

STANDALONE GUIDE

Lumi HR AI Playbook

A practical, copy-and-paste guide to using AI in HR, with 300 structured prompts designed for strategy, operations, communications and analysis.

This version is designed to work without any platform. Users simply choose a prompt, fill in the placeholders, and run it in an AI tool such as ChatGPT, Claude or Gemini.

The guide explains how the library is organised, how to choose the right prompt, what good inputs look like, and what HR teams still need to review themselves before using the output.

What is included

- A guide to using the prompt library in practice
- An explanation of the prompt structure and why it works
- Quick-start routes by HR role
- A full appendix containing all 300 prompts

300**PROMPTS**

Structured across the HR operating model.

8**ROLES**

From CHRO through People Analytics.

10**CATEGORIES**

Strategy, talent, policy, rewards and more.

62**QUICK PICKS**

Fast-start prompts for common tasks.

Bottom line

This document is built for practical HR use. It is not a theory deck or a product demo. The prompts are designed to help real teams get to a strong first draft faster, while keeping the final judgement with HR leaders.

EXECUTIVE SUMMARY

What this guide is designed to do

AI is most useful in HR when it improves speed and structure without weakening judgement. The prompts in this playbook are designed to help People teams draft, analyse and plan more effectively - especially when the work is high-context but still repeatable.

Where teams usually struggle

- Prompts are too vague, so outputs become generic.
- Business context is missing, so recommendations feel detached.
- Outputs are unstructured, so teams still need to do heavy rewriting.
- Sensitive HR work is drafted without enough review discipline.

What this playbook changes

- It gives the AI a role, a task and a business context.
- It forces users to supply the inputs that matter.
- It defines the expected output shape before the model responds.
- It makes the workflow repeatable across many HR tasks.

Strategy

Use AI to shape people roadmaps, prioritisation choices and operating-model recommendations.

Operations

Draft frameworks, templates, manager tools and programme plans with less blank-page work.

Analysis

Turn HR data, surveys and case notes into clearer findings and recommendations.

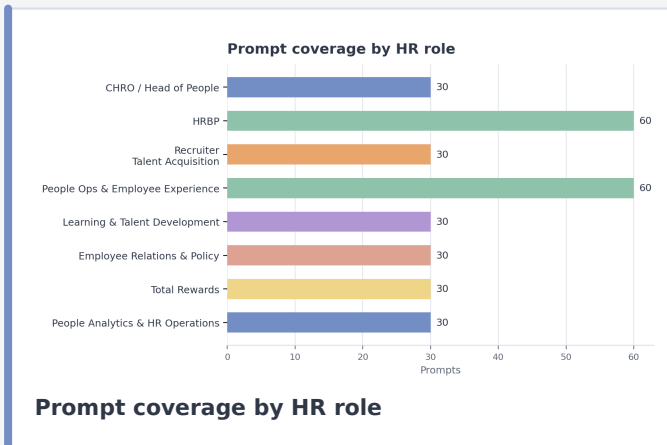
Communication

Draft updates, talking points and messages with a more consistent structure and tone.

LIBRARY ARCHITECTURE

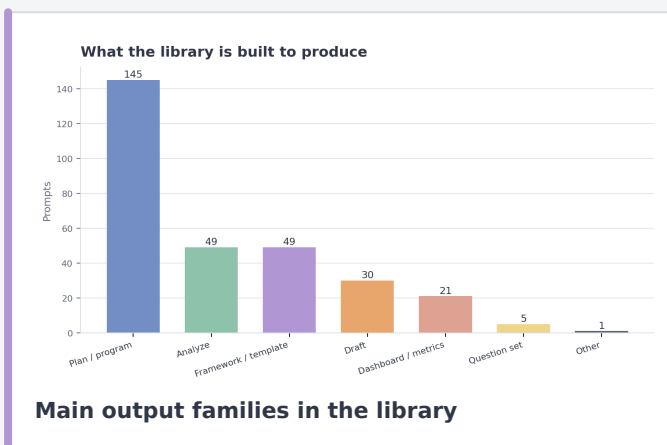
How the prompt library is structured

The library covers eight HR role groups and a broad mix of output types. Most prompts are designed to create a plan, programme or recommendation, while smaller subsets focus on analysis, drafting, frameworks and dashboards.



Role scorecard

HR Role	Prompts	Score
CHRO / Head of People	30	6
HRBP	60	8
Recruiter / Talent Acquisition	30	8
People Ops & Employee Experience	60	8
Learning & Talent Development	30	8
Employee Relations & Policy	30	8
Total Rewards	30	8
People Analytics & HR Operations	30	8



Interpretation

The library is deliberately broad rather than niche. It covers strategic planning, workforce design, talent acquisition, onboarding, L&D;, employee relations, total rewards and analytics. In practice, this means a single HR team can use one guide across many kinds of work instead of building a new prompt set every time.

The fastest route for most teams is to start with the quick picks, then move into the wider prompt set once the workflow is familiar.

WORKFLOW

How to use the playbook in practice

The strongest results come from a simple operating rhythm: choose the task, fill the inputs properly, run the full prompt, then review and refine the output. The prompt is the starting point, not the finished deliverable.

1**PICK THE TASK**

Choose the closest prompt based on the job you need done, not the tool you want to use.

2**FILL THE INPUTS**

Replace placeholders with real business context, constraints, stakeholders and data.

3**RUN THE WHOLE PROMPT**

Paste the full prompt into your AI tool. Do not shorten it unless you know what you are removing.

4**ITERATE ONCE OR TWICE**

Ask for expansion, sharper wording, better sequencing or clearer decisions.

5**REVIEW BEFORE USE**

Check factual accuracy, tone, policy fit, confidentiality and legal or leadership implications.

Weak input example

"We need better onboarding."

This is too broad. The model has no operating context, no business constraint and no evidence to work with.

Better input example

"Current onboarding takes 3 weeks. New hires report confusion on system access, manager expectations and role-specific training. We need a more consistent 30-60-90 day structure without increasing headcount."

This gives the model a business problem, operating reality and a useful constraint.

PROMPT DESIGN

Why the prompt structure works

Each prompt follows the same spine. That consistency is what makes the library reusable across many tasks. It also reduces the chance of vague, context-free output.

Core sections

ROLE - Gives the model a credible HR perspective.

CONTEXT - Explains the business situation.

TASK - Defines the exact deliverable.

INPUTS - Forces the user to supply useful context.

COMPANY / TEAM INFORMATION - Adds scale, industry and workforce context.

ANALYSIS FRAMEWORK - Guides how the model should reason.

OUTPUT FORMAT - Sets the response structure in advance.

Example excerpt

ROLE

You are a senior CHRO and people strategist with expertise in HR operating models, executive alignment, and people strategy.

CONTEXT

I need to create the 3-Year People Strategy so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the 3-Year People Strategy with clear recommendations, sequencing, ownership, and measurable success criteria.

OUTPUT FORMAT

Recommended Approach
Implementation Plan
Measures of Success

Practical implication

The structure does two jobs at once. It gives the model enough context to be useful, and it disciplines the user into thinking more clearly about the ask before the model answers.

WORKED EXAMPLE

What a good filled prompt looks like

A strong prompt is specific enough that another person could understand the problem without a second briefing. The goal is not to write beautifully. The goal is to give the model the facts, constraints and success measures it needs.

Sample use case - 3-Year People Strategy

Business strategy / annual goals

Expand into two new markets, improve manager quality, and reduce regretted attrition in critical roles.

Current people priorities and pain points

Hiring is uneven by function, HRBP capacity is stretched, and talent reviews are inconsistent across business units.

Relevant HR metrics

Attrition 18%, time to hire 67 days, manager effectiveness 62%, internal mobility 9%.

Key constraints

No material headcount growth in People team during the next two quarters.

Expected output shape

- A recommended approach with priorities, sequencing, owners and rationale.
- A 90-day implementation plan with dependencies, quick wins and risks.
- A set of measures of success tied to business and people outcomes.

Typical follow-up prompts

- "Tighten this for a board audience."
- "Add a version for a 1,500-person global company."
- "Turn the implementation plan into a quarter-by-quarter roadmap."

Rule of thumb

If the inputs still sound like a vague workshop note, the output will sound vague too. Before you run a prompt, make sure the context would make sense to a colleague who has not been in the meetings.

USER GROUPS

Who the playbook serves

The library is organised around the roles most commonly doing the work. That makes it easier to find relevant prompts quickly and gives each prompt a more realistic point of view.

CHRO / Head of People
30 prompts

CHROs, Heads of People, founders, and senior People leaders.

Good starting prompts

- 3-Year People Strategy
- Annual HR Roadmap
- People Team Operating Model

HRBP
60 prompts

HRBPs, People Partners, and business-facing People leaders.

Good starting prompts

- Headcount Plan
- Role Prioritization Matrix
- Workforce Mix Analysis

Recruiter / Talent Acquisition
30 prompts

recruiters, talent acquisition leads, sourcers, and hiring program managers.

Good starting prompts

- Inclusive Job Description
- Hiring Scorecard
- Structured Interview Guide

People Ops & Employee Experience
60 prompts

People Ops, employee experience, internal comms, and culture program owners.

Good starting prompts

- 30-60-90 Day Onboarding Plan
- Manager Onboarding Checklist
- New Hire FAQ

Learning & Talent Development
30 prompts

L&D, talent development, leadership development, and career growth owners.

Good starting prompts

- L&D Strategy
- Training Needs Analysis
- Learning Path for New Managers

Employee Relations & Policy
30 prompts

ER leads, HR generalists, policy owners, and People/legal partners.

Good starting prompts

- Employee Handbook Refresh
- Performance Concern Conversation Script
- Investigation Summary Template

Total Rewards
30 prompts

total rewards, compensation, benefits, finance, and People leadership partners.

Good starting prompts

- Compensation Philosophy
- Salary Band Design
- Pay Equity Analysis

People Analytics & HR Operations
30 prompts

People Analytics, HR Ops, systems, PMO, and decision-support teams.

Good starting prompts

- Attrition Analysis
- Early Warning Retention Model
- Time-to-Productivity Analysis

QUICK PICKS

Where to start if you only use a handful of prompts

The quick picks are the fastest route into the library. They cover common strategic, operational and communication tasks and work well as the first prompts a team should try.

CHRO / Head of People	<ul style="list-style-type: none"> • 3-Year People Strategy • Annual HR Roadmap • People Team Operating Model • Leadership Principles Refresh
HRBP	<ul style="list-style-type: none"> • Headcount Plan • Role Prioritization Matrix • Workforce Mix Analysis • Performance Philosophy Refresh
Recruiter / Talent Acquisition	<ul style="list-style-type: none"> • Inclusive Job Description • Hiring Scorecard • Structured Interview Guide • Employer Brand Narrative
People Ops & Employee Experience	<ul style="list-style-type: none"> • 30-60-90 Day Onboarding Plan • Manager Onboarding Checklist • New Hire FAQ • Employee Experience Journey Map
Learning & Talent Development	<ul style="list-style-type: none"> • L&D Strategy • Training Needs Analysis • Learning Path for New Managers • Technical Upskilling Roadmap
Employee Relations & Policy	<ul style="list-style-type: none"> • Employee Handbook Refresh • Performance Concern Conversation Script • Investigation Summary Template • Exit Theme Analysis
Total Rewards	<ul style="list-style-type: none"> • Compensation Philosophy • Salary Band Design • Pay Equity Analysis • Equity Communication Guide
People Analytics & HR Operations	<ul style="list-style-type: none"> • Attrition Analysis • Early Warning Retention Model • Time-to-Productivity Analysis • Compensation Trend Analysis

Good first use cases

Start with prompts that replace blank-page work: a roadmap, a scorecard, a framework, a review template, an onboarding plan, a case summary or a dashboard design. Once users trust the structure, they can move into more diagnostic or specialised prompts.

REVIEW DISCIPLINE

What HR teams still need to review themselves

AI can accelerate drafting and analysis, but it should not be the final owner of judgement in HR. Teams still need to validate facts, assess risk and decide what language or recommendations are appropriate for the situation.

Always review

- Factual accuracy and metric interpretation.
- Policy fit, legal exposure and jurisdiction issues.
- Confidentiality, anonymity and data sensitivity.
- Tone, fairness and manager-readiness.

Use AI for

- First drafts, options, structure and synthesis.
- Rewrites for clarity, audience and sequencing.
- Turning notes into a more useful decision memo.
- Creating a sharper starting point for HR review.

Do not outsource

- Final policy decisions or legal calls.
- Sensitive employee judgements without review.
- Executive messaging you have not fact-checked.
- Anything that needs context the model has not been given.

Practical operating model

Treat the model as a thought partner and drafting engine. Let it help you get to a stronger first version faster. Then let HR leaders, People partners and subject-matter owners decide what is actually ready to use.

APPENDIX

How the appendix is organised

The appendix contains the full prompt library. Prompts are grouped by role and follow the numbering used in the source library so that teams can navigate quickly between strategy, operations, talent, policy, rewards and analytics.

How to scan the appendix

- Prompts are ordered by role, then by prompt number.
- Each entry retains the original role, context, task, inputs, framework and output format.
- Quick picks are marked in the prompt header.
- Use the title and role first; then check the input list to confirm fit.

Search tip

The fastest way to find what you need is to search for the HR task, not the technology. Search for terms such as headcount plan, interview guide, manager enablement, policy update, pay equity, retention analysis or culture dashboard.

What each prompt gives you

A clearer brief, a better first draft, and a more repeatable way to use AI across the People function.

Appendix contents

The next pages contain the full prompt set for: CHRO / Head of People, HRBP, Recruiter / Talent Acquisition, People Ops & Employee Experience, Learning & Talent Development, Employee Relations & Policy, Total Rewards, and People Analytics & HR Operations.

APPENDIX SECTION

CHRO / Head of People

CHROs, Heads of People, founders, and senior People leaders.

<h2 style="font-size: 2em; margin: 0;">30</h2> <p>PROMPTS Prompts in this role section.</p>	<h2 style="font-size: 2em; margin: 0;">6</h2> <p>QUICK PICKS Fast-start prompts worth trying first.</p>	<p>Start with</p> <ul style="list-style-type: none"> • 3-Year People Strategy • Annual HR Roadmap • People Team Operating Model
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CORE STRATEGY & OPERATING MODEL (PROMPTS 001-030)

Prompt 001 - 3-Year People Strategy

CHRO / Head of People | Core strategy & operating model (Prompts 001-030) | [Quick Pick](#)

ROLE

You are a senior CHRO and people strategist with expertise in HR operating models, executive alignment, and people strategy.

CONTEXT

I need to create the 3-Year People Strategy so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the 3-Year People Strategy with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Business strategy / annual goals: [PASTE BUSINESS PRIORITIES]
- Current people priorities and pain points: [PASTE NOTES]
- Org chart / team structure: [PASTE OR DESCRIBE]
- Relevant HR metrics: [PASTE KPI DATA]
- Leadership feedback or board expectations: [PASTE INPUT]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Business impact and alignment to company priorities
2. People risks, dependencies, and tradeoffs
3. What should be centralized, standardized, or automated
4. How success should be measured over the next 2-4 quarters

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed 3-Year People Strategy with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 002 - Annual HR Roadmap

CHRO / Head of People | Core strategy & operating model (Prompts 001-030) | [Quick Pick](#)

ROLE

You are a senior CHRO and people strategist with expertise in HR operating models, executive alignment, and people strategy.

CONTEXT

I need to create the Annual HR Roadmap so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Annual HR Roadmap with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Business strategy / annual goals: [PASTE BUSINESS PRIORITIES]
- Current people priorities and pain points: [PASTE NOTES]
- Org chart / team structure: [PASTE OR DESCRIBE]
- Relevant HR metrics: [PASTE KPI DATA]
- Leadership feedback or board expectations: [PASTE INPUT]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Business impact and alignment to company priorities
2. People risks, dependencies, and tradeoffs
3. What should be centralized, standardized, or automated
4. How success should be measured over the next 2-4 quarters

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Annual HR Roadmap with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 003 - People Team Operating Model

CHRO / Head of People | Core strategy & operating model (Prompts 001-030) | [Quick Pick](#)

ROLE

You are a senior CHRO and people strategist with expertise in HR operating models, executive alignment, and people strategy.

CONTEXT

I need to analyze our data and operating context around People Team Operating Model so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to People Team Operating Model.

INPUTS

- Business strategy / annual goals: [PASTE BUSINESS PRIORITIES]
- Current people priorities and pain points: [PASTE NOTES]
- Org chart / team structure: [PASTE OR DESCRIBE]
- Relevant HR metrics: [PASTE KPI DATA]
- Leadership feedback or board expectations: [PASTE INPUT]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Business impact and alignment to company priorities
2. People risks, dependencies, and tradeoffs
3. What should be centralized, standardized, or automated
4. How success should be measured over the next 2-4 quarters

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to People Team Operating Model]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 004 - HR Prioritization Framework

CHRO / Head of People | Core strategy & operating model (Prompts 001-030)

ROLE

You are a senior CHRO and people strategist with expertise in HR operating models, executive alignment, and people strategy.

