, location), the target/range, and what triggers action.

PROMPT 135 · 12.2**Diagnose rising attrition**

Our voluntary attrition rose from [BASELINE] to [CURRENT] in the past [PERIOD]. Help me diagnose: which cuts of the data to look at first (team, tenure, manager, level, performance), the hypotheses to test, and how to triangulate between exit interviews and engagement data.

PROMPT 136 · 12.3**Calculate cost-per-hire**

Walk me through how to calculate true cost-per-hire for [ROLE TITLE]. Include all the inputs people forget (recruiter time, hiring manager time, interview team time, sourcing tools, agency fees, sign-on, relocation, onboarding). Then show me how to use this number to make decisions.

PROMPT 137 · 12.4**Forecast headcount**

Build a 12-month headcount forecast for a [FUNCTION] team. Inputs: current size [NUMBER], voluntary attrition [RATE], involuntary [RATE], planned growth [NUMBER]. Output the monthly net headcount, plus the hiring volume needed, with assumptions called out so they can be challenged.

PROMPT 138 · 12.5**Measure manager effectiveness**

Help me build a manager-effectiveness scorecard. Combine: team engagement scores, retention of high performers, internal promotion rate, 1:1 cadence compliance, and 360 feedback themes. Tell me how to weight these and how to avoid metric-gaming.

PROMPT 139 · 12.6**Diagnose a stalled hiring funnel**

Our hiring funnel for [ROLE] is converting at: [STAGE: %]. Compare to typical benchmarks, identify the stage with the worst delta, and suggest the 3 most likely causes plus the test to validate each.

PROMPT 140 · 12.7**Measure training ROI**

Help me measure ROI on a [TRAINING PROGRAM] for [AUDIENCE]. Cost: [AMOUNT]. Cover: the Kirkpatrick levels we'll measure, proxies for business impact, control vs. participant comparison, and how to write the executive summary if the result is ambiguous (which it usually is).

PROMPT 141 · 12.8**Diagnose engagement-survey participation drop**

Our engagement survey participation dropped from [LAST]% to [THIS]%. Help me think through: what causes participation drops (timing, survey fatigue, perceived lack of action, manager pressure), how to investigate, and how to communicate this in the results readout.

PROMPT 142 · 12.9**Frame an HR insight for an exec**

Take this HR data point and turn it into a 60-second exec briefing: [PASTE DATA POINT]. Structure: the headline, the 'so what,' the recommended action, and the decision I need from them today. Avoid statistical jargon.

PROMPT 143 · 12.10**Spot the metric that's lying**

Here's our HR dashboard summary: [PASTE METRICS]. Identify which metric is likely misleading — either because of how it's measured, the population it's measured on, or what it's missing. Suggest a sharper alternative.

PART 1 · HUMAN RESOURCES

Offboarding & Exit

Prompts to handle departures with dignity, learning, and risk management.

8 prompts in this section

SECTION 13

Offboarding & Exit

Prompts to handle departures with dignity, learning, and risk management.

PROMPT 144 · 13.1**Design an exit interview**

Design a 45-minute exit interview for a departing employee. Include: opening (psychological safety), 8 questions that get past the surface, when to probe, when to drop a topic, and how to capture themes for HR without breaking confidentiality.

PROMPT 145 · 13.2**Synthesize exit interview themes**

Synthesize themes from these exit interviews over the past quarter: [PASTE NOTES]. Group themes by frequency and severity, separate signal from noise, distinguish manager-level vs. company-level issues, and recommend the top 3 issues to act on.

PROMPT 146 · 13.3**Communicate a high-profile departure**

A well-known leader is leaving the company. Help me draft the internal announcement: what to say about the reason without saying too much, how to acknowledge their contribution, who's taking over, and how to project stability without spin.

PROMPT 147 · 13.4**Plan a knowledge-transfer process**

Design a 4-week knowledge-transfer plan for a departing [ROLE TITLE]. Cover: what to document, what to demo live, who else needs to learn, how to back up undocumented relationships and context, and the final-week handoff checklist.

PROMPT 148 · 13.5**Conduct a 'stay' interview**

Design a stay interview for a high performer who shows early signs of disengagement. 30 minutes. Include: how to open without alarming them, the 6 questions that uncover what's really going on, and how to act on what you hear in the next 2 weeks.

PROMPT 149 · 13.6**Write a thoughtful farewell email**

Help an employee write a farewell email after [TENURE] years at the company. Include: a real moment of gratitude, what they're proud of, what they'll miss, what's next, and how to stay in touch. Warm, specific, under 300 words.

PROMPT 150 · 13.7**Plan a regrettable-attrition response**

We just lost [HIGH PERFORMER NAME] in [ROLE]. Help me think through: the immediate team communication, the work coverage plan, what to learn from the exit, and how to mitigate the second-order effect of others on the team wondering if they should leave too.

PROMPT 151 · 13.8**Build an alumni network**

Design an alumni network for a [COMPANY SIZE] company. Cover: who's eligible, how we stay in touch, what we offer alumni (events, intros, boomerang hiring), what they offer us, and the small ongoing investment to run it well.

PART 1 · HUMAN RESOURCES

Internal Communications

Prompts to write HR communications people actually read and trust.

10 prompts in this section

SECTION 14

Internal Communications

Prompts to write HR communications people actually read and trust.

PROMPT 152 · 14.1**Write an all-hands intro**

Write a 3-minute opening for an all-hands meeting from the People leader. Theme: [THEME]. Open with one human moment, give the 2 key updates, and set the tone for the rest of the meeting. Avoid the phrase 'I just want to say.'

PROMPT 153 · 14.2**Announce a new HR program**

Announce a new HR program: [PROGRAM]. Why we built it: [REASON]. How to use it: [HOW]. Draft an internal announcement that explains the why, makes the action easy, and pre-empts the 'is this performative?' suspicion.

PROMPT 154 · 14.3**Communicate a tough decision**

Draft a communication about [TOUGH DECISION: e.g., return-to-office, headcount freeze, comp policy change]. Acknowledge what's hard, explain the reason without spin, what's changing, what's not, and what employees can do (including pushback channels). Honest, not slick.

PROMPT 155 · 14.4**Write a CEO message after layoffs**

Help me draft a message from the CEO to the company the day after a layoff. Acknowledge those who left, the people who remain, the why (without finger-pointing), what won't change, and what leaders will do over the next 30 days to rebuild trust.

PROMPT 156 · 14.5**FAQ for a sensitive change**

Build an FAQ for [SENSITIVE CHANGE]. Anticipate the 15 questions employees will actually ask (not the comfortable ones — the real ones about job security, fairness, who's affected, and what happens if I disagree). Draft honest answers.

PROMPT 157 · 14.6**Recap a town hall**

Recap a town hall meeting that covered: [TOPICS]. Format: 3 key takeaways, decisions made, decisions deferred (and when), questions raised that we didn't answer (with date we'll answer), and next steps. Under 400 words.

PROMPT 158 · 14.7**Translate exec speak into employee speak**

Translate this executive message into something a frontline employee will actually read and trust: [PASTE MESSAGE]. Remove buzzwords, add specifics, shorten sentences, and add the 'so what for me' that's currently missing.

PROMPT 159 · 14.8**Write a Slack post that gets engagement**

Write a Slack post announcing [TOPIC]. Hook in line one, key info in lines 2–4, action in the last line. Conversational. One emoji max. Under 80 words. Avoid the corporate 'we're thrilled to announce' opener.

PROMPT 160 · 14.9**Design a manager-communication cascade**

Design a manager-communication cascade for [DECISION]. Sequence: senior leader briefing → people manager briefing → team conversations. For each tier, include what they learn, what they need to be ready to answer, and what to escalate. Timing: 24 hours from top to bottom.

PROMPT 161 · 14.10**Plan a quarterly HR newsletter**

Plan a quarterly HR newsletter that people actually open. Suggest 6 recurring sections that mix recognition, transparency (one hard truth per issue), program updates, employee voices, learning, and a clear ask. Tone: human, not corporate.

PART 2 · LEARNING & DEVELOPMENT

Training Needs Analysis

Prompts to figure out what training is actually needed — before designing any.

10 prompts in this section

SECTION 15

Training Needs Analysis

Prompts to figure out what training is actually needed — before designing any.

PROMPT 162 · 15.1**Run a training needs analysis**

Run a training-needs analysis for [FUNCTION/TEAM]. Inputs: business goals [LIST], current capabilities [DESCRIBE], performance gaps [DESCRIBE]. Output: prioritized list of skill gaps, whether each is a training problem (vs. process or motivation), and recommended intervention per gap.

PROMPT 163 · 15.2**Diagnose a performance problem vs. a training problem**

A manager is asking for training on [TOPIC] for their team. Help me ask the right diagnostic questions to find out whether this is actually a training problem, or whether it's a process, tooling, motivation, or hiring problem. Provide the conversation script.

PROMPT 164 · 15.3**Conduct skills-gap stakeholder interviews**

Design a 45-minute stakeholder interview script for a senior leader to identify skill gaps in their organization. 8 questions, ordered from open to specific. Include the probes to use when a leader says 'they just need more training.'

PROMPT 165 · 15.4**Build a capability framework**

Build a capability framework for [FUNCTION] across [NUMBER] levels. For each capability, define: what it is, what good looks like at each level, observable behaviors, and the development activities that build it. Keep capabilities under 8 — focused beats comprehensive.