CONTEXT

I need to create or refine the HR Prioritization Framework so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable HR Prioritization Framework that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Business strategy / annual goals: [PASTE BUSINESS PRIORITIES]
- Current people priorities and pain points: [PASTE NOTES]
- Org chart / team structure: [PASTE OR DESCRIBE]
- Relevant HR metrics: [PASTE KPI DATA]
- Leadership feedback or board expectations: [PASTE INPUT]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Business impact and alignment to company priorities
2. People risks, dependencies, and tradeoffs
3. What should be centralized, standardized, or automated
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the HR Prioritization Framework in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 005 - HR KPI Set

CHRO / Head of People | Core strategy & operating model (Prompts 001-030)

ROLE

You are a senior CHRO and people strategist with expertise in HR operating models, executive alignment, and people strategy.

CONTEXT

I need to build the HR KPI Set so leaders can see the right signals quickly and make better people decisions.

TASK

Design the HR KPI Set with the right metrics, definitions, cuts, thresholds, and action prompts for decision-makers.

INPUTS

- Business strategy / annual goals: [PASTE BUSINESS PRIORITIES]
- Current people priorities and pain points: [PASTE NOTES]
- Org chart / team structure: [PASTE OR DESCRIBE]
- Relevant HR metrics: [PASTE KPI DATA]
- Leadership feedback or board expectations: [PASTE INPUT]
- Timeframe and comparison periods: [PASTE RANGE]
- Available fields / systems / data definitions: [PASTE DETAILS]
- Leaders or teams who will use the dashboard: [PASTE AUDIENCE]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Choose metrics that drive decisions, not vanity reporting
2. Define each metric clearly, including numerator, denominator, and source
3. Include segmentation, trends, and thresholds that prompt action
4. Call out data quality limits and missing context

OUTPUT FORMAT

Provide:

Metrics to Include

- [List each metric, definition, source, and reason it matters]

Dashboard Structure

- [Recommend tabs, filters, cuts, and visual hierarchy]

Decision Triggers and Next Steps

- [What leaders should do when metrics move]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 006 - CHRO Board Update

CHRO / Head of People | Core strategy & operating model (Prompts 001-030)

ROLE

You are a senior CHRO and people strategist with expertise in HR operating models, executive alignment, and people strategy.

CONTEXT

I need help drafting the CHRO Board Update so it is clear, credible, and appropriate for the intended audience.

TASK

Use the provided inputs to draft the CHRO Board Update and tailor it to the right audience, tone, risks, and follow-up questions.

INPUTS

- Business strategy / annual goals: [PASTE BUSINESS PRIORITIES]
- Current people priorities and pain points: [PASTE NOTES]
- Org chart / team structure: [PASTE OR DESCRIBE]
- Relevant HR metrics: [PASTE KPI DATA]
- Leadership feedback or board expectations: [PASTE INPUT]
- Primary audience: [WHO THIS IS FOR]
- Key message / decision / change: [PASTE CORE MESSAGE]
- Sensitive questions or objections to address: [PASTE RISKS OR FAQs]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What the audience most needs to know, feel, and do next
2. Tone, clarity, and trust-building language
3. Likely questions, resistance points, and misunderstandings
4. How the message should vary for employees, managers, and leaders

OUTPUT FORMAT

Provide:

Final Draft

- [Provide the full CHRO Board Update]

Audience Variations

- [Adjustments for employees, managers, leaders, or candidates]

Talking Points and Anticipated Questions

- [Key points, objections, and suggested responses]

Take a deep breath and write with empathy, clarity, and credibility. Avoid jargon and vague reassurance.

Prompt 007 - HR Business Partner Plan

CHRO / Head of People | Core strategy & operating model (Prompts 001-030)

ROLE

You are a senior CHRO and people strategist with expertise in HR operating models, executive alignment, and people strategy.

CONTEXT

I need to create the HR Business Partner Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the HR Business Partner Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Business strategy / annual goals: [PASTE BUSINESS PRIORITIES]
- Current people priorities and pain points: [PASTE NOTES]
- Org chart / team structure: [PASTE OR DESCRIBE]
- Relevant HR metrics: [PASTE KPI DATA]
- Leadership feedback or board expectations: [PASTE INPUT]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Business impact and alignment to company priorities
2. People risks, dependencies, and tradeoffs
3. What should be centralized, standardized, or automated
4. How success should be measured over the next 2-4 quarters

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed HR Business Partner Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 008 - Future of Work Strategy

CHRO / Head of People | Core strategy & operating model (Prompts 001-030)

ROLE

You are a senior CHRO and people strategist with expertise in HR operating models, executive alignment, and people strategy.

CONTEXT

I need to create the Future of Work Strategy so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Future of Work Strategy with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Business strategy / annual goals: [PASTE BUSINESS PRIORITIES]
- Current people priorities and pain points: [PASTE NOTES]
- Org chart / team structure: [PASTE OR DESCRIBE]
- Relevant HR metrics: [PASTE KPI DATA]
- Leadership feedback or board expectations: [PASTE INPUT]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Business impact and alignment to company priorities
2. People risks, dependencies, and tradeoffs
3. What should be centralized, standardized, or automated
4. How success should be measured over the next 2-4 quarters

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Future of Work Strategy with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 009 - People Risk Assessment

CHRO / Head of People | Core strategy & operating model (Prompts 001-030)

ROLE

You are a senior CHRO and people strategist with expertise in HR operating models, executive alignment, and people strategy.

CONTEXT

I need to analyze our data and operating context around People Risk Assessment so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to People Risk Assessment.

INPUTS

- Business strategy / annual goals: [PASTE BUSINESS PRIORITIES]
- Current people priorities and pain points: [PASTE NOTES]
- Org chart / team structure: [PASTE OR DESCRIBE]
- Relevant HR metrics: [PASTE KPI DATA]
- Leadership feedback or board expectations: [PASTE INPUT]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Business impact and alignment to company priorities
2. People risks, dependencies, and tradeoffs
3. What should be centralized, standardized, or automated
4. How success should be measured over the next 2-4 quarters

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to People Risk Assessment]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 010 - Change Management Plan

CHRO / Head of People | Core strategy & operating model (Prompts 001-030)

ROLE

You are a senior CHRO and people strategist with expertise in HR operating models, executive alignment, and people strategy.

CONTEXT

I need to create the Change Management Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Change Management Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Business strategy / annual goals: [PASTE BUSINESS PRIORITIES]
- Current people priorities and pain points: [PASTE NOTES]
- Org chart / team structure: [PASTE OR DESCRIBE]
- Relevant HR metrics: [PASTE KPI DATA]
- Leadership feedback or board expectations: [PASTE INPUT]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Business impact and alignment to company priorities
2. People risks, dependencies, and tradeoffs
3. What should be centralized, standardized, or automated
4. How success should be measured over the next 2-4 quarters

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Change Management Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 011 - HR Service Catalog

CHRO / Head of People | Core strategy & operating model (Prompts 001-030)

ROLE

You are a senior CHRO and people strategist with expertise in HR operating models, executive alignment, and people strategy.

CONTEXT

I need to create the HR Service Catalog so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the HR Service Catalog with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Business strategy / annual goals: [PASTE BUSINESS PRIORITIES]
- Current people priorities and pain points: [PASTE NOTES]
- Org chart / team structure: [PASTE OR DESCRIBE]
- Relevant HR metrics: [PASTE KPI DATA]
- Leadership feedback or board expectations: [PASTE INPUT]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Business impact and alignment to company priorities
2. People risks, dependencies, and tradeoffs
3. What should be centralized, standardized, or automated
4. How success should be measured over the next 2-4 quarters

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed HR Service Catalog with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 012 - HR Governance Model

CHRO / Head of People | Core strategy & operating model (Prompts 001-030)

ROLE

You are a senior CHRO and people strategist with expertise in HR operating models, executive alignment, and people strategy.

CONTEXT

I need to analyze our data and operating context around HR Governance Model so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to HR Governance Model.

INPUTS

- Business strategy / annual goals: [PASTE BUSINESS PRIORITIES]
- Current people priorities and pain points: [PASTE NOTES]
- Org chart / team structure: [PASTE OR DESCRIBE]
- Relevant HR metrics: [PASTE KPI DATA]
- Leadership feedback or board expectations: [PASTE INPUT]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Business impact and alignment to company priorities
2. People risks, dependencies, and tradeoffs
3. What should be centralized, standardized, or automated
4. How success should be measured over the next 2-4 quarters

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to HR Governance Model]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 013 - People Team Capacity Plan

CHRO / Head of People | Core strategy & operating model (Prompts 001-030)

ROLE

You are a senior CHRO and people strategist with expertise in HR operating models, executive alignment, and people strategy.

CONTEXT

I need to create the People Team Capacity Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the People Team Capacity Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Business strategy / annual goals: [PASTE BUSINESS PRIORITIES]
- Current people priorities and pain points: [PASTE NOTES]
- Org chart / team structure: [PASTE OR DESCRIBE]
- Relevant HR metrics: [PASTE KPI DATA]
- Leadership feedback or board expectations: [PASTE INPUT]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Business impact and alignment to company priorities
2. People risks, dependencies, and tradeoffs
3. What should be centralized, standardized, or automated
4. How success should be measured over the next 2-4 quarters

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed People Team Capacity Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 014 - HR Tech Stack Review

CHRO / Head of People | Core strategy & operating model (Prompts 001-030)

ROLE

You are a senior CHRO and people strategist with expertise in HR operating models, executive alignment, and people strategy.

CONTEXT

I need to analyze our data and operating context around HR Tech Stack Review so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to HR Tech Stack Review.

INPUTS

- Business strategy / annual goals: [PASTE BUSINESS PRIORITIES]
- Current people priorities and pain points: [PASTE NOTES]
- Org chart / team structure: [PASTE OR DESCRIBE]
- Relevant HR metrics: [PASTE KPI DATA]
- Leadership feedback or board expectations: [PASTE INPUT]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Business impact and alignment to company priorities
2. People risks, dependencies, and tradeoffs
3. What should be centralized, standardized, or automated
4. How success should be measured over the next 2-4 quarters

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to HR Tech Stack Review]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 015 - HR Automation Opportunities

CHRO / Head of People | Core strategy & operating model (Prompts 001-030)

ROLE

You are a senior CHRO and people strategist with expertise in HR operating models, executive alignment, and people strategy.

CONTEXT

I need to create the HR Automation Opportunities so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the HR Automation Opportunities with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Business strategy / annual goals: [PASTE BUSINESS PRIORITIES]
- Current people priorities and pain points: [PASTE NOTES]
- Org chart / team structure: [PASTE OR DESCRIBE]
- Relevant HR metrics: [PASTE KPI DATA]
- Leadership feedback or board expectations: [PASTE INPUT]
- Primary objective / success definition: [PASTE GOAL]

- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Business impact and alignment to company priorities
2. People risks, dependencies, and tradeoffs
3. What should be centralized, standardized, or automated
4. How success should be measured over the next 2-4 quarters

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed HR Automation Opportunities with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 016 - Global People Strategy

CHRO / Head of People | Core strategy & operating model (Prompts 001-030)

ROLE

You are a senior CHRO and people strategist with expertise in HR operating models, executive alignment, and people strategy.

CONTEXT

I need to create the Global People Strategy so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Global People Strategy with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Business strategy / annual goals: [PASTE BUSINESS PRIORITIES]
- Current people priorities and pain points: [PASTE NOTES]
- Org chart / team structure: [PASTE OR DESCRIBE]
- Relevant HR metrics: [PASTE KPI DATA]
- Leadership feedback or board expectations: [PASTE INPUT]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Business impact and alignment to company priorities
2. People risks, dependencies, and tradeoffs
3. What should be centralized, standardized, or automated
4. How success should be measured over the next 2-4 quarters

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Global People Strategy with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 017 - Culture Strategy

CHRO / Head of People | Core strategy & operating model (Prompts 001-030)

ROLE

You are a senior CHRO and people strategist with expertise in HR operating models, executive alignment, and people strategy.

CONTEXT

I need to create the Culture Strategy so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Culture Strategy with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Business strategy / annual goals: [PASTE BUSINESS PRIORITIES]
- Current people priorities and pain points: [PASTE NOTES]
- Org chart / team structure: [PASTE OR DESCRIBE]
- Relevant HR metrics: [PASTE KPI DATA]
- Leadership feedback or board expectations: [PASTE INPUT]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Business impact and alignment to company priorities
2. People risks, dependencies, and tradeoffs
3. What should be centralized, standardized, or automated
4. How success should be measured over the next 2-4 quarters

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Culture Strategy with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 018 - Leadership Principles Refresh

CHRO / Head of People | Core strategy & operating model (Prompts 001-030) | [Quick Pick](#)

ROLE

You are a senior CHRO and people strategist with expertise in HR operating models, executive alignment, and people strategy.

CONTEXT

I need to create the Leadership Principles Refresh so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Leadership Principles Refresh with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Business strategy / annual goals: [PASTE BUSINESS PRIORITIES]
- Current people priorities and pain points: [PASTE NOTES]
- Org chart / team structure: [PASTE OR DESCRIBE]
- Relevant HR metrics: [PASTE KPI DATA]
- Leadership feedback or board expectations: [PASTE INPUT]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Business impact and alignment to company priorities
2. People risks, dependencies, and tradeoffs
3. What should be centralized, standardized, or automated
4. How success should be measured over the next 2-4 quarters

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Leadership Principles Refresh with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 019 - Employee Value Proposition

CHRO / Head of People | Core strategy & operating model (Prompts 001-030)

ROLE

You are a senior CHRO and people strategist with expertise in HR operating models, executive alignment, and people strategy.

CONTEXT

I need to create the Employee Value Proposition so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Employee Value Proposition with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Business strategy / annual goals: [PASTE BUSINESS PRIORITIES]
- Current people priorities and pain points: [PASTE NOTES]
- Org chart / team structure: [PASTE OR DESCRIBE]
- Relevant HR metrics: [PASTE KPI DATA]
- Leadership feedback or board expectations: [PASTE INPUT]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Business impact and alignment to company priorities
2. People risks, dependencies, and tradeoffs
3. What should be centralized, standardized, or automated
4. How success should be measured over the next 2-4 quarters

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Employee Value Proposition with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 020 - Scenario Planning for Growth Slowdown

CHRO / Head of People | Core strategy & operating model (Prompts 001-030)

ROLE

You are a senior CHRO and people strategist with expertise in HR operating models, executive alignment, and people strategy.

CONTEXT

I need to create the Scenario Planning for Growth Slowdown so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Scenario Planning for Growth Slowdown with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Business strategy / annual goals: [PASTE BUSINESS PRIORITIES]
- Current people priorities and pain points: [PASTE NOTES]
- Org chart / team structure: [PASTE OR DESCRIBE]
- Relevant HR metrics: [PASTE KPI DATA]
- Leadership feedback or board expectations: [PASTE INPUT]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Business impact and alignment to company priorities
2. People risks, dependencies, and tradeoffs
3. What should be centralized, standardized, or automated
4. How success should be measured over the next 2-4 quarters

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Scenario Planning for Growth Slowdown with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 021 - Scenario Planning for Rapid Hiring

CHRO / Head of People | Core strategy & operating model (Prompts 001-030)

ROLE

You are a senior CHRO and people strategist with expertise in HR operating models, executive alignment, and people strategy.

CONTEXT

I need to create the Scenario Planning for Rapid Hiring so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Scenario Planning for Rapid Hiring with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Business strategy / annual goals: [PASTE BUSINESS PRIORITIES]
- Current people priorities and pain points: [PASTE NOTES]
- Org chart / team structure: [PASTE OR DESCRIBE]
- Relevant HR metrics: [PASTE KPI DATA]
- Leadership feedback or board expectations: [PASTE INPUT]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]

- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Business impact and alignment to company priorities
2. People risks, dependencies, and tradeoffs
3. What should be centralized, standardized, or automated
4. How success should be measured over the next 2-4 quarters

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Scenario Planning for Rapid Hiring with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 022 - M&A; People Integration Plan

CHRO / Head of People | Core strategy & operating model (Prompts 001-030)

ROLE

You are a senior CHRO and people strategist with expertise in HR operating models, executive alignment, and people strategy.

CONTEXT

I need to create the M&A People Integration Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the M&A People Integration Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Business strategy / annual goals: [PASTE BUSINESS PRIORITIES]
- Current people priorities and pain points: [PASTE NOTES]
- Org chart / team structure: [PASTE OR DESCRIBE]
- Relevant HR metrics: [PASTE KPI DATA]
- Leadership feedback or board expectations: [PASTE INPUT]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Business impact and alignment to company priorities
2. People risks, dependencies, and tradeoffs

3. What should be centralized, standardized, or automated
4. How success should be measured over the next 2-4 quarters

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed M&A People Integration Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 023 - Post-Reorg People Plan

CHRO / Head of People | Core strategy & operating model (Prompts 001-030)

ROLE

You are a senior CHRO and people strategist with expertise in HR operating models, executive alignment, and people strategy.