PROMPT 166 · 15.5**Run a skills inventory**

Design a skills inventory exercise for a team of [NUMBER] [FUNCTION] employees. Include: the list of skills to assess, the rating scale (with anchors so it doesn't become a vanity rating), the data collection method, and how to use the result to plan development.

PROMPT 167 · 15.6**Prioritize training requests**

I have these 12 training requests from across the business: [LIST]. Help me prioritize them using a simple framework (business impact x addressable through training x number of people affected). Output a ranked list with the rationale.

PROMPT 168 · 15.7**Validate a training request before building**

Before I invest in building [TRAINING PROGRAM] for [AUDIENCE], walk me through a 5-question validation: who's the sponsor, what behavior changes, what does success look like in 6 months, what's the alternative, and what happens if we don't do it.

PROMPT 169 · 15.8**Forecast future skill needs**

Help me forecast the skills [FUNCTION] will need in the next 24 months given [BUSINESS STRATEGY] and [INDUSTRY TRENDS]. For each future skill: current coverage, expected demand, build vs. buy vs. partner, and timing of investment.

PROMPT 170 · 15.9**Audit existing training programs**

Audit our current training portfolio against business priorities. Programs: [LIST]. For each, judge: alignment with strategy, evidence of impact, cost vs. value, and whether to keep / rebuild / retire. Be willing to recommend killing things.

PROMPT 171 · 15.10**Get exec buy-in for a learning investment**

Help me build the case to an executive sponsor for investing [AMOUNT] in [PROGRAM]. Structure: the business problem, the cost of inaction, the proposed program, the metric we'll move, and the decision needed. Under 400 words, no jargon.

PART 2 · LEARNING & DEVELOPMENT

Learning Program Design

Prompts to design programs that change behavior, not just complete a course.

12 prompts in this section

SECTION 16

Learning Program Design

Prompts to design programs that change behavior, not just complete a course.

PROMPT 172 · 16.1**Design a learning program from scratch**

Design a learning program for [AUDIENCE] aimed at [BEHAVIORAL OUTCOME]. Include: learner journey over [DURATION], modality mix (live, async, social, on-the-job), spaced practice, manager involvement, and how we'll measure behavior change at 30/60/90 days post-completion.

PROMPT 173 · 16.2**Convert a course outline into a learner journey**

Take this course outline: [PASTE]. Redesign it as a learner journey using the 70-20-10 model (70% on the job, 20% from others, 10% formal learning). Specify what happens before, during, and after the formal session, and the manager's role.

PROMPT 174 · 16.3**Build a curriculum map**

Build a curriculum map for [FUNCTION/AUDIENCE] showing how learning programs sequence and connect. Cover: foundational, intermediate, advanced. For each program: prerequisites, outcomes, length, modality, and how it builds toward a future capability.

PROMPT 175 · 16.4**Design a blended-learning program**

Design a blended-learning program on [TOPIC] for [AUDIENCE] over [DURATION]. Include: kickoff, async pre-work, live workshop (with detailed agenda), application assignment, peer discussion, and a manager debrief. Justify each format choice.

PROMPT 176 · 16.5**Plan a cohort-based program**

Plan a 6-week cohort-based learning program on [TOPIC] for [AUDIENCE]. Include: cohort selection, weekly rhythm, live sessions, peer assignments, capstone, and the social fabric (Slack channel, peer groups) that drives completion.

PROMPT 177 · 16.6**Design a flagship leadership program**

Design a 6-month flagship leadership development program for [LEVEL] leaders at [COMPANY]. Include: themes per month, faculty/coaches, learning experiences (workshops, simulations, action learning), executive sponsorship, and assessment of impact.

PROMPT 178 · 16.7**Write learning objectives the right way**

Convert these training topics into Bloom's-taxonomy learning objectives at the right level: [PASTE TOPICS]. For each, write 2–3 objectives using observable verbs (avoid 'understand' or 'be aware of'). Include how we'd assess each.

PROMPT 179 · 16.8**Design pre-work that actually gets done**

Design pre-work for [PROGRAM] that 80%+ of learners will actually complete. Constraint: under 30 minutes. Include: the why (so it feels worth the time), the format (active not passive), and what learners bring to the session as evidence.

PROMPT 180 · 16.9**Design post-program reinforcement**

Design a 90-day post-program reinforcement plan for [PROGRAM]. Include: spaced reminders, micro-actions, peer accountability, manager check-ins, and a final reflection at day 90. Should require less than 30 minutes per week of learner time.