CONTEXT

I need to create the Post-Reorg People Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Post-Reorg People Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Business strategy / annual goals: [PASTE BUSINESS PRIORITIES]
- Current people priorities and pain points: [PASTE NOTES]
- Org chart / team structure: [PASTE OR DESCRIBE]
- Relevant HR metrics: [PASTE KPI DATA]
- Leadership feedback or board expectations: [PASTE INPUT]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Business impact and alignment to company priorities
2. People risks, dependencies, and tradeoffs
3. What should be centralized, standardized, or automated
4. How success should be measured over the next 2-4 quarters

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Post-Reorg People Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 024 - Cross-Functional Talent Operating Rhythm

CHRO / Head of People | Core strategy & operating model (Prompts 001-030)

ROLE

You are a senior CHRO and people strategist with expertise in HR operating models, executive alignment, and people strategy.

CONTEXT

I need to create the Cross-Functional Talent Operating Rhythm so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Cross-Functional Talent Operating Rhythm with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Business strategy / annual goals: [PASTE BUSINESS PRIORITIES]
- Current people priorities and pain points: [PASTE NOTES]
- Org chart / team structure: [PASTE OR DESCRIBE]
- Relevant HR metrics: [PASTE KPI DATA]
- Leadership feedback or board expectations: [PASTE INPUT]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Business impact and alignment to company priorities
2. People risks, dependencies, and tradeoffs
3. What should be centralized, standardized, or automated
4. How success should be measured over the next 2-4 quarters

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Cross-Functional Talent Operating Rhythm with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 025 - People Budget Prioritization

CHRO / Head of People | Core strategy & operating model (Prompts 001-030)

ROLE

You are a senior CHRO and people strategist with expertise in HR operating models, executive alignment, and people strategy.

CONTEXT

I need to create the People Budget Prioritization so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the People Budget Prioritization with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Business strategy / annual goals: [PASTE BUSINESS PRIORITIES]
- Current people priorities and pain points: [PASTE NOTES]
- Org chart / team structure: [PASTE OR DESCRIBE]
- Relevant HR metrics: [PASTE KPI DATA]
- Leadership feedback or board expectations: [PASTE INPUT]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]
- Budget envelope or cost guardrails: [PASTE RANGE]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Business impact and alignment to company priorities
2. People risks, dependencies, and tradeoffs
3. What should be centralized, standardized, or automated
4. How success should be measured over the next 2-4 quarters

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed People Budget Prioritization with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 026 - HR Project Portfolio Review

CHRO / Head of People | Core strategy & operating model (Prompts 001-030)

ROLE

You are a senior CHRO and people strategist with expertise in HR operating models, executive alignment, and people strategy.

CONTEXT

I need to analyze our data and operating context around HR Project Portfolio Review so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to HR Project Portfolio Review.

INPUTS

- Business strategy / annual goals: [PASTE BUSINESS PRIORITIES]
- Current people priorities and pain points: [PASTE NOTES]
- Org chart / team structure: [PASTE OR DESCRIBE]
- Relevant HR metrics: [PASTE KPI DATA]
- Leadership feedback or board expectations: [PASTE INPUT]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Business impact and alignment to company priorities
2. People risks, dependencies, and tradeoffs
3. What should be centralized, standardized, or automated
4. How success should be measured over the next 2-4 quarters

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to HR Project Portfolio Review]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 027 - HR OKR Draft

CHRO / Head of People | Core strategy & operating model (Prompts 001-030)

ROLE

You are a senior CHRO and people strategist with expertise in HR operating models, executive alignment, and people strategy.

CONTEXT

I need to create the HR OKR Draft so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the HR OKR Draft with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Business strategy / annual goals: [PASTE BUSINESS PRIORITIES]
- Current people priorities and pain points: [PASTE NOTES]
- Org chart / team structure: [PASTE OR DESCRIBE]
- Relevant HR metrics: [PASTE KPI DATA]
- Leadership feedback or board expectations: [PASTE INPUT]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Business impact and alignment to company priorities
2. People risks, dependencies, and tradeoffs
3. What should be centralized, standardized, or automated
4. How success should be measured over the next 2-4 quarters

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed HR OKR Draft with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 028 - Strategic Workforce Risks Dashboard

CHRO / Head of People | Core strategy & operating model (Prompts 001-030) | [Quick Pick](#)

ROLE

You are a senior CHRO and people strategist with expertise in HR operating models, executive alignment, and people strategy.

CONTEXT

I need to build the Strategic Workforce Risks Dashboard so leaders can see the right signals quickly and make better people decisions.

TASK

Design the Strategic Workforce Risks Dashboard with the right metrics, definitions, cuts, thresholds, and action prompts for decision-makers.

INPUTS

- Business strategy / annual goals: [PASTE BUSINESS PRIORITIES]
- Current people priorities and pain points: [PASTE NOTES]
- Org chart / team structure: [PASTE OR DESCRIBE]
- Relevant HR metrics: [PASTE KPI DATA]
- Leadership feedback or board expectations: [PASTE INPUT]
- Timeframe and comparison periods: [PASTE RANGE]
- Available fields / systems / data definitions: [PASTE DETAILS]
- Leaders or teams who will use the dashboard: [PASTE AUDIENCE]
- Any existing dashboards or definitions to preserve: [PASTE DETAILS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Choose metrics that drive decisions, not vanity reporting
2. Define each metric clearly, including numerator, denominator, and source
3. Include segmentation, trends, and thresholds that prompt action

4. Call out data quality limits and missing context

OUTPUT FORMAT

Provide:

Metrics to Include

- [List each metric, definition, source, and reason it matters]

Dashboard Structure

- [Recommend tabs, filters, cuts, and visual hierarchy]

Decision Triggers and Next Steps

- [What leaders should do when metrics move]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 029 - People Policies Rationalization Plan

CHRO / Head of People | Core strategy & operating model (Prompts 001-030)

ROLE

You are a senior CHRO and people strategist with expertise in HR operating models, executive alignment, and people strategy.

CONTEXT

I need to create the People Policies Rationalization Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the People Policies Rationalization Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Business strategy / annual goals: [PASTE BUSINESS PRIORITIES]
- Current people priorities and pain points: [PASTE NOTES]
- Org chart / team structure: [PASTE OR DESCRIBE]
- Relevant HR metrics: [PASTE KPI DATA]
- Leadership feedback or board expectations: [PASTE INPUT]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Business impact and alignment to company priorities
2. People risks, dependencies, and tradeoffs
3. What should be centralized, standardized, or automated
4. How success should be measured over the next 2-4 quarters

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed People Policies Rationalization Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 030 - Quarterly People Review

CHRO / Head of People | Core strategy & operating model (Prompts 001-030) | [Quick Pick](#)

ROLE

You are a senior CHRO and people strategist with expertise in HR operating models, executive alignment, and people strategy.

CONTEXT

I need to analyze our data and operating context around Quarterly People Review so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Quarterly People Review.

INPUTS

- Business strategy / annual goals: [PASTE BUSINESS PRIORITIES]
- Current people priorities and pain points: [PASTE NOTES]
- Org chart / team structure: [PASTE OR DESCRIBE]
- Relevant HR metrics: [PASTE KPI DATA]
- Leadership feedback or board expectations: [PASTE INPUT]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Business impact and alignment to company priorities
2. People risks, dependencies, and tradeoffs
3. What should be centralized, standardized, or automated
4. How success should be measured over the next 2-4 quarters

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Quarterly People Review]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

APPENDIX SECTION

HRBP

HRBPs, People Partners, and business-facing People leaders.

<h2 style="font-size: 2em; margin: 0;">60</h2> <p>PROMPTS Prompts in this role section.</p>	<h2 style="font-size: 2em; margin: 0;">8</h2> <p>QUICK PICKS Fast-start prompts worth trying first.</p>	<p>Start with</p> <ul style="list-style-type: none"> • Headcount Plan • Role Prioritization Matrix • Workforce Mix Analysis
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WORKFORCE PLANNING & ORG DESIGN (PROMPTS 031-060)

Prompt 031 - Headcount Plan

HRBP | Workforce planning & org design (Prompts 031-060) | [Quick Pick](#)

ROLE

You are a senior HR business partner with expertise in workforce planning, headcount planning, role design, and capability planning.

CONTEXT

I need to create the Headcount Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Headcount Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current headcount by function and level: [PASTE DATA]
- Growth targets / budget constraints: [PASTE DATA]
- Critical business initiatives: [PASTE PRIORITIES]
- Org chart / role inventory: [PASTE OR DESCRIBE]
- Known capability gaps or hiring challenges: [PASTE NOTES]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Demand for work versus current capacity
2. Which roles and skills create the highest leverage
3. Span, layers, decision rights, and role clarity
4. Budget, speed, and resilience tradeoffs

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Headcount Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 032 - Role Prioritization Matrix

HRBP | Workforce planning & org design (Prompts 031-060) | [Quick Pick](#)

ROLE

You are a senior HR business partner with expertise in workforce planning, headcount planning, role design, and capability planning.

CONTEXT

I need to create or refine the Role Prioritization Matrix so leaders can compare roles consistently and make clear tradeoff decisions.

TASK

Create a clear, usable Role Prioritization Matrix with prioritization criteria, scoring guidance, and examples so leaders can rank roles and sequence hiring decisions.

INPUTS

- Current headcount by function and level: [PASTE DATA]
- Growth targets / budget constraints: [PASTE DATA]
- Critical business initiatives: [PASTE PRIORITIES]
- Org chart / role inventory: [PASTE OR DESCRIBE]
- Known capability gaps or hiring challenges: [PASTE NOTES]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Demand for work versus current capacity
2. Which roles and skills create the highest leverage
3. Span, layers, decision rights, and role clarity
4. Make the final matrix simple enough for leaders to use consistently

OUTPUT FORMAT

Provide:

Recommended Matrix

- [Provide the full Role Prioritization Matrix, including criteria, weights, scoring scale, and example scoring]

How to Use It

- [Explain who should score roles, how to resolve disagreements, and how often to revisit the matrix]

Risks, Edge Cases, and Open Questions

- [Call out judgment areas, tie-breakers, and assumptions to validate]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 033 - Critical Role Identification

HRBP | Workforce planning & org design (Prompts 031-060)

ROLE

You are a senior HR business partner with expertise in workforce planning, headcount planning, role design, and capability planning.

CONTEXT

I need to create the Critical Role Identification so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Critical Role Identification with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current headcount by function and level: [PASTE DATA]
- Growth targets / budget constraints: [PASTE DATA]
- Critical business initiatives: [PASTE PRIORITIES]
- Org chart / role inventory: [PASTE OR DESCRIBE]
- Known capability gaps or hiring challenges: [PASTE NOTES]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Demand for work versus current capacity
2. Which roles and skills create the highest leverage
3. Span, layers, decision rights, and role clarity
4. Budget, speed, and resilience tradeoffs

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Critical Role Identification with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 034 - Skills Inventory Framework

HRBP | Workforce planning & org design (Prompts 031-060)

ROLE

You are a senior HR business partner with expertise in workforce planning, headcount planning, role design, and capability planning.

CONTEXT

I need to create or refine the Skills Inventory Framework so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Skills Inventory Framework that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Current headcount by function and level: [PASTE DATA]
- Growth targets / budget constraints: [PASTE DATA]
- Critical business initiatives: [PASTE PRIORITIES]
- Org chart / role inventory: [PASTE OR DESCRIBE]
- Known capability gaps or hiring challenges: [PASTE NOTES]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Demand for work versus current capacity
2. Which roles and skills create the highest leverage
3. Span, layers, decision rights, and role clarity
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Skills Inventory Framework in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 035 - Skills Gap Analysis

HRBP | Workforce planning & org design (Prompts 031-060)

ROLE

You are a senior HR business partner with expertise in workforce planning, headcount planning, role design, and capability planning.

CONTEXT

I need to analyze our data and operating context around Skills Gap Analysis so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Skills Gap Analysis.

INPUTS

- Current headcount by function and level: [PASTE DATA]
- Growth targets / budget constraints: [PASTE DATA]
- Critical business initiatives: [PASTE PRIORITIES]
- Org chart / role inventory: [PASTE OR DESCRIBE]
- Known capability gaps or hiring challenges: [PASTE NOTES]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Demand for work versus current capacity
2. Which roles and skills create the highest leverage
3. Span, layers, decision rights, and role clarity
4. Budget, speed, and resilience tradeoffs

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Skills Gap Analysis]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 036 - Succession Plan

HRBP | Workforce planning & org design (Prompts 031-060)

ROLE

You are a senior HR business partner with expertise in workforce planning, headcount planning, role design, and capability planning.

CONTEXT

I need to create the Succession Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Succession Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current headcount by function and level: [PASTE DATA]
- Growth targets / budget constraints: [PASTE DATA]
- Critical business initiatives: [PASTE PRIORITIES]
- Org chart / role inventory: [PASTE OR DESCRIBE]
- Known capability gaps or hiring challenges: [PASTE NOTES]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Demand for work versus current capacity
2. Which roles and skills create the highest leverage
3. Span, layers, decision rights, and role clarity
4. Budget, speed, and resilience tradeoffs

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Succession Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 037 - Org Design Options

HRBP | Workforce planning & org design (Prompts 031-060)

ROLE

You are a senior HR business partner with expertise in workforce planning, headcount planning, role design, and capability planning.

CONTEXT

I need to create the Org Design Options so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Org Design Options with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current headcount by function and level: [PASTE DATA]
- Growth targets / budget constraints: [PASTE DATA]
- Critical business initiatives: [PASTE PRIORITIES]
- Org chart / role inventory: [PASTE OR DESCRIBE]
- Known capability gaps or hiring challenges: [PASTE NOTES]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Demand for work versus current capacity
2. Which roles and skills create the highest leverage
3. Span, layers, decision rights, and role clarity
4. Budget, speed, and resilience tradeoffs

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Org Design Options with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 038 - Team Span and Layer Review

HRBP | Workforce planning & org design (Prompts 031-060)

ROLE

You are a senior HR business partner with expertise in workforce planning, headcount planning, role design, and capability planning.

CONTEXT

I need to analyze our data and operating context around Team Span and Layer Review so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Team Span and Layer Review.

INPUTS

- Current headcount by function and level: [PASTE DATA]
- Growth targets / budget constraints: [PASTE DATA]
- Critical business initiatives: [PASTE PRIORITIES]
- Org chart / role inventory: [PASTE OR DESCRIBE]
- Known capability gaps or hiring challenges: [PASTE NOTES]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Demand for work versus current capacity
2. Which roles and skills create the highest leverage
3. Span, layers, decision rights, and role clarity
4. Budget, speed, and resilience tradeoffs

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Team Span and Layer Review]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 039 - Workforce Mix Analysis

HRBP | Workforce planning & org design (Prompts 031-060) | [Quick Pick](#)

ROLE

You are a senior HR business partner with expertise in workforce planning, headcount planning, role design, and capability planning.

CONTEXT

I need to analyze our data and operating context around Workforce Mix Analysis so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Workforce Mix Analysis.

INPUTS

- Current headcount by function and level: [PASTE DATA]
- Growth targets / budget constraints: [PASTE DATA]
- Critical business initiatives: [PASTE PRIORITIES]
- Org chart / role inventory: [PASTE OR DESCRIBE]
- Known capability gaps or hiring challenges: [PASTE NOTES]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Demand for work versus current capacity
2. Which roles and skills create the highest leverage
3. Span, layers, decision rights, and role clarity
4. Budget, speed, and resilience tradeoffs

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Workforce Mix Analysis]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 040 - Contractor vs FTE Strategy

HRBP | Workforce planning & org design (Prompts 031-060)

ROLE

You are a senior HR business partner with expertise in workforce planning, headcount planning, role design, and capability planning.

CONTEXT

I need to create the Contractor vs FTE Strategy so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Contractor vs FTE Strategy with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current headcount by function and level: [PASTE DATA]
- Growth targets / budget constraints: [PASTE DATA]
- Critical business initiatives: [PASTE PRIORITIES]
- Org chart / role inventory: [PASTE OR DESCRIBE]
- Known capability gaps or hiring challenges: [PASTE NOTES]
- Primary objective / success definition: [PASTE GOAL]

- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Demand for work versus current capacity
2. Which roles and skills create the highest leverage
3. Span, layers, decision rights, and role clarity
4. Budget, speed, and resilience tradeoffs

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Contractor vs FTE Strategy with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 041 - Location Strategy

HRBP | Workforce planning & org design (Prompts 031-060)

ROLE

You are a senior HR business partner with expertise in workforce planning, headcount planning, role design, and capability planning.