PROMPT 181 · 16.10**Build manager involvement into a program**

I want managers actively involved in a learning program for [AUDIENCE]. Design the manager touchpoints: a pre-program briefing, mid-program check-in, end-program debrief, and what to ask their direct report. Provide a one-page guide for managers.

PROMPT 182 · 16.11**Design a virtual workshop**

Design a 2-hour virtual workshop on [TOPIC] for [AUDIENCE SIZE]. Use the [INSERT FRAMEWORK e.g., 4MAT, ADDIE-light]. Include: opening, 3 learning blocks with practice, breakouts, a synthesis, and a clear application commitment. Energy-up agenda — no monologue over 8 minutes.

PROMPT 183 · 16.12**Design an in-person workshop**

Design an 8-hour in-person workshop on [TOPIC] for [AUDIENCE]. Include: room setup, energizers (without being cringe), 4 learning blocks, a working lunch option, a real-work application exercise, and a closing commitment ritual. Provide the facilitator script outline.

PART 2 · LEARNING & DEVELOPMENT

Course Content Creation

Prompts to draft the actual content, narratives, and exercises learners will experience.

12 prompts in this section

SECTION 17

Course Content Creation

Prompts to draft the actual content, narratives, and exercises learners will experience.

PROMPT 184 · 17.1**Outline a module**

Outline a 60-minute learning module on [TOPIC] for [AUDIENCE]. Structure: hook → why this matters (real stakes) → core concept → example → practice → debrief → application back at work. Include the time per section and the slide count.

PROMPT 185 · 17.2**Write a learning story / case**

Write a realistic case scenario teaching [SKILL/CONCEPT] for [AUDIENCE]. Set the scene, give a character with a real dilemma, include enough complexity that the 'right' answer isn't obvious, and end with 2–3 discussion questions.

PROMPT 186 · 17.3**Generate role-play scripts**

Write three role-play scripts for practicing [SKILL: e.g., giving difficult feedback, handling pushback, coaching question]. For each: setup, character A's opening, expected character B response, and the learning point. Vary difficulty.

PROMPT 187 · 17.4**Build a discussion guide for facilitators**

Build a discussion guide for facilitators leading a session on [TOPIC]. Include: opening question, 4 follow-up probes, common detours (and how to handle them), what to listen for, and how to close the discussion with a key insight.

PROMPT 188 · 17.5**Write a 'why this matters' opener**

Write a 90-second opening hook for a session on [TOPIC] for [AUDIENCE]. Real stakes, no fluff. Could be a story, a data point, or a provocative question — pick the best for this topic and audience. Make them lean in.

PROMPT 189 · 17.6**Build practice exercises**

Build 3 practice exercises (easy / medium / hard) for [SKILL]. Each should: simulate real work, have a clear right and wrong, take 5–10 minutes, and produce something the learner can compare to a model answer or peer's answer.

PROMPT 190 · 17.7**Convert dense content into a session**

Take this dense source material: [PASTE]. Convert it into a 30-minute interactive learning session. Identify what to cut, what to teach, what to assign as pre-read, and the one big idea learners should leave with.

PROMPT 191 · 17.8**Build a knowledge-check quiz**

Build a 10-question knowledge-check quiz for [MODULE/TOPIC]. Mix multiple-choice and short-answer. For each MCQ, include 4 plausible options (no 'all of the above' or obvious filler). Include feedback that teaches, not just 'correct/incorrect.'

PROMPT 192 · 17.9**Design a capstone project**

Design a capstone project for [PROGRAM]. Learners should produce something used in their actual job — not a school assignment. Include: scope, deliverable, evaluation rubric, peer feedback step, and how learners present it.

PROMPT 193 · 17.10**Build a job aid**

Create a one-page job aid for [TASK]. Visual, scannable, usable at the moment of need (not as a study guide). Include: when to use it, the steps, common mistakes to avoid, and one example. Designed for printing or saving as a PDF.

PROMPT 194 · 17.11**Write a learner welcome**

Write the welcome message learners receive when they enroll in [PROGRAM]. Set expectations (time commitment, what they'll get out of it, what they should bring), generate excitement, and tell them exactly what to do first.

PROMPT 195 · 17.12**Build a model-answer document**

For this practice exercise: [PASTE], write a model answer that shows what 'good' looks like, plus 2 common partial answers with notes on what they're missing. This will be used to calibrate facilitator feedback.

PART 2 · LEARNING & DEVELOPMENT

Microlearning & Digital Learning

Prompts to design short, digital, sticky learning experiences.

10 prompts in this section

SECTION 18

Microlearning & Digital Learning

Prompts to design short, digital, sticky learning experiences.

PROMPT 196 · 18.1**Design a microlearning series**

Design a 5-part microlearning series on [TOPIC] for [AUDIENCE]. Each piece is under 5 minutes. Include: spaced sequence over 2 weeks, format mix (video, infographic, interaction), and the one micro-action per piece that learners can apply that day.

PROMPT 197 · 18.2**Convert a 1-hour course into 5-minute lessons**

Take this 1-hour course on [TOPIC]: [PASTE OUTLINE]. Break it into eight 5-minute microlearning pieces. For each: the one objective, the hook, the content, the practice, and the action.

PROMPT 198 · 18.3**Write a video script for a microlearning**

Write a 3-minute video script teaching [CONCEPT]. Conversational, hook in 8 seconds, one concept (not three), visual cues marked, and a clear 'try this' at the end. Reading time: roughly 450 words.

PROMPT 199 · 18.4**Design an interactive scenario**

Design a branching scenario for [SKILL]. Learner faces a realistic situation, makes 3 sequential choices, and sees consequences for each. Provide: setup, decision points, branches, and the 'teaching moment' for each path.

PROMPT 200 · 18.5**Build a chatbot-based learning experience**

Design a chatbot-based learning experience teaching [SKILL] over 7 days. Each day's interaction is under 3 minutes. Include: the daily prompt, learner response options, the chatbot's response, and the action item.

PROMPT 201 · 18.6**Convert a long document into a microlearning sequence**

Take this 30-page policy/guideline: [PASTE]. Convert it into a microlearning sequence: a 1-minute summary video, a 5-question scenario quiz, a 1-page job aid, and a 15-minute deep dive for those who need it. Layer by depth, not by length.

PROMPT 202 · 18.7**Design a spaced-repetition learning track**

Design a spaced-repetition track for [CONTENT KNOWLEDGE]. Sequence: initial exposure → 1 day → 3 days → 7 days → 21 days. For each touchpoint, what's the format and what changes vs. the prior exposure?

PROMPT 203 · 18.8**Build a Just-In-Time learning resource**

Design a just-in-time learning resource for [MOMENT OF NEED: e.g., before a difficult conversation, before writing a performance review]. Format: a 90-second checklist + prompts. Should be usable in the moment, not require 'studying.'

PROMPT 204 · 18.9**Plan a learning campaign on social channels**

Plan a 4-week internal learning campaign on [TOPIC] using Slack/Teams/Yammer. Include: weekly themes, daily prompts (mix of question, tip, case, peer share), and how to drive participation without it feeling like spam.

PROMPT 205 · 18.10**Design a podcast-based learning track**

Design a 6-episode internal podcast series teaching [TOPIC]. Each 20 minutes. Provide: episode arc, guest format vs. solo, the through-line that ties them together, and the application action after each episode.

PART 2 · LEARNING & DEVELOPMENT

Leadership Development

Prompts to build new and experienced leaders deliberately.

10 prompts in this section

SECTION 19

Leadership Development

Prompts to build new and experienced leaders deliberately.

PROMPT 206 · 19.1**Design a new-manager program**

Design a 12-week new-manager program for first-time people leaders. Cover: identity shift from IC to manager, 1:1s, feedback, delegation, hiring, performance, and the manager as coach. Mix workshops, cohort discussion, and on-the-job assignments.

PROMPT 207 · 19.2**Design a manager-of-managers program**

Design a 6-month program for newly promoted managers of managers. Themes per month: scope shift, leading through leaders, strategy and prioritization, talent decisions, executive presence, and building an organization (not just a team).

PROMPT 208 · 19.3**Design a senior-leader strategy program**

Design a 4-day senior-leader strategy intensive for [LEVEL] at [COMPANY]. Themes: market context, strategic choice-making, leading transformation, building exec presence, and personal leadership. Mix faculty, case studies, peer learning, and an executive sponsor capstone.

PROMPT 209 · 19.4**Build a leader-as-coach module**

Build a 3-hour module teaching managers to coach. Cover: the difference between coaching and advising, the GROW model in practice, when not to coach, and 4 practice scenarios with feedback. Output: 60-minute concept, 90-minute practice, 30-minute debrief.

PROMPT 210 · 19.5**Design an exec coaching engagement**

Design a 6-month executive coaching engagement for a [LEVEL] leader. Include: intake (sponsor, leader, 360), goal-setting, cadence, midpoint check, closing, and what success looks like in observable behavior. Outline what the coach owns vs. what the leader owns.

PROMPT 211 · 19.6**Build a leadership 360**

Design a leadership 360 for [LEVEL] leaders. 20 items, 5 dimensions (vision, execution, people, judgment, presence). Anchored on observable behaviors. Include the rater pool, the debrief structure, and the development planning conversation post-360.