CONTEXT

I need to create the Location Strategy so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Location Strategy with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current headcount by function and level: [PASTE DATA]
- Growth targets / budget constraints: [PASTE DATA]
- Critical business initiatives: [PASTE PRIORITIES]
- Org chart / role inventory: [PASTE OR DESCRIBE]
- Known capability gaps or hiring challenges: [PASTE NOTES]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Demand for work versus current capacity
2. Which roles and skills create the highest leverage
3. Span, layers, decision rights, and role clarity
4. Budget, speed, and resilience tradeoffs

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Location Strategy with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 042 - Hiring Freeze Decision Support

HRBP | Workforce planning & org design (Prompts 031-060)

ROLE

You are a senior HR business partner with expertise in workforce planning, headcount planning, role design, and capability planning.

CONTEXT

I need to create the Hiring Freeze Decision Support so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Hiring Freeze Decision Support with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current headcount by function and level: [PASTE DATA]
- Growth targets / budget constraints: [PASTE DATA]
- Critical business initiatives: [PASTE PRIORITIES]
- Org chart / role inventory: [PASTE OR DESCRIBE]
- Known capability gaps or hiring challenges: [PASTE NOTES]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Demand for work versus current capacity
2. Which roles and skills create the highest leverage
3. Span, layers, decision rights, and role clarity
4. Budget, speed, and resilience tradeoffs

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Hiring Freeze Decision Support with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 043 - Backfill Prioritization

HRBP | Workforce planning & org design (Prompts 031-060)

ROLE

You are a senior HR business partner with expertise in workforce planning, headcount planning, role design, and capability planning.

CONTEXT

I need to create the Backfill Prioritization so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Backfill Prioritization with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current headcount by function and level: [PASTE DATA]
- Growth targets / budget constraints: [PASTE DATA]
- Critical business initiatives: [PASTE PRIORITIES]
- Org chart / role inventory: [PASTE OR DESCRIBE]
- Known capability gaps or hiring challenges: [PASTE NOTES]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Demand for work versus current capacity
2. Which roles and skills create the highest leverage
3. Span, layers, decision rights, and role clarity
4. Budget, speed, and resilience tradeoffs

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Backfill Prioritization with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 044 - Internal Mobility Plan

HRBP | Workforce planning & org design (Prompts 031-060)

ROLE

You are a senior HR business partner with expertise in workforce planning, headcount planning, role design, and capability planning.

CONTEXT

I need to create the Internal Mobility Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Internal Mobility Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current headcount by function and level: [PASTE DATA]
- Growth targets / budget constraints: [PASTE DATA]
- Critical business initiatives: [PASTE PRIORITIES]
- Org chart / role inventory: [PASTE OR DESCRIBE]
- Known capability gaps or hiring challenges: [PASTE NOTES]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Demand for work versus current capacity
2. Which roles and skills create the highest leverage
3. Span, layers, decision rights, and role clarity
4. Budget, speed, and resilience tradeoffs

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Internal Mobility Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 045 - Talent Pipeline for Hard-to-Fill Roles

HRBP | Workforce planning & org design (Prompts 031-060)

ROLE

You are a senior HR business partner with expertise in workforce planning, headcount planning, role design, and capability planning.

CONTEXT

I need to create the Talent Pipeline for Hard-to-Fill Roles so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Talent Pipeline for Hard-to-Fill Roles with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current headcount by function and level: [PASTE DATA]
- Growth targets / budget constraints: [PASTE DATA]
- Critical business initiatives: [PASTE PRIORITIES]
- Org chart / role inventory: [PASTE OR DESCRIBE]
- Known capability gaps or hiring challenges: [PASTE NOTES]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Demand for work versus current capacity
2. Which roles and skills create the highest leverage
3. Span, layers, decision rights, and role clarity
4. Budget, speed, and resilience tradeoffs

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Talent Pipeline for Hard-to-Fill Roles with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 046 - Capacity Planning for Support Teams

HRBP | Workforce planning & org design (Prompts 031-060)

ROLE

You are a senior HR business partner with expertise in workforce planning, headcount planning, role design, and capability planning.

CONTEXT

I need to create the Capacity Planning for Support Teams so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Capacity Planning for Support Teams with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current headcount by function and level: [PASTE DATA]
- Growth targets / budget constraints: [PASTE DATA]
- Critical business initiatives: [PASTE PRIORITIES]
- Org chart / role inventory: [PASTE OR DESCRIBE]
- Known capability gaps or hiring challenges: [PASTE NOTES]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Demand for work versus current capacity
2. Which roles and skills create the highest leverage
3. Span, layers, decision rights, and role clarity
4. Budget, speed, and resilience tradeoffs

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Capacity Planning for Support Teams with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 047 - Job Architecture Draft

HRBP | Workforce planning & org design (Prompts 031-060)

ROLE

You are a senior HR business partner with expertise in workforce planning, headcount planning, role design, and capability planning.

CONTEXT

I need to create the Job Architecture Draft so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Job Architecture Draft with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current headcount by function and level: [PASTE DATA]
- Growth targets / budget constraints: [PASTE DATA]
- Critical business initiatives: [PASTE PRIORITIES]
- Org chart / role inventory: [PASTE OR DESCRIBE]
- Known capability gaps or hiring challenges: [PASTE NOTES]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Demand for work versus current capacity
2. Which roles and skills create the highest leverage
3. Span, layers, decision rights, and role clarity
4. Budget, speed, and resilience tradeoffs

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Job Architecture Draft with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 048 - Career Levels Framework

HRBP | Workforce planning & org design (Prompts 031-060)

ROLE

You are a senior HR business partner with expertise in workforce planning, headcount planning, role design, and capability planning.

CONTEXT

I need to create or refine the Career Levels Framework so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Career Levels Framework that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Current headcount by function and level: [PASTE DATA]
- Growth targets / budget constraints: [PASTE DATA]
- Critical business initiatives: [PASTE PRIORITIES]
- Org chart / role inventory: [PASTE OR DESCRIBE]
- Known capability gaps or hiring challenges: [PASTE NOTES]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Demand for work versus current capacity
2. Which roles and skills create the highest leverage
3. Span, layers, decision rights, and role clarity
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Career Levels Framework in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 049 - Competency Model

HRBP | Workforce planning & org design (Prompts 031-060)

ROLE

You are a senior HR business partner with expertise in workforce planning, headcount planning, role design, and capability planning.

CONTEXT

I need to analyze our data and operating context around Competency Model so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Competency Model.

INPUTS

- Current headcount by function and level: [PASTE DATA]
- Growth targets / budget constraints: [PASTE DATA]
- Critical business initiatives: [PASTE PRIORITIES]
- Org chart / role inventory: [PASTE OR DESCRIBE]
- Known capability gaps or hiring challenges: [PASTE NOTES]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Demand for work versus current capacity
2. Which roles and skills create the highest leverage
3. Span, layers, decision rights, and role clarity
4. Budget, speed, and resilience tradeoffs

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Competency Model]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 050 - Manager-to-IC Ratio Review

HRBP | Workforce planning & org design (Prompts 031-060)

ROLE

You are a senior HR business partner with expertise in workforce planning, headcount planning, role design, and capability planning.

CONTEXT

I need to analyze our data and operating context around Manager-to-IC Ratio Review so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Manager-to-IC Ratio Review.

INPUTS

- Current headcount by function and level: [PASTE DATA]
- Growth targets / budget constraints: [PASTE DATA]
- Critical business initiatives: [PASTE PRIORITIES]
- Org chart / role inventory: [PASTE OR DESCRIBE]
- Known capability gaps or hiring challenges: [PASTE NOTES]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Demand for work versus current capacity
2. Which roles and skills create the highest leverage
3. Span, layers, decision rights, and role clarity
4. Budget, speed, and resilience tradeoffs

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Manager-to-IC Ratio Review]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 051 - Reorg Design Principles

HRBP | Workforce planning & org design (Prompts 031-060)

ROLE

You are a senior HR business partner with expertise in workforce planning, headcount planning, role design, and capability planning.

CONTEXT

I need to create the Reorg Design Principles so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Reorg Design Principles with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current headcount by function and level: [PASTE DATA]
- Growth targets / budget constraints: [PASTE DATA]
- Critical business initiatives: [PASTE PRIORITIES]
- Org chart / role inventory: [PASTE OR DESCRIBE]
- Known capability gaps or hiring challenges: [PASTE NOTES]
- Primary objective / success definition: [PASTE GOAL]

- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Demand for work versus current capacity
2. Which roles and skills create the highest leverage
3. Span, layers, decision rights, and role clarity
4. Budget, speed, and resilience tradeoffs

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Reorg Design Principles with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 052 - New Function Creation Plan

HRBP | Workforce planning & org design (Prompts 031-060)

ROLE

You are a senior HR business partner with expertise in workforce planning, headcount planning, role design, and capability planning.

CONTEXT

I need to create the New Function Creation Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the New Function Creation Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current headcount by function and level: [PASTE DATA]
- Growth targets / budget constraints: [PASTE DATA]
- Critical business initiatives: [PASTE PRIORITIES]
- Org chart / role inventory: [PASTE OR DESCRIBE]
- Known capability gaps or hiring challenges: [PASTE NOTES]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Demand for work versus current capacity
2. Which roles and skills create the highest leverage
3. Span, layers, decision rights, and role clarity
4. Budget, speed, and resilience tradeoffs

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed New Function Creation Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 053 - Role Clarity Diagnostic

HRBP | Workforce planning & org design (Prompts 031-060)

ROLE

You are a senior HR business partner with expertise in workforce planning, headcount planning, role design, and capability planning.

CONTEXT

I need to analyze our data and operating context around Role Clarity Diagnostic so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Role Clarity Diagnostic.

INPUTS

- Current headcount by function and level: [PASTE DATA]
- Growth targets / budget constraints: [PASTE DATA]
- Critical business initiatives: [PASTE PRIORITIES]
- Org chart / role inventory: [PASTE OR DESCRIBE]
- Known capability gaps or hiring challenges: [PASTE NOTES]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Demand for work versus current capacity
2. Which roles and skills create the highest leverage
3. Span, layers, decision rights, and role clarity
4. Budget, speed, and resilience tradeoffs

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Role Clarity Diagnostic]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 054 - Workforce Cost Optimization Plan

HRBP | Workforce planning & org design (Prompts 031-060)

ROLE

You are a senior HR business partner with expertise in workforce planning, headcount planning, role design, and capability planning.

CONTEXT

I need to create the Workforce Cost Optimization Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Workforce Cost Optimization Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current headcount by function and level: [PASTE DATA]
- Growth targets / budget constraints: [PASTE DATA]
- Critical business initiatives: [PASTE PRIORITIES]
- Org chart / role inventory: [PASTE OR DESCRIBE]
- Known capability gaps or hiring challenges: [PASTE NOTES]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Demand for work versus current capacity
2. Which roles and skills create the highest leverage
3. Span, layers, decision rights, and role clarity
4. Budget, speed, and resilience tradeoffs

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Workforce Cost Optimization Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 055 - Cross-Training Plan

HRBP | Workforce planning & org design (Prompts 031-060)

ROLE

You are a senior HR business partner with expertise in workforce planning, headcount planning, role design, and capability planning.

CONTEXT

I need to create the Cross-Training Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Cross-Training Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current headcount by function and level: [PASTE DATA]
- Growth targets / budget constraints: [PASTE DATA]
- Critical business initiatives: [PASTE PRIORITIES]
- Org chart / role inventory: [PASTE OR DESCRIBE]
- Known capability gaps or hiring challenges: [PASTE NOTES]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Demand for work versus current capacity
2. Which roles and skills create the highest leverage
3. Span, layers, decision rights, and role clarity
4. Budget, speed, and resilience tradeoffs

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Cross-Training Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 056 - Business Continuity Talent Plan

HRBP | Workforce planning & org design (Prompts 031-060)

ROLE

You are a senior HR business partner with expertise in workforce planning, headcount planning, role design, and capability planning.

CONTEXT

I need to create the Business Continuity Talent Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Business Continuity Talent Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current headcount by function and level: [PASTE DATA]
- Growth targets / budget constraints: [PASTE DATA]
- Critical business initiatives: [PASTE PRIORITIES]
- Org chart / role inventory: [PASTE OR DESCRIBE]
- Known capability gaps or hiring challenges: [PASTE NOTES]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Demand for work versus current capacity
2. Which roles and skills create the highest leverage
3. Span, layers, decision rights, and role clarity
4. Budget, speed, and resilience tradeoffs

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Business Continuity Talent Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 057 - Growth Stage Workforce Plan

HRBP | Workforce planning & org design (Prompts 031-060)

ROLE

You are a senior HR business partner with expertise in workforce planning, headcount planning, role design, and capability planning.

CONTEXT

I need to create the Growth Stage Workforce Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Growth Stage Workforce Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current headcount by function and level: [PASTE DATA]
- Growth targets / budget constraints: [PASTE DATA]
- Critical business initiatives: [PASTE PRIORITIES]
- Org chart / role inventory: [PASTE OR DESCRIBE]
- Known capability gaps or hiring challenges: [PASTE NOTES]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Demand for work versus current capacity
2. Which roles and skills create the highest leverage
3. Span, layers, decision rights, and role clarity
4. Budget, speed, and resilience tradeoffs

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Growth Stage Workforce Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 058 - Seasonal Staffing Plan

HRBP | Workforce planning & org design (Prompts 031-060)

ROLE

You are a senior HR business partner with expertise in workforce planning, headcount planning, role design, and capability planning.

CONTEXT

I need to create the Seasonal Staffing Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Seasonal Staffing Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current headcount by function and level: [PASTE DATA]
- Growth targets / budget constraints: [PASTE DATA]
- Critical business initiatives: [PASTE PRIORITIES]
- Org chart / role inventory: [PASTE OR DESCRIBE]
- Known capability gaps or hiring challenges: [PASTE NOTES]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Demand for work versus current capacity
2. Which roles and skills create the highest leverage
3. Span, layers, decision rights, and role clarity
4. Budget, speed, and resilience tradeoffs

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Seasonal Staffing Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 059 - Geographic Expansion Workforce Plan

HRBP | Workforce planning & org design (Prompts 031-060)

ROLE

You are a senior HR business partner with expertise in workforce planning, headcount planning, role design, and capability planning.

CONTEXT

I need to create the Geographic Expansion Workforce Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Geographic Expansion Workforce Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current headcount by function and level: [PASTE DATA]
- Growth targets / budget constraints: [PASTE DATA]
- Critical business initiatives: [PASTE PRIORITIES]
- Org chart / role inventory: [PASTE OR DESCRIBE]
- Known capability gaps or hiring challenges: [PASTE NOTES]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Demand for work versus current capacity
2. Which roles and skills create the highest leverage
3. Span, layers, decision rights, and role clarity
4. Budget, speed, and resilience tradeoffs

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Geographic Expansion Workforce Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 060 - Workforce Resilience Plan

HRBP | Workforce planning & org design (Prompts 031-060)

ROLE

You are a senior HR business partner with expertise in workforce planning, headcount planning, role design, and capability planning.

CONTEXT

I need to create the Workforce Resilience Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Workforce Resilience Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current headcount by function and level: [PASTE DATA]
- Growth targets / budget constraints: [PASTE DATA]
- Critical business initiatives: [PASTE PRIORITIES]
- Org chart / role inventory: [PASTE OR DESCRIBE]
- Known capability gaps or hiring challenges: [PASTE NOTES]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Demand for work versus current capacity
2. Which roles and skills create the highest leverage
3. Span, layers, decision rights, and role clarity
4. Budget, speed, and resilience tradeoffs

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Workforce Resilience Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

APPENDIX SECTION

Recruiter / Talent Acquisition

recruiters, talent acquisition leads, sourcers, and hiring program managers.

<h2 style="font-size: 2em; margin: 0;">30</h2> <p>PROMPTS Prompts in this role section.</p>	<h2 style="font-size: 2em; margin: 0;">8</h2> <p>QUICK PICKS Fast-start prompts worth trying first.</p>	<p>Start with</p> <ul style="list-style-type: none"> • Inclusive Job Description • Hiring Scorecard • Structured Interview Guide
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RECRUITING & TALENT ACQUISITION (PROMPTS 061-090)

Prompt 061 - Inclusive Job Description

Recruiter / Talent Acquisition | Recruiting & talent acquisition (Prompts 061-090) | [Quick Pick](#)

ROLE

You are a senior talent acquisition leader with expertise in structured hiring, employer brand, and recruiting operations.

CONTEXT

I need to create or refine the Inclusive Job Description so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Inclusive Job Description that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Role requirements or hiring goals: [PASTE DETAILS]
- Candidate funnel data / scorecards: [PASTE DATA]
- Hiring manager feedback: [PASTE NOTES]
- Employer brand or career site materials: [PASTE COPY]
- Recruiting constraints, timeline, and locations: [PASTE DETAILS]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Roles or locations in scope: [PASTE ROLES / LOCATIONS]

ANALYSIS FRAMEWORK

1. Quality of hire, speed, and candidate experience
2. Bias reduction, consistency, and signal quality
3. Hiring manager involvement and process friction
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Inclusive Job Description in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 062 - Hiring Scorecard

Recruiter / Talent Acquisition | Recruiting & talent acquisition (Prompts 061-090) | [Quick Pick](#)

ROLE

You are a senior talent acquisition leader with expertise in structured hiring, employer brand, and recruiting operations.