PROMPT 212 · 19.7**Coach a leader on their development plan**

Help a leader write their own development plan based on 360 feedback. Themes from feedback: [LIST]. Walk them through: choosing the 1–2 most leveraged areas, defining behavioral targets, identifying experiences (not just training), and lining up support.

PROMPT 213 · 19.8**Run an action-learning project**

Design an action-learning project as part of a leadership program. Sponsor: [EXEC]. Real business problem: [TOPIC]. Cover: team composition, scope, milestones, coaching support, executive review, and how to debrief the leadership growth (not just the business outcome).

PROMPT 214 · 19.9**Build a high-potential identification process**

Design a high-potential identification process. Include: criteria (potential \neq performance), how to assess each, calibration sessions, communication to those identified (and not identified), and the development pathway. Avoid creating a self-fulfilling closed club.

PROMPT 215 · 19.10**Develop a leader's storytelling skill**

Design a 90-minute workshop for senior leaders on storytelling for influence. Cover: when stories beat data, story structures (challenge-choice-outcome, before-after-bridge), practice with a real leadership message, and peer feedback.

PART 2 · LEARNING & DEVELOPMENT

Coaching & Mentoring

Prompts to launch and run coaching and mentoring programs that work.

10 prompts in this section

SECTION 20

Coaching & Mentoring

Prompts to launch and run coaching and mentoring programs that work.

PROMPT 216 · 20.1**Build a mentoring program**

Design a mentoring program for [AUDIENCE]. Cover: program goals, mentor and mentee selection, matching method, cadence and time commitment, conversation guides, support structure, and how to measure success. Avoid the 'set them up and hope' trap.

PROMPT 217 · 20.2**Match mentors and mentees**

Design a mentor-mentee matching process. Inputs: mentee development goals, mentor experience areas, working style preferences, and logistics. Output: matching criteria, the algorithm or process, opt-out conditions, and a check-in at 30 days.

PROMPT 218 · 20.3**Train new mentors**

Design a 2-hour mentor training session for new mentors. Cover: what mentoring is and isn't, listening vs. advising, structuring sessions, common mistakes, and how to know when mentoring isn't working. Include role-play with feedback.

PROMPT 219 · 20.4**Build a mentee guide**

Build a one-page guide for mentees on getting value from mentoring. Cover: how to come prepared, what to ask vs. what not to ask, how to follow up, and how to give the mentor feedback. Self-respecting, not deferential.

PROMPT 220 · 20.5**Provide coaching-conversation prompts**

Provide 20 powerful coaching questions for managers to use in 1:1s. Group by purpose: surfacing issues, exploring options, supporting decision-making, holding accountability, and reflecting. Avoid leading questions disguised as coaching.

PROMPT 221 · 20.6**Coach a leader using GROW**

Walk through a GROW (Goal, Reality, Options, Way Forward) coaching conversation for this scenario: [PASTE]. Show what a coach would ask at each stage, what to listen for, and where leaders typically get stuck and how to unstick them.

PROMPT 222 · 20.7**Design a peer-coaching circle**

Design a peer-coaching circle of 4–6 people meeting monthly for 6 months. Include: purpose, group norms, session structure (each person presents an issue and gets coached), facilitation role rotation, and how to keep it from devolving into venting.

PROMPT 223 · 20.8**Coach an underconfident high performer**

I'm coaching a high performer who's competent but lacks confidence to take the next role. Help me design a 6-month coaching plan: what to focus on, what experiences to engineer, what evidence to collect, and how to know progress is real vs. performative.

PROMPT 224 · 20.9**Coach a leader through a career crossroads**

A leader I'm coaching is at a career crossroads: stay in current role, take a stretch internal move, or leave. Walk me through a 60-minute coaching conversation that helps them clarify what they actually want, without telling them what to do.

PROMPT 225 · 20.10**Evaluate a mentoring program**

Help me evaluate our 12-month mentoring program. Inputs: [PARTICIPATION, SATISFACTION, OUTCOMES]. Tell me how to separate signal from noise, what to attribute to mentoring vs. confounds, and how to present findings to the sponsor honestly.

PART 2 · LEARNING & DEVELOPMENT

Learning Evaluation & ROI

Prompts to evaluate learning rigorously without overpromising ROI.

10 prompts in this section

SECTION 21

Learning Evaluation & ROI

Prompts to evaluate learning rigorously without overpromising ROI.

PROMPT 226 · 21.1**Design a Kirkpatrick evaluation plan**

Design a Kirkpatrick-style evaluation for [PROGRAM]. For each level (reaction, learning, behavior, results): what we'll measure, when, how, and the limitations. Be honest about Level 4 attribution — separate what we can prove from what we can argue.