CONTEXT

I need to create or refine the Hiring Scorecard so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Hiring Scorecard that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Role requirements or hiring goals: [PASTE DETAILS]
- Candidate funnel data / scorecards: [PASTE DATA]
- Hiring manager feedback: [PASTE NOTES]
- Employer brand or career site materials: [PASTE COPY]
- Recruiting constraints, timeline, and locations: [PASTE DETAILS]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Roles or locations in scope: [PASTE ROLES / LOCATIONS]

ANALYSIS FRAMEWORK

1. Quality of hire, speed, and candidate experience
2. Bias reduction, consistency, and signal quality
3. Hiring manager involvement and process friction
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Hiring Scorecard in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 063 - Structured Interview Guide

Recruiter / Talent Acquisition | Recruiting & talent acquisition (Prompts 061-090) | [Quick Pick](#)

ROLE

You are a senior talent acquisition leader with expertise in structured hiring, employer brand, and recruiting operations.

CONTEXT

I need to create or refine the Structured Interview Guide so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Structured Interview Guide that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Role requirements or hiring goals: [PASTE DETAILS]
- Candidate funnel data / scorecards: [PASTE DATA]
- Hiring manager feedback: [PASTE NOTES]
- Employer brand or career site materials: [PASTE COPY]
- Recruiting constraints, timeline, and locations: [PASTE DETAILS]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Roles or locations in scope: [PASTE ROLES / LOCATIONS]

ANALYSIS FRAMEWORK

1. Quality of hire, speed, and candidate experience
2. Bias reduction, consistency, and signal quality
3. Hiring manager involvement and process friction
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Structured Interview Guide in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 064 - Candidate Sourcing Strategy

Recruiter / Talent Acquisition | Recruiting & talent acquisition (Prompts 061-090)

ROLE

You are a senior talent acquisition leader with expertise in structured hiring, employer brand, and recruiting operations.

CONTEXT

I need to create the Candidate Sourcing Strategy so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Candidate Sourcing Strategy with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Role requirements or hiring goals: [PASTE DETAILS]
- Candidate funnel data / scorecards: [PASTE DATA]
- Hiring manager feedback: [PASTE NOTES]
- Employer brand or career site materials: [PASTE COPY]
- Recruiting constraints, timeline, and locations: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Roles or locations in scope: [PASTE ROLES / LOCATIONS]

ANALYSIS FRAMEWORK

1. Quality of hire, speed, and candidate experience
2. Bias reduction, consistency, and signal quality
3. Hiring manager involvement and process friction
4. Where the process needs clearer standards, tools, or messaging

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Candidate Sourcing Strategy with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 065 - Recruiter Outreach Sequence

Recruiter / Talent Acquisition | Recruiting & talent acquisition (Prompts 061-090)

ROLE

You are a senior talent acquisition leader with expertise in structured hiring, employer brand, and recruiting operations.

CONTEXT

I need to create the Recruiter Outreach Sequence so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Recruiter Outreach Sequence with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Role requirements or hiring goals: [PASTE DETAILS]
- Candidate funnel data / scorecards: [PASTE DATA]
- Hiring manager feedback: [PASTE NOTES]
- Employer brand or career site materials: [PASTE COPY]
- Recruiting constraints, timeline, and locations: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]

- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Roles or locations in scope: [PASTE ROLES / LOCATIONS]

ANALYSIS FRAMEWORK

1. Quality of hire, speed, and candidate experience
2. Bias reduction, consistency, and signal quality
3. Hiring manager involvement and process friction
4. Where the process needs clearer standards, tools, or messaging

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Recruiter Outreach Sequence with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 066 - Careers Page Messaging

Recruiter / Talent Acquisition | Recruiting & talent acquisition (Prompts 061-090)

ROLE

You are a senior talent acquisition leader with expertise in structured hiring, employer brand, and recruiting operations.

CONTEXT

I need help drafting the Careers Page Messaging so it is clear, credible, and appropriate for the intended audience.

TASK

Use the provided inputs to draft the Careers Page Messaging and tailor it to the right audience, tone, risks, and follow-up questions.

INPUTS

- Role requirements or hiring goals: [PASTE DETAILS]
- Candidate funnel data / scorecards: [PASTE DATA]
- Hiring manager feedback: [PASTE NOTES]
- Employer brand or career site materials: [PASTE COPY]
- Recruiting constraints, timeline, and locations: [PASTE DETAILS]
- Primary audience: [WHO THIS IS FOR]
- Key message / decision / change: [PASTE CORE MESSAGE]
- Sensitive questions or objections to address: [PASTE RISKS OR FAQs]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Roles or locations in scope: [PASTE ROLES / LOCATIONS]

ANALYSIS FRAMEWORK

1. What the audience most needs to know, feel, and do next
2. Tone, clarity, and trust-building language
3. Likely questions, resistance points, and misunderstandings
4. How the message should vary for employees, managers, and leaders

OUTPUT FORMAT

Provide:

Final Draft

- [Provide the full Careers Page Messaging]

Audience Variations

- [Adjustments for employees, managers, leaders, or candidates]

Talking Points and Anticipated Questions

- [Key points, objections, and suggested responses]

Take a deep breath and write with empathy, clarity, and credibility. Avoid jargon and vague reassurance.

Prompt 067 - Employer Brand Narrative

Recruiter / Talent Acquisition | Recruiting & talent acquisition (Prompts 061-090) | [Quick Pick](#)

ROLE

You are a senior talent acquisition leader with expertise in structured hiring, employer brand, and recruiting operations.

CONTEXT

I need help drafting the Employer Brand Narrative so it is clear, credible, and appropriate for the intended audience.

TASK

Use the provided inputs to draft the Employer Brand Narrative and tailor it to the right audience, tone, risks, and follow-up questions.

INPUTS

- Role requirements or hiring goals: [PASTE DETAILS]
- Candidate funnel data / scorecards: [PASTE DATA]
- Hiring manager feedback: [PASTE NOTES]
- Employer brand or career site materials: [PASTE COPY]
- Recruiting constraints, timeline, and locations: [PASTE DETAILS]
- Primary audience: [WHO THIS IS FOR]
- Key message / decision / change: [PASTE CORE MESSAGE]
- Sensitive questions or objections to address: [PASTE RISKS OR FAQs]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Roles or locations in scope: [PASTE ROLES / LOCATIONS]

ANALYSIS FRAMEWORK

1. What the audience most needs to know, feel, and do next
2. Tone, clarity, and trust-building language
3. Likely questions, resistance points, and misunderstandings
4. How the message should vary for employees, managers, and leaders

OUTPUT FORMAT

Provide:

Final Draft

- [Provide the full Employer Brand Narrative]

Audience Variations

- [Adjustments for employees, managers, leaders, or candidates]

Talking Points and Anticipated Questions

- [Key points, objections, and suggested responses]

Take a deep breath and write with empathy, clarity, and credibility. Avoid jargon and vague reassurance.

Prompt 068 - Candidate Experience Audit

Recruiter / Talent Acquisition | Recruiting & talent acquisition (Prompts 061-090)

ROLE

You are a senior talent acquisition leader with expertise in structured hiring, employer brand, and recruiting operations.

CONTEXT

I need to analyze our data and operating context around Candidate Experience Audit so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Candidate Experience Audit.

INPUTS

- Role requirements or hiring goals: [PASTE DETAILS]
- Candidate funnel data / scorecards: [PASTE DATA]
- Hiring manager feedback: [PASTE NOTES]
- Employer brand or career site materials: [PASTE COPY]
- Recruiting constraints, timeline, and locations: [PASTE DETAILS]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Roles or locations in scope: [PASTE ROLES / LOCATIONS]

ANALYSIS FRAMEWORK

1. Quality of hire, speed, and candidate experience
2. Bias reduction, consistency, and signal quality
3. Hiring manager involvement and process friction
4. Where the process needs clearer standards, tools, or messaging

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Candidate Experience Audit]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 069 - Interviewer Training Plan

Recruiter / Talent Acquisition | Recruiting & talent acquisition (Prompts 061-090)

ROLE

You are a senior talent acquisition leader with expertise in structured hiring, employer brand, and recruiting operations.

CONTEXT

I need to create the Interviewer Training Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Interviewer Training Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Role requirements or hiring goals: [PASTE DETAILS]
- Candidate funnel data / scorecards: [PASTE DATA]
- Hiring manager feedback: [PASTE NOTES]
- Employer brand or career site materials: [PASTE COPY]
- Recruiting constraints, timeline, and locations: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Roles or locations in scope: [PASTE ROLES / LOCATIONS]

ANALYSIS FRAMEWORK

1. Quality of hire, speed, and candidate experience
2. Bias reduction, consistency, and signal quality
3. Hiring manager involvement and process friction
4. Where the process needs clearer standards, tools, or messaging

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Interviewer Training Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 070 - Reference Check Guide

Recruiter / Talent Acquisition | Recruiting & talent acquisition (Prompts 061-090)

ROLE

You are a senior talent acquisition leader with expertise in structured hiring, employer brand, and recruiting operations.

CONTEXT

I need to create or refine the Reference Check Guide so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Reference Check Guide that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Role requirements or hiring goals: [PASTE DETAILS]
- Candidate funnel data / scorecards: [PASTE DATA]
- Hiring manager feedback: [PASTE NOTES]
- Employer brand or career site materials: [PASTE COPY]
- Recruiting constraints, timeline, and locations: [PASTE DETAILS]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Roles or locations in scope: [PASTE ROLES / LOCATIONS]

ANALYSIS FRAMEWORK

1. Quality of hire, speed, and candidate experience
2. Bias reduction, consistency, and signal quality
3. Hiring manager involvement and process friction
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Reference Check Guide in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 071 - Executive Search Brief

Recruiter / Talent Acquisition | Recruiting & talent acquisition (Prompts 061-090)

ROLE

You are a senior talent acquisition leader with expertise in structured hiring, employer brand, and recruiting operations.

CONTEXT

I need to create the Executive Search Brief so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Executive Search Brief with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Role requirements or hiring goals: [PASTE DETAILS]
- Candidate funnel data / scorecards: [PASTE DATA]
- Hiring manager feedback: [PASTE NOTES]
- Employer brand or career site materials: [PASTE COPY]
- Recruiting constraints, timeline, and locations: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]

- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Roles or locations in scope: [PASTE ROLES / LOCATIONS]

ANALYSIS FRAMEWORK

1. Quality of hire, speed, and candidate experience
2. Bias reduction, consistency, and signal quality
3. Hiring manager involvement and process friction
4. Where the process needs clearer standards, tools, or messaging

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Executive Search Brief with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 072 - Campus Recruiting Plan

Recruiter / Talent Acquisition | Recruiting & talent acquisition (Prompts 061-090)

ROLE

You are a senior talent acquisition leader with expertise in structured hiring, employer brand, and recruiting operations.

CONTEXT

I need to create the Campus Recruiting Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Campus Recruiting Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Role requirements or hiring goals: [PASTE DETAILS]
- Candidate funnel data / scorecards: [PASTE DATA]
- Hiring manager feedback: [PASTE NOTES]
- Employer brand or career site materials: [PASTE COPY]
- Recruiting constraints, timeline, and locations: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Roles or locations in scope: [PASTE ROLES / LOCATIONS]

ANALYSIS FRAMEWORK

1. Quality of hire, speed, and candidate experience
2. Bias reduction, consistency, and signal quality
3. Hiring manager involvement and process friction
4. Where the process needs clearer standards, tools, or messaging

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Campus Recruiting Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 073 - Referral Program Refresh

Recruiter / Talent Acquisition | Recruiting & talent acquisition (Prompts 061-090)

ROLE

You are a senior talent acquisition leader with expertise in structured hiring, employer brand, and recruiting operations.

CONTEXT

I need to create the Referral Program Refresh so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Referral Program Refresh with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Role requirements or hiring goals: [PASTE DETAILS]
- Candidate funnel data / scorecards: [PASTE DATA]
- Hiring manager feedback: [PASTE NOTES]
- Employer brand or career site materials: [PASTE COPY]
- Recruiting constraints, timeline, and locations: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Roles or locations in scope: [PASTE ROLES / LOCATIONS]

ANALYSIS FRAMEWORK

1. Quality of hire, speed, and candidate experience
2. Bias reduction, consistency, and signal quality
3. Hiring manager involvement and process friction
4. Where the process needs clearer standards, tools, or messaging

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Referral Program Refresh with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 074 - Hiring Manager Intake Template

Recruiter / Talent Acquisition | Recruiting & talent acquisition (Prompts 061-090)

ROLE

You are a senior talent acquisition leader with expertise in structured hiring, employer brand, and recruiting operations.

CONTEXT

I need to create or refine the Hiring Manager Intake Template so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Hiring Manager Intake Template that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Role requirements or hiring goals: [PASTE DETAILS]
- Candidate funnel data / scorecards: [PASTE DATA]
- Hiring manager feedback: [PASTE NOTES]
- Employer brand or career site materials: [PASTE COPY]
- Recruiting constraints, timeline, and locations: [PASTE DETAILS]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Roles or locations in scope: [PASTE ROLES / LOCATIONS]

ANALYSIS FRAMEWORK

1. Quality of hire, speed, and candidate experience
2. Bias reduction, consistency, and signal quality
3. Hiring manager involvement and process friction
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Hiring Manager Intake Template in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 075 - Interview Debrief Summary

Recruiter / Talent Acquisition | Recruiting & talent acquisition (Prompts 061-090)

ROLE

You are a senior talent acquisition leader with expertise in structured hiring, employer brand, and recruiting operations.

CONTEXT

I need a structured Interview Debrief Summary so hiring decisions are evidence-based, concise, and easy to compare across interviewers.

TASK

Use the provided inputs to draft the Interview Debrief Summary, clearly separating evidence, concerns, open questions, and the hiring recommendation.

INPUTS

- Role requirements and success criteria: [PASTE DETAILS]
- Candidate interview notes and scorecards: [PASTE DATA]
- Interviewer feedback by stage: [PASTE NOTES]
- Hiring manager priorities or concerns: [PASTE NOTES]
- Any unresolved questions or conflicting signals: [PASTE DETAILS]
- Primary audience for the summary: [PASTE HIRING MANAGER / PANEL / EXEC]
- Decision this summary should support: [PASTE HIRE / NO HIRE / FOLLOW-UP]
- Risks or topics that require careful wording: [PASTE NOTES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Roles or locations in scope: [PASTE ROLES / LOCATIONS]

ANALYSIS FRAMEWORK

1. Quality of hire, speed, and candidate experience
2. Bias reduction, consistency, and signal quality
3. Hiring manager involvement and process friction
4. Where the process needs clearer standards, tools, or messaging

OUTPUT FORMAT

Provide:

Final Debrief Summary

- [Provide the full Interview Debrief Summary with a concise recommendation and evidence from interviews]

Signal Highlights

- [Summarize strengths, risks, inconsistencies, and unanswered questions]

Follow-Up Actions

- [Note any additional interviews, references, or decision points needed]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 076 - Offer Acceptance Improvement Plan

Recruiter / Talent Acquisition | Recruiting & talent acquisition (Prompts 061-090)

ROLE

You are a senior talent acquisition leader with expertise in structured hiring, employer brand, and recruiting operations.

CONTEXT

I need to create the Offer Acceptance Improvement Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Offer Acceptance Improvement Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Role requirements or hiring goals: [PASTE DETAILS]
- Candidate funnel data / scorecards: [PASTE DATA]
- Hiring manager feedback: [PASTE NOTES]
- Employer brand or career site materials: [PASTE COPY]
- Recruiting constraints, timeline, and locations: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Roles or locations in scope: [PASTE ROLES / LOCATIONS]

ANALYSIS FRAMEWORK

1. Quality of hire, speed, and candidate experience
2. Bias reduction, consistency, and signal quality
3. Hiring manager involvement and process friction
4. Where the process needs clearer standards, tools, or messaging

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Offer Acceptance Improvement Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 077 - Diversity Hiring Strategy

Recruiter / Talent Acquisition | Recruiting & talent acquisition (Prompts 061-090)

ROLE

You are a senior talent acquisition leader with expertise in structured hiring, employer brand, and recruiting operations.

CONTEXT

I need to create the Diversity Hiring Strategy so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Diversity Hiring Strategy with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Role requirements or hiring goals: [PASTE DETAILS]
- Candidate funnel data / scorecards: [PASTE DATA]
- Hiring manager feedback: [PASTE NOTES]
- Employer brand or career site materials: [PASTE COPY]
- Recruiting constraints, timeline, and locations: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]

- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Roles or locations in scope: [PASTE ROLES / LOCATIONS]

ANALYSIS FRAMEWORK

1. Quality of hire, speed, and candidate experience
2. Bias reduction, consistency, and signal quality
3. Hiring manager involvement and process friction
4. Where the process needs clearer standards, tools, or messaging

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Diversity Hiring Strategy with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 078 - High-Volume Hiring Playbook

Recruiter / Talent Acquisition | Recruiting & talent acquisition (Prompts 061-090) | [Quick Pick](#)

ROLE

You are a senior talent acquisition leader with expertise in structured hiring, employer brand, and recruiting operations.

CONTEXT

I need to create the High-Volume Hiring Playbook so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the High-Volume Hiring Playbook with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Role requirements or hiring goals: [PASTE DETAILS]
- Candidate funnel data / scorecards: [PASTE DATA]
- Hiring manager feedback: [PASTE NOTES]
- Employer brand or career site materials: [PASTE COPY]
- Recruiting constraints, timeline, and locations: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Roles or locations in scope: [PASTE ROLES / LOCATIONS]

ANALYSIS FRAMEWORK

1. Quality of hire, speed, and candidate experience
2. Bias reduction, consistency, and signal quality
3. Hiring manager involvement and process friction
4. Where the process needs clearer standards, tools, or messaging

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed High-Volume Hiring Playbook with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 079 - Candidate Rejection Email Bank

Recruiter / Talent Acquisition | Recruiting & talent acquisition (Prompts 061-090)

ROLE

You are a senior talent acquisition leader with expertise in structured hiring, employer brand, and recruiting operations.

CONTEXT

I need help drafting the Candidate Rejection Email Bank so it is clear, credible, and appropriate for the intended audience.

TASK

Use the provided inputs to draft the Candidate Rejection Email Bank and tailor it to the right audience, tone, risks, and follow-up questions.

INPUTS

- Role requirements or hiring goals: [PASTE DETAILS]
- Candidate funnel data / scorecards: [PASTE DATA]
- Hiring manager feedback: [PASTE NOTES]
- Employer brand or career site materials: [PASTE COPY]
- Recruiting constraints, timeline, and locations: [PASTE DETAILS]
- Primary audience: [WHO THIS IS FOR]
- Key message / decision / change: [PASTE CORE MESSAGE]
- Sensitive questions or objections to address: [PASTE RISKS OR FAQs]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Roles or locations in scope: [PASTE ROLES / LOCATIONS]

ANALYSIS FRAMEWORK

1. What the audience most needs to know, feel, and do next
2. Tone, clarity, and trust-building language
3. Likely questions, resistance points, and misunderstandings
4. How the message should vary for employees, managers, and leaders

OUTPUT FORMAT

Provide:

Final Draft

- [Provide the full Candidate Rejection Email Bank]

Audience Variations

- [Adjustments for employees, managers, leaders, or candidates]

Talking Points and Anticipated Questions

- [Key points, objections, and suggested responses]

Take a deep breath and write with empathy, clarity, and credibility. Avoid jargon and vague reassurance.

Prompt 080 - Recruiting Dashboard

Recruiter / Talent Acquisition | Recruiting & talent acquisition (Prompts 061-090) | [Quick Pick](#)

ROLE

You are a senior talent acquisition leader with expertise in structured hiring, employer brand, and recruiting operations.

CONTEXT

I need to build the Recruiting Dashboard so leaders can see the right signals quickly and make better people decisions.

TASK

Design the Recruiting Dashboard with the right metrics, definitions, cuts, thresholds, and action prompts for decision-makers.

INPUTS

- Role requirements or hiring goals: [PASTE DETAILS]
- Candidate funnel data / scorecards: [PASTE DATA]
- Hiring manager feedback: [PASTE NOTES]
- Employer brand or career site materials: [PASTE COPY]
- Recruiting constraints, timeline, and locations: [PASTE DETAILS]
- Timeframe and comparison periods: [PASTE RANGE]
- Available fields / systems / data definitions: [PASTE DETAILS]
- Leaders or teams who will use the dashboard: [PASTE AUDIENCE]
- Any existing dashboards or definitions to preserve: [PASTE DETAILS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Roles or locations in scope: [PASTE ROLES / LOCATIONS]

ANALYSIS FRAMEWORK

1. Choose metrics that drive decisions, not vanity reporting
2. Define each metric clearly, including numerator, denominator, and source
3. Include segmentation, trends, and thresholds that prompt action
4. Call out data quality limits and missing context

OUTPUT FORMAT

Provide:

Metrics to Include

- [List each metric, definition, source, and reason it matters]

Dashboard Structure

- [Recommend tabs, filters, cuts, and visual hierarchy]

Decision Triggers and Next Steps

- [What leaders should do when metrics move]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 081 - Recruiting Funnel Analysis

Recruiter / Talent Acquisition | Recruiting & talent acquisition (Prompts 061-090)

ROLE

You are a senior talent acquisition leader with expertise in structured hiring, employer brand, and recruiting operations.

CONTEXT

I need to analyze our data and operating context around Recruiting Funnel Analysis so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Recruiting Funnel Analysis.

INPUTS

- Role requirements or hiring goals: [PASTE DETAILS]
- Candidate funnel data / scorecards: [PASTE DATA]
- Hiring manager feedback: [PASTE NOTES]
- Employer brand or career site materials: [PASTE COPY]
- Recruiting constraints, timeline, and locations: [PASTE DETAILS]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Roles or locations in scope: [PASTE ROLES / LOCATIONS]

ANALYSIS FRAMEWORK

1. Quality of hire, speed, and candidate experience
2. Bias reduction, consistency, and signal quality
3. Hiring manager involvement and process friction
4. Where the process needs clearer standards, tools, or messaging

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Recruiting Funnel Analysis]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 082 - Market Talent Map

Recruiter / Talent Acquisition | Recruiting & talent acquisition (Prompts 061-090)

ROLE

You are a senior talent acquisition leader with expertise in structured hiring, employer brand, and recruiting operations.

CONTEXT

I need to create the Market Talent Map so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Market Talent Map with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Role requirements or hiring goals: [PASTE DETAILS]
- Candidate funnel data / scorecards: [PASTE DATA]
- Hiring manager feedback: [PASTE NOTES]
- Employer brand or career site materials: [PASTE COPY]
- Recruiting constraints, timeline, and locations: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Roles or locations in scope: [PASTE ROLES / LOCATIONS]

ANALYSIS FRAMEWORK

1. Quality of hire, speed, and candidate experience
2. Bias reduction, consistency, and signal quality
3. Hiring manager involvement and process friction
4. Where the process needs clearer standards, tools, or messaging

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Market Talent Map with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 083 - Recruiting Automation Ideas

Recruiter / Talent Acquisition | Recruiting & talent acquisition (Prompts 061-090)

ROLE

You are a senior talent acquisition leader with expertise in structured hiring, employer brand, and recruiting operations.

CONTEXT

I need to create the Recruiting Automation Ideas so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Recruiting Automation Ideas with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Role requirements or hiring goals: [PASTE DETAILS]
- Candidate funnel data / scorecards: [PASTE DATA]
- Hiring manager feedback: [PASTE NOTES]
- Employer brand or career site materials: [PASTE COPY]
- Recruiting constraints, timeline, and locations: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]

- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Roles or locations in scope: [PASTE ROLES / LOCATIONS]

ANALYSIS FRAMEWORK

1. Quality of hire, speed, and candidate experience
2. Bias reduction, consistency, and signal quality
3. Hiring manager involvement and process friction
4. Where the process needs clearer standards, tools, or messaging

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Recruiting Automation Ideas with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 084 - Assessment Strategy

Recruiter / Talent Acquisition | Recruiting & talent acquisition (Prompts 061-090)

ROLE

You are a senior talent acquisition leader with expertise in structured hiring, employer brand, and recruiting operations.

CONTEXT

I need to create the Assessment Strategy so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Assessment Strategy with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Role requirements or hiring goals: [PASTE DETAILS]
- Candidate funnel data / scorecards: [PASTE DATA]
- Hiring manager feedback: [PASTE NOTES]
- Employer brand or career site materials: [PASTE COPY]
- Recruiting constraints, timeline, and locations: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Roles or locations in scope: [PASTE ROLES / LOCATIONS]

ANALYSIS FRAMEWORK

1. Quality of hire, speed, and candidate experience
2. Bias reduction, consistency, and signal quality
3. Hiring manager involvement and process friction
4. Where the process needs clearer standards, tools, or messaging

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Assessment Strategy with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 085 - Take-Home Exercise Design

Recruiter / Talent Acquisition | Recruiting & talent acquisition (Prompts 061-090)

ROLE

You are a senior talent acquisition leader with expertise in structured hiring, employer brand, and recruiting operations.

CONTEXT

I need to create the Take-Home Exercise Design so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Take-Home Exercise Design with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Role requirements or hiring goals: [PASTE DETAILS]
- Candidate funnel data / scorecards: [PASTE DATA]
- Hiring manager feedback: [PASTE NOTES]
- Employer brand or career site materials: [PASTE COPY]
- Recruiting constraints, timeline, and locations: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Roles or locations in scope: [PASTE ROLES / LOCATIONS]

ANALYSIS FRAMEWORK

1. Quality of hire, speed, and candidate experience
2. Bias reduction, consistency, and signal quality
3. Hiring manager involvement and process friction
4. Where the process needs clearer standards, tools, or messaging

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Take-Home Exercise Design with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 086 - Phone Screen Script

Recruiter / Talent Acquisition | Recruiting & talent acquisition (Prompts 061-090) | [Quick Pick](#)

ROLE

You are a senior talent acquisition leader with expertise in structured hiring, employer brand, and recruiting operations.

CONTEXT

I need to create or refine the Phone Screen Script so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Phone Screen Script that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Role requirements or hiring goals: [PASTE DETAILS]
- Candidate funnel data / scorecards: [PASTE DATA]
- Hiring manager feedback: [PASTE NOTES]
- Employer brand or career site materials: [PASTE COPY]
- Recruiting constraints, timeline, and locations: [PASTE DETAILS]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Roles or locations in scope: [PASTE ROLES / LOCATIONS]

ANALYSIS FRAMEWORK

1. Quality of hire, speed, and candidate experience
2. Bias reduction, consistency, and signal quality
3. Hiring manager involvement and process friction
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Phone Screen Script in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 087 - Offer Letter Companion Note

Recruiter / Talent Acquisition | Recruiting & talent acquisition (Prompts 061-090)

ROLE

You are a senior talent acquisition leader with expertise in structured hiring, employer brand, and recruiting operations.

CONTEXT

I need help drafting the Offer Letter Companion Note so it is clear, credible, and appropriate for the intended audience.

TASK

Use the provided inputs to draft the Offer Letter Companion Note and tailor it to the right audience, tone, risks, and follow-up questions.

INPUTS

- Role requirements or hiring goals: [PASTE DETAILS]
- Candidate funnel data / scorecards: [PASTE DATA]
- Hiring manager feedback: [PASTE NOTES]
- Employer brand or career site materials: [PASTE COPY]
- Recruiting constraints, timeline, and locations: [PASTE DETAILS]
- Primary audience: [WHO THIS IS FOR]
- Key message / decision / change: [PASTE CORE MESSAGE]
- Sensitive questions or objections to address: [PASTE RISKS OR FAQs]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Roles or locations in scope: [PASTE ROLES / LOCATIONS]

ANALYSIS FRAMEWORK

1. What the audience most needs to know, feel, and do next
2. Tone, clarity, and trust-building language
3. Likely questions, resistance points, and misunderstandings
4. How the message should vary for employees, managers, and leaders

OUTPUT FORMAT

Provide:

Final Draft

- [Provide the full Offer Letter Companion Note]

Audience Variations

- [Adjustments for employees, managers, leaders, or candidates]

Talking Points and Anticipated Questions

- [Key points, objections, and suggested responses]

Take a deep breath and write with empathy, clarity, and credibility. Avoid jargon and vague reassurance.

Prompt 088 - Recruiting Coordination Checklist

Recruiter / Talent Acquisition | Recruiting & talent acquisition (Prompts 061-090)

ROLE

You are a senior talent acquisition leader with expertise in structured hiring, employer brand, and recruiting operations.

CONTEXT

I need to create or refine the Recruiting Coordination Checklist so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Recruiting Coordination Checklist that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Role requirements or hiring goals: [PASTE DETAILS]
- Candidate funnel data / scorecards: [PASTE DATA]
- Hiring manager feedback: [PASTE NOTES]
- Employer brand or career site materials: [PASTE COPY]
- Recruiting constraints, timeline, and locations: [PASTE DETAILS]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Roles or locations in scope: [PASTE ROLES / LOCATIONS]

ANALYSIS FRAMEWORK

1. Quality of hire, speed, and candidate experience
2. Bias reduction, consistency, and signal quality
3. Hiring manager involvement and process friction
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Recruiting Coordination Checklist in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 089 - Passive Candidate Nurture Plan

Recruiter / Talent Acquisition | Recruiting & talent acquisition (Prompts 061-090)

ROLE

You are a senior talent acquisition leader with expertise in structured hiring, employer brand, and recruiting operations.

CONTEXT

I need to create the Passive Candidate Nurture Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Passive Candidate Nurture Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Role requirements or hiring goals: [PASTE DETAILS]
- Candidate funnel data / scorecards: [PASTE DATA]
- Hiring manager feedback: [PASTE NOTES]
- Employer brand or career site materials: [PASTE COPY]
- Recruiting constraints, timeline, and locations: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]

- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Roles or locations in scope: [PASTE ROLES / LOCATIONS]

ANALYSIS FRAMEWORK

1. Quality of hire, speed, and candidate experience
2. Bias reduction, consistency, and signal quality
3. Hiring manager involvement and process friction
4. Where the process needs clearer standards, tools, or messaging

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Passive Candidate Nurture Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 090 - Hiring Process Bottleneck Review

Recruiter / Talent Acquisition | Recruiting & talent acquisition (Prompts 061-090) | [Quick Pick](#)

ROLE

You are a senior talent acquisition leader with expertise in structured hiring, employer brand, and recruiting operations.

CONTEXT

I need to analyze our data and operating context around Hiring Process Bottleneck Review so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Hiring Process Bottleneck Review.

INPUTS

- Role requirements or hiring goals: [PASTE DETAILS]
- Candidate funnel data / scorecards: [PASTE DATA]
- Hiring manager feedback: [PASTE NOTES]
- Employer brand or career site materials: [PASTE COPY]
- Recruiting constraints, timeline, and locations: [PASTE DETAILS]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Roles or locations in scope: [PASTE ROLES / LOCATIONS]

ANALYSIS FRAMEWORK

1. Quality of hire, speed, and candidate experience
2. Bias reduction, consistency, and signal quality
3. Hiring manager involvement and process friction
4. Where the process needs clearer standards, tools, or messaging

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Hiring Process Bottleneck Review]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

APPENDIX SECTION

People Ops & Employee Experience

People Ops, employee experience, internal comms, and culture program owners.

<h2>60</h2> <p>PROMPTS Prompts in this role section.</p>	<h2>8</h2> <p>QUICK PICKS Fast-start prompts worth trying first.</p>	<p>Start with</p> <ul style="list-style-type: none"> • 30-60-90 Day Onboarding Plan • Manager Onboarding Checklist • New Hire FAQ
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ONBOARDING & EMPLOYEE EXPERIENCE OPERATIONS (PROMPTS 091-120)

Prompt 091 - 30-60-90 Day Onboarding Plan

People Ops & Employee Experience | Onboarding & employee experience operations (Prompts 091-120) | [Quick Pick](#)

ROLE

You are a senior people operations and employee experience leader with expertise in onboarding design, employee journeys, and manager enablement.

CONTEXT

I need to create the 30-60-90 Day Onboarding Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the 30-60-90 Day Onboarding Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current onboarding process / journey: [PASTE STEPS]
- New hire feedback or survey results: [PASTE DATA]
- Role-specific expectations: [PASTE RESPONSIBILITIES]
- Cross-functional owners and handoffs: [PASTE STAKEHOLDERS]
- Tools, systems, and timing constraints: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What new hires need to know, do, and feel at each stage
2. Where handoffs, confusion, or delays create friction
3. How managers and cross-functional partners should contribute
4. How to measure ramp speed, confidence, and retention

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed 30-60-90 Day Onboarding Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 092 - New Hire Welcome Email

People Ops & Employee Experience | Onboarding & employee experience operations (Prompts 091-120)

ROLE

You are a senior people operations and employee experience leader with expertise in onboarding design, employee journeys, and manager enablement.

CONTEXT

I need help drafting the New Hire Welcome Email so it is clear, credible, and appropriate for the intended audience.

TASK

Use the provided inputs to draft the New Hire Welcome Email and tailor it to the right audience, tone, risks, and follow-up questions.