PROMPT 227 · 21.2**Build a Level 1 evaluation that's actually useful**

Design a Level 1 (reaction) survey for [PROGRAM] that goes beyond 'smile sheets.' 8 questions max. Include: relevance, intent to apply, what will get in the way, and one open-text question that surfaces the most useful signal.

PROMPT 228 · 21.3**Design a Level 3 behavior assessment**

Design a Level 3 behavior assessment for [PROGRAM]. Capture behavior change at 60 and 120 days post-program. Include: self-report, manager observation, peer observation, and one objective indicator. Acknowledge bias in each and triangulate.

PROMPT 229 · 21.4**Build a control vs. participant comparison**

Help me design a quasi-experimental study comparing participants vs. non-participants in [PROGRAM] on [OUTCOME]. Cover: matching, confounds, timing of measurement, and how to communicate the result honestly given the limitations.

PROMPT 230 · 21.5**Write a learning impact one-pager**

Write a one-page impact summary for [PROGRAM]. Audience: an executive. Cover: the business problem we set out to solve, what we did, what changed (with the strongest evidence), and what we're doing next. Honest about uncertainty.

PROMPT 231 · 21.6**Diagnose a low-impact program**

Our [PROGRAM] scored well on Level 1 but isn't moving Level 3 or 4. Help me diagnose: is it transfer (the program didn't translate to work), context (the work environment doesn't support the change), or measurement (the change is real but we're measuring the wrong thing)?

PROMPT 232 · 21.7**Build a learning analytics dashboard**

Design a learning analytics dashboard. Audience: L&D; leadership and business sponsors. Include: enrollment, completion, satisfaction, learning, behavior, and business impact. For each, what's the source, the cadence, and the action triggered.

PROMPT 233 · 21.8**Calculate learning ROI**

Walk me through calculating ROI on [PROGRAM]. Cost inputs: [LIST]. Benefit inputs: [LIST]. Show the calculation, the major assumptions, and a sensitivity table showing how the answer changes when the biggest assumption is half or double.

PROMPT 234 · 21.9**Tell a learning impact story**

Take this evaluation data: [PASTE]. Tell the impact story in 5 sentences for a board update. Lead with the business outcome, not the activity. Acknowledge one limitation honestly. End with what we're doing next.

PROMPT 235 · 21.10**Decide whether to scale a pilot**

We piloted [PROGRAM] with [N] participants. Results: [PASTE]. Help me decide whether to scale, scale with modifications, or retire. Walk through the questions to ask, the risks at scale that the pilot may not have surfaced, and the cost of being wrong.

PART 2 · LEARNING & DEVELOPMENT

Career & Succession Planning

Prompts to map careers, prepare successors, and have honest conversations about growth.

10 prompts in this section

SECTION 22

Career & Succession Planning

Prompts to map careers, prepare successors, and have honest conversations about growth.

PROMPT 236 · 22.1**Build a career framework**

Build a career framework for [FUNCTION] showing levels, the dual-track (IC vs. management), and what changes at each level (scope, complexity, influence, autonomy). For each level: typical years, expectations, and indicators of readiness for the next level.

PROMPT 237 · 22.2**Identify successors for a key role**

Help me build a succession plan for [KEY ROLE]. Current incumbent: [DESCRIBE]. Walk through: defining what the role will need in 24 months (not just today), identifying 2–3 internal candidates, their readiness (ready now / 1–2 years / 3+ years), and their development plan.

PROMPT 238 · 22.3**Run a talent review meeting**

Design a talent review meeting agenda for [LEADERSHIP TEAM]. Cover: 9-box discussion, succession risks, high-potentials, retention risks, and DEI in the pipeline. Provide the pre-work for leaders, the discussion structure, and the action follow-up.

PROMPT 239 · 22.4**Coach an employee through career planning**

Help me coach a direct report through a career planning conversation. They're senior, mid-career, and unsure of their next step. Walk through the conversation: helping them name what they want, what they're optimizing for, what they'd give up, and the next 2 concrete experiments.

PROMPT 240 · 22.5**Have a 'you're not getting the promotion' conversation**

I have to tell a strong employee they're not getting promoted this cycle. Reasons: [LIST]. Help me prepare: how to open, the specific feedback, the path to a future promotion (without overpromising), and how to handle disappointment without backpedaling.

PROMPT 241 · 22.6**Tell a high performer to slow down**

A high performer wants to be promoted faster than the work supports. They've delivered, but the next-level scope isn't there. Help me design the conversation: validate their drive, be honest about the gap, and design an experience plan that gives them the experiences without the title.

PROMPT 242 · 22.7**Address a stalled career**

I have a long-tenured employee whose career has stalled. They're competent in role but not growing. Help me design a conversation that asks the real question — do they want to grow, or are they content here? — without making them feel pushed out.