INPUTS

- Current onboarding process / journey: [PASTE STEPS]
- New hire feedback or survey results: [PASTE DATA]
- Role-specific expectations: [PASTE RESPONSIBILITIES]
- Cross-functional owners and handoffs: [PASTE STAKEHOLDERS]
- Tools, systems, and timing constraints: [PASTE DETAILS]
- Primary audience: [WHO THIS IS FOR]
- Key message / decision / change: [PASTE CORE MESSAGE]
- Sensitive questions or objections to address: [PASTE RISKS OR FAQs]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What the audience most needs to know, feel, and do next
2. Tone, clarity, and trust-building language
3. Likely questions, resistance points, and misunderstandings
4. How the message should vary for employees, managers, and leaders

OUTPUT FORMAT

Provide:

Final Draft

- [Provide the full New Hire Welcome Email]

Audience Variations

- [Adjustments for employees, managers, leaders, or candidates]

Talking Points and Anticipated Questions

- [Key points, objections, and suggested responses]

Take a deep breath and write with empathy, clarity, and credibility. Avoid jargon and vague reassurance.

Prompt 093 - Manager Onboarding Checklist

People Ops & Employee Experience | Onboarding & employee experience operations (Prompts 091-120) | [Quick Pick](#)

ROLE

You are a senior people operations and employee experience leader with expertise in onboarding design, employee journeys, and manager enablement.

CONTEXT

I need to create or refine the Manager Onboarding Checklist so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Manager Onboarding Checklist that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Current onboarding process / journey: [PASTE STEPS]
- New hire feedback or survey results: [PASTE DATA]
- Role-specific expectations: [PASTE RESPONSIBILITIES]
- Cross-functional owners and handoffs: [PASTE STAKEHOLDERS]
- Tools, systems, and timing constraints: [PASTE DETAILS]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What new hires need to know, do, and feel at each stage
2. Where handoffs, confusion, or delays create friction
3. How managers and cross-functional partners should contribute
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Manager Onboarding Checklist in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 094 - Remote Onboarding Journey

People Ops & Employee Experience | Onboarding & employee experience operations (Prompts 091-120)

ROLE

You are a senior people operations and employee experience leader with expertise in onboarding design, employee journeys, and manager enablement.

CONTEXT

I need to create the Remote Onboarding Journey so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Remote Onboarding Journey with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current onboarding process / journey: [PASTE STEPS]
- New hire feedback or survey results: [PASTE DATA]
- Role-specific expectations: [PASTE RESPONSIBILITIES]
- Cross-functional owners and handoffs: [PASTE STAKEHOLDERS]

- Tools, systems, and timing constraints: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What new hires need to know, do, and feel at each stage
2. Where handoffs, confusion, or delays create friction
3. How managers and cross-functional partners should contribute
4. How to measure ramp speed, confidence, and retention

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Remote Onboarding Journey with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 095 - Onboarding Survey

People Ops & Employee Experience | Onboarding & employee experience operations (Prompts 091-120)

ROLE

You are a senior people operations and employee experience leader with expertise in onboarding design, employee journeys, and manager enablement.

CONTEXT

I need a practical Onboarding Survey that surfaces actionable onboarding issues instead of generic sentiment.

TASK

Design the Onboarding Survey with well-structured questions, response scales, optional open-text prompts, and guidance on when to send it.

INPUTS

- Current onboarding process / journey: [PASTE STEPS]
- New hire feedback or survey results: [PASTE DATA]
- Role-specific expectations: [PASTE RESPONSIBILITIES]
- Cross-functional owners and handoffs: [PASTE STAKEHOLDERS]
- Tools, systems, and timing constraints: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]
- Preferred survey length / cadence / anonymity constraints: [PASTE DETAILS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What new hires need to know, do, and feel at each stage
2. Where handoffs, confusion, or delays create friction
3. How managers and cross-functional partners should contribute
4. How to measure ramp speed, confidence, and retention

OUTPUT FORMAT

Provide:

Survey Structure

- [Recommend sections, timing, audience cuts, and completion length for the Onboarding Survey]

Survey Questions

- [Provide the full question set, response scales, and optional follow-up prompts]

Administration Notes

- [Explain cadence, anonymity choices, reporting cuts, and how results should be used]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 096 - New Hire Buddy Program

People Ops & Employee Experience | Onboarding & employee experience operations (Prompts 091-120)

ROLE

You are a senior people operations and employee experience leader with expertise in onboarding design, employee journeys, and manager enablement.

CONTEXT

I need to create the New Hire Buddy Program so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the New Hire Buddy Program with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current onboarding process / journey: [PASTE STEPS]
- New hire feedback or survey results: [PASTE DATA]
- Role-specific expectations: [PASTE RESPONSIBILITIES]
- Cross-functional owners and handoffs: [PASTE STAKEHOLDERS]
- Tools, systems, and timing constraints: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What new hires need to know, do, and feel at each stage
2. Where handoffs, confusion, or delays create friction
3. How managers and cross-functional partners should contribute
4. How to measure ramp speed, confidence, and retention

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed New Hire Buddy Program with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 097 - First Week Agenda

People Ops & Employee Experience | Onboarding & employee experience operations (Prompts 091-120)

ROLE

You are a senior people operations and employee experience leader with expertise in onboarding design, employee journeys, and manager enablement.

CONTEXT

I need to create the First Week Agenda so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the First Week Agenda with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current onboarding process / journey: [PASTE STEPS]
- New hire feedback or survey results: [PASTE DATA]
- Role-specific expectations: [PASTE RESPONSIBILITIES]
- Cross-functional owners and handoffs: [PASTE STAKEHOLDERS]
- Tools, systems, and timing constraints: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What new hires need to know, do, and feel at each stage
2. Where handoffs, confusion, or delays create friction
3. How managers and cross-functional partners should contribute
4. How to measure ramp speed, confidence, and retention

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed First Week Agenda with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 098 - Role-Specific Ramp Plan

People Ops & Employee Experience | Onboarding & employee experience operations (Prompts 091-120)

ROLE

You are a senior people operations and employee experience leader with expertise in onboarding design, employee journeys, and manager enablement.

CONTEXT

I need to create the Role-Specific Ramp Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Role-Specific Ramp Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current onboarding process / journey: [PASTE STEPS]
- New hire feedback or survey results: [PASTE DATA]
- Role-specific expectations: [PASTE RESPONSIBILITIES]
- Cross-functional owners and handoffs: [PASTE STAKEHOLDERS]
- Tools, systems, and timing constraints: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What new hires need to know, do, and feel at each stage
2. Where handoffs, confusion, or delays create friction
3. How managers and cross-functional partners should contribute
4. How to measure ramp speed, confidence, and retention

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Role-Specific Ramp Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 099 - Onboarding Knowledge Base Outline

People Ops & Employee Experience | Onboarding & employee experience operations (Prompts 091-120)

ROLE

You are a senior people operations and employee experience leader with expertise in onboarding design, employee journeys, and manager enablement.

CONTEXT

I need to create the Onboarding Knowledge Base Outline so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Onboarding Knowledge Base Outline with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current onboarding process / journey: [PASTE STEPS]
- New hire feedback or survey results: [PASTE DATA]
- Role-specific expectations: [PASTE RESPONSIBILITIES]
- Cross-functional owners and handoffs: [PASTE STAKEHOLDERS]
- Tools, systems, and timing constraints: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What new hires need to know, do, and feel at each stage
2. Where handoffs, confusion, or delays create friction
3. How managers and cross-functional partners should contribute
4. How to measure ramp speed, confidence, and retention

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Onboarding Knowledge Base Outline with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 100 - New Hire FAQ

People Ops & Employee Experience | Onboarding & employee experience operations (Prompts 091-120) | [Quick Pick](#)

ROLE

You are a senior people operations and employee experience leader with expertise in onboarding design, employee journeys, and manager enablement.

CONTEXT

I need help drafting the New Hire FAQ so it is clear, credible, and appropriate for the intended audience.

TASK

Use the provided inputs to draft the New Hire FAQ and tailor it to the right audience, tone, risks, and follow-up questions.

INPUTS

- Current onboarding process / journey: [PASTE STEPS]
- New hire feedback or survey results: [PASTE DATA]
- Role-specific expectations: [PASTE RESPONSIBILITIES]
- Cross-functional owners and handoffs: [PASTE STAKEHOLDERS]
- Tools, systems, and timing constraints: [PASTE DETAILS]
- Primary audience: [WHO THIS IS FOR]
- Key message / decision / change: [PASTE CORE MESSAGE]
- Sensitive questions or objections to address: [PASTE RISKS OR FAQS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What the audience most needs to know, feel, and do next
2. Tone, clarity, and trust-building language
3. Likely questions, resistance points, and misunderstandings
4. How the message should vary for employees, managers, and leaders

OUTPUT FORMAT

Provide:

Final Draft

- [Provide the full New Hire FAQ]

Audience Variations

- [Adjustments for employees, managers, leaders, or candidates]

Talking Points and Anticipated Questions

- [Key points, objections, and suggested responses]

Take a deep breath and write with empathy, clarity, and credibility. Avoid jargon and vague reassurance.

Prompt 101 - Orientation Script

People Ops & Employee Experience | Onboarding & employee experience operations (Prompts 091-120)

ROLE

You are a senior people operations and employee experience leader with expertise in onboarding design, employee journeys, and manager enablement.

CONTEXT

I need to create or refine the Orientation Script so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Orientation Script that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Current onboarding process / journey: [PASTE STEPS]
- New hire feedback or survey results: [PASTE DATA]
- Role-specific expectations: [PASTE RESPONSIBILITIES]
- Cross-functional owners and handoffs: [PASTE STAKEHOLDERS]
- Tools, systems, and timing constraints: [PASTE DETAILS]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What new hires need to know, do, and feel at each stage
2. Where handoffs, confusion, or delays create friction
3. How managers and cross-functional partners should contribute
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Orientation Script in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 102 - IT/People/Manager Handoff Workflow

People Ops & Employee Experience | Onboarding & employee experience operations (Prompts 091-120)

ROLE

You are a senior people operations and employee experience leader with expertise in onboarding design, employee journeys, and manager enablement.

CONTEXT

I need to create or refine the IT/People/Manager Handoff Workflow so each handoff is clear, timely, and easy to execute across teams.

TASK

Create a clear, usable IT/People/Manager Handoff Workflow that maps steps, owners, handoffs, SLAs, and escalation points.

INPUTS

- Current onboarding process / journey: [PASTE STEPS]
- New hire feedback or survey results: [PASTE DATA]
- Role-specific expectations: [PASTE RESPONSIBILITIES]
- Cross-functional owners and handoffs: [PASTE STAKEHOLDERS]
- Tools, systems, and timing constraints: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What new hires need to know, do, and receive at each stage
2. Where handoffs, confusion, or delays create friction
3. Which owner is accountable for each step, approval, and escalation
4. Make the final workflow simple enough for cross-functional teams to use consistently

OUTPUT FORMAT

Provide:

Recommended Workflow

- [Provide the full IT/People/Manager Handoff Workflow, including stages, owners, dependencies, and SLAs]

Roles and Handoffs

- [Clarify responsibilities for IT, People, managers, and any supporting teams]

Risks, Exceptions, and Escalations

- [Call out failure points, edge cases, and what to do when deadlines slip]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 103 - Onboarding Success Metrics

People Ops & Employee Experience | Onboarding & employee experience operations (Prompts 091-120)

ROLE

You are a senior people operations and employee experience leader with expertise in onboarding design, employee journeys, and manager enablement.

CONTEXT

I need to build the Onboarding Success Metrics so leaders can see the right signals quickly and make better people decisions.

TASK

Design the Onboarding Success Metrics with the right metrics, definitions, cuts, thresholds, and action prompts for decision-makers.

INPUTS

- Current onboarding process / journey: [PASTE STEPS]
- New hire feedback or survey results: [PASTE DATA]
- Role-specific expectations: [PASTE RESPONSIBILITIES]
- Cross-functional owners and handoffs: [PASTE STAKEHOLDERS]
- Tools, systems, and timing constraints: [PASTE DETAILS]
- Timeframe and comparison periods: [PASTE RANGE]
- Available fields / systems / data definitions: [PASTE DETAILS]
- Leaders or teams who will use the dashboard: [PASTE AUDIENCE]
- Any existing dashboards or definitions to preserve: [PASTE DETAILS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Choose metrics that drive decisions, not vanity reporting
2. Define each metric clearly, including numerator, denominator, and source
3. Include segmentation, trends, and thresholds that prompt action
4. Call out data quality limits and missing context

OUTPUT FORMAT

Provide:

Metrics to Include

- [List each metric, definition, source, and reason it matters]

Dashboard Structure

- [Recommend tabs, filters, cuts, and visual hierarchy]

Decision Triggers and Next Steps

- [What leaders should do when metrics move]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 104 - Day 1 Announcement

People Ops & Employee Experience | Onboarding & employee experience operations (Prompts 091-120)

ROLE

You are a senior people operations and employee experience leader with expertise in onboarding design, employee journeys, and manager enablement.

CONTEXT

I need help drafting the Day 1 Announcement so it is clear, credible, and appropriate for the intended audience.

TASK

Use the provided inputs to draft the Day 1 Announcement and tailor it to the right audience, tone, risks, and follow-up questions.

INPUTS

- Current onboarding process / journey: [PASTE STEPS]
- New hire feedback or survey results: [PASTE DATA]
- Role-specific expectations: [PASTE RESPONSIBILITIES]
- Cross-functional owners and handoffs: [PASTE STAKEHOLDERS]
- Tools, systems, and timing constraints: [PASTE DETAILS]
- Primary audience: [WHO THIS IS FOR]
- Key message / decision / change: [PASTE CORE MESSAGE]
- Sensitive questions or objections to address: [PASTE RISKS OR FAQs]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What the audience most needs to know, feel, and do next
2. Tone, clarity, and trust-building language
3. Likely questions, resistance points, and misunderstandings
4. How the message should vary for employees, managers, and leaders

OUTPUT FORMAT

Provide:

Final Draft

- [Provide the full Day 1 Announcement]

Audience Variations

- [Adjustments for employees, managers, leaders, or candidates]

Talking Points and Anticipated Questions

- [Key points, objections, and suggested responses]

Take a deep breath and write with empathy, clarity, and credibility. Avoid jargon and vague reassurance.

Prompt 105 - Onboarding Improvement Analysis

People Ops & Employee Experience | Onboarding & employee experience operations (Prompts 091-120)

ROLE

You are a senior people operations and employee experience leader with expertise in onboarding design, employee journeys, and manager enablement.

CONTEXT

I need to analyze our data and operating context around Onboarding Improvement Analysis so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Onboarding Improvement Analysis.

INPUTS

- Current onboarding process / journey: [PASTE STEPS]
- New hire feedback or survey results: [PASTE DATA]
- Role-specific expectations: [PASTE RESPONSIBILITIES]
- Cross-functional owners and handoffs: [PASTE STAKEHOLDERS]
- Tools, systems, and timing constraints: [PASTE DETAILS]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]

- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What new hires need to know, do, and feel at each stage
2. Where handoffs, confusion, or delays create friction
3. How managers and cross-functional partners should contribute
4. How to measure ramp speed, confidence, and retention

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Onboarding Improvement Analysis]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 106 - Cross-Functional Introduction Plan

People Ops & Employee Experience | Onboarding & employee experience operations (Prompts 091-120)

ROLE

You are a senior people operations and employee experience leader with expertise in onboarding design, employee journeys, and manager enablement.

CONTEXT

I need to create the Cross-Functional Introduction Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Cross-Functional Introduction Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current onboarding process / journey: [PASTE STEPS]
- New hire feedback or survey results: [PASTE DATA]
- Role-specific expectations: [PASTE RESPONSIBILITIES]
- Cross-functional owners and handoffs: [PASTE STAKEHOLDERS]
- Tools, systems, and timing constraints: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What new hires need to know, do, and feel at each stage
2. Where handoffs, confusion, or delays create friction

3. How managers and cross-functional partners should contribute
4. How to measure ramp speed, confidence, and retention

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Cross-Functional Introduction Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 107 - New Hire Check-In Questions

People Ops & Employee Experience | Onboarding & employee experience operations (Prompts 091-120)

ROLE

You are a senior people operations and employee experience leader with expertise in onboarding design, employee journeys, and manager enablement.

CONTEXT

I need a strong set of New Hire Check-In Questions so I can gather useful, decision-ready information instead of generic responses.

TASK

Design a focused set of New Hire Check-In Questions, including follow-up probes and guidance on how to use them effectively.

INPUTS

- Current onboarding process / journey: [PASTE STEPS]
- New hire feedback or survey results: [PASTE DATA]
- Role-specific expectations: [PASTE RESPONSIBILITIES]
- Cross-functional owners and handoffs: [PASTE STAKEHOLDERS]
- Tools, systems, and timing constraints: [PASTE DETAILS]
- Audience or interviewee profile: [WHO WILL ANSWER]
- What decision this should inform: [PASTE DECISION]
- Topics to avoid or handle carefully: [PASTE NOTES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Balance open-ended questions with targeted probes
2. Ask questions that uncover specifics, not vague sentiment
3. Sequence questions from easy/safe to more diagnostic
4. Avoid leading, biased, or legally risky phrasing

OUTPUT FORMAT

Provide:

Question Set

- [Provide the full new hire check-in question set with concise wording, good sequencing, and optional follow-up probes]

Follow-Up Probes

- [Add probes that help the interviewer or facilitator go deeper]

Usage Guidance

- [Explain sequencing, tone, and how to interpret responses]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 108 - Probation Review Template

People Ops & Employee Experience | Onboarding & employee experience operations (Prompts 091-120)

ROLE

You are a senior people operations and employee experience leader with expertise in onboarding design, employee journeys, and manager enablement.