PROMPT 243 · 22.8**Build an IC career path**

Many companies under-invest in IC career paths and force everyone toward management. Help me design an IC track for [FUNCTION] up to a level equivalent to senior director. For each level: scope, expectation, evidence of impact, and how compensation compares to the management track.

PROMPT 244 · 22.9**Run an internal mobility program**

Design an internal mobility program for a [COMPANY SIZE] company. Cover: posting transparency, manager-release norms (so managers don't block moves), candidate experience, time-in-role rules, and how to handle the 'I want to move now' vs. 'we need you here' tension.

PROMPT 245 · 22.10**Coach a manager on developing their team**

Help me coach a manager who reports their team 'has no career growth here.' Walk me through: the questions to ask them, the data we'd look at together (last 3 years of promotions, lateral moves, stretch projects), and how to help them own their role in team development.

PART 2 · LEARNING & DEVELOPMENT

Soft Skills & Behavioral Training

Prompts to design training for the skills hardest to teach — communication, judgment, influence.

8 prompts in this section

SECTION 23

Soft Skills & Behavioral Training

Prompts to design training for the skills hardest to teach — communication, judgment, influence.

PROMPT 246 · 23.1**Design a communication skills workshop**

Design a 3-hour workshop on communication skills for [AUDIENCE]. Cover: knowing your audience, structuring a message (BLUF or pyramid), listening for understanding, and adjusting in real time. Mix concept, practice with their real upcoming messages, and peer feedback.

PROMPT 247 · 23.2**Design a giving-feedback workshop**

Design a 2-hour workshop on giving feedback for managers. Cover: the SBI model, the 'one specific thing' rule, separating the feedback from the relationship, and handling defensive reactions. 70% practice on their real upcoming conversations, 30% concept.

PROMPT 248 · 23.3**Design a difficult-conversations workshop**

Design a 4-hour workshop on difficult conversations using [Crucial Conversations or similar framework]. Cover: noticing when a conversation is high-stakes, creating safety, mastering your own story, and getting to action. Practice with realistic, role-relevant scenarios.

PROMPT 249 · 23.4**Design an influence-without-authority workshop**

Design a 3-hour workshop on influencing without authority for [AUDIENCE: e.g., program managers, ICs leading initiatives]. Cover: understanding stakeholder interests, building credibility, framing for the audience, and recovering when influence stalls. Real-life practice.

PROMPT 250 · 23.5**Design a presentation-skills workshop**

Design a half-day presentation-skills workshop. Cover: framing for the audience, the 30-second open, structuring for clarity, slide design that supports (not replaces) the spoken message, and handling Q&A.; Each participant gives 2 short presentations with feedback.

PROMPT 251 · 23.6**Design an executive presence workshop**

Design a 4-hour workshop on executive presence for [AUDIENCE]. Avoid the trap of treating it as 'look the part.' Cover: gravitas, communication, and appearance — but anchored in substance (clarity of thought, calm under pressure, point of view).

PROMPT 252 · 23.7**Design a time-management workshop**

Design a 90-minute time-management workshop. Skip the calendar-hacks fluff. Cover: clarifying what matters (so the calendar can serve it), saying no thoughtfully, deep work blocks, meeting hygiene, and how to recover when overwhelmed. Real personal plans, not generic tips.

PROMPT 253 · 23.8**Design a critical-thinking workshop**

Design a 3-hour workshop on critical thinking for [AUDIENCE]. Cover: spotting unstated assumptions, distinguishing correlation from causation, asking the next 'why,' steel-manning the opposing view, and writing a one-page argument. Use a real business case from their work.

Make it yours

This library is a starting point, not a finished product.

The prompts in this library are designed to be edited, combined, and personalised. Some teams keep them in a shared Notion or Confluence page. Some paste them into a team prompt manager. Some adapt each one with their company's voice, policies, and names of internal frameworks before sharing with the wider HR or L&D team.

A few patterns worth stealing

- **Chain prompts.** Use the output of one prompt as the input to the next. Draft a JD, audit it for inclusive language, then convert it into a LinkedIn ad — three prompts, one consistent role.
- **Keep a personal library.** Save the prompts that work for you with the specifics filled in. Your second use of a prompt is always faster than your first.
- **Build prompt templates with your colleagues.** The fastest way to scale AI literacy in an HR team is shared, named, version-controlled prompts — not every person reinventing.
- **Track which prompts beat the baseline.** Not every AI output is better than what you'd write yourself. Notice which prompts save you real time, and which ones you end up rewriting from scratch.

Final note

HR and L&D work is, at its core, about people — their careers, their growth, and the moments that shape their working life. AI can help you draft, structure, and analyse. It cannot do the judgment, the listening, or the courage. Use it well, and let it return your time to the part of the work that only you can do.