CONTEXT

I need to create or refine the Probation Review Template so managers can run probation checkpoints consistently and document decisions clearly.

TASK

Create a clear, usable Probation Review Template with questions, rating guidance, evidence fields, and decision prompts.

INPUTS

- Probation period expectations and success criteria: [PASTE DETAILS]
- Current probation review process or existing form: [PASTE MATERIALS]
- Role-specific responsibilities and ramp expectations: [PASTE RESPONSIBILITIES]
- Manager pain points or documentation gaps: [PASTE NOTES]
- Relevant policy, legal, or jurisdictional requirements: [PASTE INPUT]
- Who will use this template: [PASTE USERS]
- Current inconsistency risks or edge cases: [PASTE ISSUES]
- System, timing, or approval constraints: [PASTE DETAILS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What new hires need to know, do, and feel at each stage
2. Where handoffs, confusion, or delays create friction
3. How managers and cross-functional partners should contribute
4. How to measure ramp speed, confidence, and retention

OUTPUT FORMAT

Provide:

Recommended Template

- [Provide the full Probation Review Template, including sections, prompts, rating guidance, and recommended completion instructions]

How to Use It

- [Explain timing, who completes each section, and how managers should prepare]

Risks, Edge Cases, and Open Questions

- [Call out fairness risks, documentation gaps, and escalation triggers]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 109 - Internal Mobility Onboarding Plan

People Ops & Employee Experience | Onboarding & employee experience operations (Prompts 091-120)

ROLE

You are a senior people operations and employee experience leader with expertise in onboarding design, employee journeys, and manager enablement.

CONTEXT

I need to create the Internal Mobility Onboarding Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Internal Mobility Onboarding Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current onboarding process / journey: [PASTE STEPS]
- New hire feedback or survey results: [PASTE DATA]
- Role-specific expectations: [PASTE RESPONSIBILITIES]
- Cross-functional owners and handoffs: [PASTE STAKEHOLDERS]
- Tools, systems, and timing constraints: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What new hires need to know, do, and feel at each stage
2. Where handoffs, confusion, or delays create friction
3. How managers and cross-functional partners should contribute
4. How to measure ramp speed, confidence, and retention

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Internal Mobility Onboarding Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 110 - Leadership Onboarding Plan

People Ops & Employee Experience | Onboarding & employee experience operations (Prompts 091-120)

ROLE

You are a senior people operations and employee experience leader with expertise in onboarding design, employee journeys, and manager enablement.

CONTEXT

I need to create the Leadership Onboarding Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Leadership Onboarding Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current onboarding process / journey: [PASTE STEPS]
- New hire feedback or survey results: [PASTE DATA]
- Role-specific expectations: [PASTE RESPONSIBILITIES]
- Cross-functional owners and handoffs: [PASTE STAKEHOLDERS]
- Tools, systems, and timing constraints: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What new hires need to know, do, and feel at each stage
2. Where handoffs, confusion, or delays create friction
3. How managers and cross-functional partners should contribute
4. How to measure ramp speed, confidence, and retention

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Leadership Onboarding Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 111 - Sales Onboarding Plan

People Ops & Employee Experience | Onboarding & employee experience operations (Prompts 091-120)

ROLE

You are a senior people operations and employee experience leader with expertise in onboarding design, employee journeys, and manager enablement.

CONTEXT

I need to create the Sales Onboarding Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Sales Onboarding Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current onboarding process / journey: [PASTE STEPS]
- New hire feedback or survey results: [PASTE DATA]
- Role-specific expectations: [PASTE RESPONSIBILITIES]
- Cross-functional owners and handoffs: [PASTE STAKEHOLDERS]
- Tools, systems, and timing constraints: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What new hires need to know, do, and feel at each stage
2. Where handoffs, confusion, or delays create friction
3. How managers and cross-functional partners should contribute
4. How to measure ramp speed, confidence, and retention

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Sales Onboarding Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 112 - Engineering Onboarding Plan

People Ops & Employee Experience | Onboarding & employee experience operations (Prompts 091-120)

ROLE

You are a senior people operations and employee experience leader with expertise in onboarding design, employee journeys, and manager enablement.

CONTEXT

I need to create the Engineering Onboarding Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Engineering Onboarding Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current onboarding process / journey: [PASTE STEPS]
- New hire feedback or survey results: [PASTE DATA]
- Role-specific expectations: [PASTE RESPONSIBILITIES]
- Cross-functional owners and handoffs: [PASTE STAKEHOLDERS]
- Tools, systems, and timing constraints: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What new hires need to know, do, and feel at each stage
2. Where handoffs, confusion, or delays create friction
3. How managers and cross-functional partners should contribute
4. How to measure ramp speed, confidence, and retention

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Engineering Onboarding Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 113 - Customer Support Onboarding Plan

People Ops & Employee Experience | Onboarding & employee experience operations (Prompts 091-120)

ROLE

You are a senior people operations and employee experience leader with expertise in onboarding design, employee journeys, and manager enablement.

CONTEXT

I need to create the Customer Support Onboarding Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Customer Support Onboarding Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current onboarding process / journey: [PASTE STEPS]
- New hire feedback or survey results: [PASTE DATA]
- Role-specific expectations: [PASTE RESPONSIBILITIES]
- Cross-functional owners and handoffs: [PASTE STAKEHOLDERS]
- Tools, systems, and timing constraints: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What new hires need to know, do, and feel at each stage
2. Where handoffs, confusion, or delays create friction
3. How managers and cross-functional partners should contribute
4. How to measure ramp speed, confidence, and retention

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Customer Support Onboarding Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 114 - Culture Immersion Session Design

People Ops & Employee Experience | Onboarding & employee experience operations (Prompts 091-120)

ROLE

You are a senior people operations and employee experience leader with expertise in onboarding design, employee journeys, and manager enablement.

CONTEXT

I need to create the Culture Immersion Session Design so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Culture Immersion Session Design with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current onboarding process / journey: [PASTE STEPS]
- New hire feedback or survey results: [PASTE DATA]
- Role-specific expectations: [PASTE RESPONSIBILITIES]
- Cross-functional owners and handoffs: [PASTE STAKEHOLDERS]
- Tools, systems, and timing constraints: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What new hires need to know, do, and feel at each stage
2. Where handoffs, confusion, or delays create friction
3. How managers and cross-functional partners should contribute
4. How to measure ramp speed, confidence, and retention

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Culture Immersion Session Design with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 115 - New Manager Assimilation Plan

People Ops & Employee Experience | Onboarding & employee experience operations (Prompts 091-120)

ROLE

You are a senior people operations and employee experience leader with expertise in onboarding design, employee journeys, and manager enablement.

CONTEXT

I need to create the New Manager Assimilation Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the New Manager Assimilation Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current onboarding process / journey: [PASTE STEPS]
- New hire feedback or survey results: [PASTE DATA]
- Role-specific expectations: [PASTE RESPONSIBILITIES]
- Cross-functional owners and handoffs: [PASTE STAKEHOLDERS]
- Tools, systems, and timing constraints: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What new hires need to know, do, and feel at each stage
2. Where handoffs, confusion, or delays create friction
3. How managers and cross-functional partners should contribute
4. How to measure ramp speed, confidence, and retention

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed New Manager Assimilation Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 116 - Returnship Onboarding Plan

People Ops & Employee Experience | Onboarding & employee experience operations (Prompts 091-120)

ROLE

You are a senior people operations and employee experience leader with expertise in onboarding design, employee journeys, and manager enablement.

CONTEXT

I need to create the Returnship Onboarding Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Returnship Onboarding Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current onboarding process / journey: [PASTE STEPS]
- New hire feedback or survey results: [PASTE DATA]
- Role-specific expectations: [PASTE RESPONSIBILITIES]
- Cross-functional owners and handoffs: [PASTE STAKEHOLDERS]

- Tools, systems, and timing constraints: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What new hires need to know, do, and feel at each stage
2. Where handoffs, confusion, or delays create friction
3. How managers and cross-functional partners should contribute
4. How to measure ramp speed, confidence, and retention

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Returnship Onboarding Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 117 - Acquisition/Transfer Onboarding Plan

People Ops & Employee Experience | Onboarding & employee experience operations (Prompts 091-120)

ROLE

You are a senior people operations and employee experience leader with expertise in onboarding design, employee journeys, and manager enablement.

CONTEXT

I need to create the Acquisition/Transfer Onboarding Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Acquisition/Transfer Onboarding Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current onboarding process / journey: [PASTE STEPS]
- New hire feedback or survey results: [PASTE DATA]
- Role-specific expectations: [PASTE RESPONSIBILITIES]
- Cross-functional owners and handoffs: [PASTE STAKEHOLDERS]
- Tools, systems, and timing constraints: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What new hires need to know, do, and feel at each stage
2. Where handoffs, confusion, or delays create friction
3. How managers and cross-functional partners should contribute
4. How to measure ramp speed, confidence, and retention

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Acquisition/Transfer Onboarding Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 118 - Employee Experience Journey Map

People Ops & Employee Experience | Onboarding & employee experience operations (Prompts 091-120) | [Quick Pick](#)

ROLE

You are a senior people operations and employee experience leader with expertise in onboarding design, employee journeys, and manager enablement.

CONTEXT

I need to create the Employee Experience Journey Map so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Employee Experience Journey Map with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current onboarding process / journey: [PASTE STEPS]
- New hire feedback or survey results: [PASTE DATA]
- Role-specific expectations: [PASTE RESPONSIBILITIES]
- Cross-functional owners and handoffs: [PASTE STAKEHOLDERS]
- Tools, systems, and timing constraints: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What new hires need to know, do, and feel at each stage
2. Where handoffs, confusion, or delays create friction
3. How managers and cross-functional partners should contribute
4. How to measure ramp speed, confidence, and retention

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Employee Experience Journey Map with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 119 - Moments That Matter Analysis

People Ops & Employee Experience | Onboarding & employee experience operations (Prompts 091-120)

ROLE

You are a senior people operations and employee experience leader with expertise in onboarding design, employee journeys, and manager enablement.

CONTEXT

I need to analyze our data and operating context around Moments That Matter Analysis so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Moments That Matter Analysis.

INPUTS

- Current onboarding process / journey: [PASTE STEPS]
- New hire feedback or survey results: [PASTE DATA]
- Role-specific expectations: [PASTE RESPONSIBILITIES]
- Cross-functional owners and handoffs: [PASTE STAKEHOLDERS]
- Tools, systems, and timing constraints: [PASTE DETAILS]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What new hires need to know, do, and feel at each stage
2. Where handoffs, confusion, or delays create friction
3. How managers and cross-functional partners should contribute
4. How to measure ramp speed, confidence, and retention

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Moments That Matter Analysis]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 120 - Early Attrition Diagnostic

People Ops & Employee Experience | Onboarding & employee experience operations (Prompts 091-120)

ROLE

You are a senior people operations and employee experience leader with expertise in onboarding design, employee journeys, and manager enablement.

CONTEXT

I need to analyze our data and operating context around Early Attrition Diagnostic so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Early Attrition Diagnostic.

INPUTS

- Current onboarding process / journey: [PASTE STEPS]
- New hire feedback or survey results: [PASTE DATA]
- Role-specific expectations: [PASTE RESPONSIBILITIES]
- Cross-functional owners and handoffs: [PASTE STAKEHOLDERS]
- Tools, systems, and timing constraints: [PASTE DETAILS]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What new hires need to know, do, and feel at each stage
2. Where handoffs, confusion, or delays create friction
3. How managers and cross-functional partners should contribute
4. How to measure ramp speed, confidence, and retention

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Early Attrition Diagnostic]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

APPENDIX SECTION

HRBP

HRBPs, People Partners, and business-facing People leaders.

<h2>60</h2> <p>PROMPTS Prompts in this role section.</p>	<h2>8</h2> <p>QUICK PICKS Fast-start prompts worth trying first.</p>	<p>Start with</p> <ul style="list-style-type: none"> • Headcount Plan • Role Prioritization Matrix • Workforce Mix Analysis
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PERFORMANCE, CALIBRATION & PROMOTIONS (PROMPTS 121-150)

Prompt 121 - Performance Philosophy Refresh

HRBP | Performance, calibration & promotions (Prompts 121-150) | [Quick Pick](#)

ROLE

You are a senior HR business partner with expertise in performance management, calibration, promotions, and manager coaching.

CONTEXT

I need to create the Performance Philosophy Refresh so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Performance Philosophy Refresh with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current performance process / policy: [PASTE DETAILS]
- Sample goals, feedback, or review comments: [PASTE EXAMPLES]
- Promotion criteria or talent review notes: [PASTE MATERIALS]
- Manager pain points / calibration issues: [PASTE NOTES]
- Business goals and role expectations: [PASTE CONTEXT]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]
- Target roles / levels in scope: [PASTE LEVELS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Clarity of expectations, goals, and standards
2. Fairness, calibration, and bias reduction
3. Manager behavior, coaching quality, and employee growth
4. What evidence should drive decisions and follow-through

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Performance Philosophy Refresh with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 122 - Goal Setting Template

HRBP | Performance, calibration & promotions (Prompts 121-150)

ROLE

You are a senior HR business partner with expertise in performance management, calibration, promotions, and manager coaching.

CONTEXT

I need to create or refine the Goal Setting Template so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Goal Setting Template that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Current performance process / policy: [PASTE DETAILS]
- Sample goals, feedback, or review comments: [PASTE EXAMPLES]
- Promotion criteria or talent review notes: [PASTE MATERIALS]
- Manager pain points / calibration issues: [PASTE NOTES]
- Business goals and role expectations: [PASTE CONTEXT]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Clarity of expectations, goals, and standards
2. Fairness, calibration, and bias reduction
3. Manager behavior, coaching quality, and employee growth
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Goal Setting Template in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 123 - SMART Goals Generator

HRBP | Performance, calibration & promotions (Prompts 121-150)

ROLE

You are a senior HR business partner with expertise in performance management, calibration, promotions, and manager coaching.

CONTEXT

I need to create the SMART Goals Generator so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the SMART Goals Generator with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current performance process / policy: [PASTE DETAILS]
- Sample goals, feedback, or review comments: [PASTE EXAMPLES]
- Promotion criteria or talent review notes: [PASTE MATERIALS]
- Manager pain points / calibration issues: [PASTE NOTES]
- Business goals and role expectations: [PASTE CONTEXT]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Clarity of expectations, goals, and standards
2. Fairness, calibration, and bias reduction
3. Manager behavior, coaching quality, and employee growth
4. What evidence should drive decisions and follow-through

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed SMART Goals Generator with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 124 - Mid-Year Review Template

HRBP | Performance, calibration & promotions (Prompts 121-150)

ROLE

You are a senior HR business partner with expertise in performance management, calibration, promotions, and manager coaching.

CONTEXT

I need to create or refine the Mid-Year Review Template so managers and employees can run consistent, useful mid-year conversations.

TASK

Create a clear, usable Mid-Year Review Template with prompts, evidence fields, rating guidance where needed, and follow-up actions.

INPUTS

- Current performance process or review policy: [PASTE DETAILS]
- Sample goals, feedback, or review comments: [PASTE EXAMPLES]
- Role or level expectations in scope: [PASTE CONTEXT]
- Promotion, calibration, or talent review guidance: [PASTE MATERIALS]
- Manager pain points or usability issues: [PASTE NOTES]
- Who will use this template: [PASTE USERS]
- Bias risks, edge cases, or wording concerns: [PASTE ISSUES]
- Timing, system, or workflow constraints: [PASTE DETAILS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Clarity of expectations, goals, and standards
2. Fairness, calibration, and bias reduction
3. Manager behavior, coaching quality, and employee growth
4. What evidence should drive decisions and follow-through

OUTPUT FORMAT

Provide:

Recommended Template

- [Provide the full Mid-Year Review Template, including sections for progress, feedback, blockers, and development priorities]

How to Use It

- [Explain who completes what, how to prepare, and how managers should guide the discussion]

Risks, Edge Cases, and Open Questions

- [Call out common bias risks, wording issues, and documentation gaps]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 125 - Year-End Review Template

HRBP | Performance, calibration & promotions (Prompts 121-150)

ROLE

You are a senior HR business partner with expertise in performance management, calibration, promotions, and manager coaching.

CONTEXT

I need to create or refine the Year-End Review Template so year-end evaluations are fair, evidence-based, and consistent across teams.

TASK

Create a clear, usable Year-End Review Template with prompts, evidence fields, rating guidance, and final decision notes.

INPUTS

- Current performance process or year-end review policy: [PASTE DETAILS]
- Sample goals, outcomes, and review comments: [PASTE EXAMPLES]
- Role or level expectations in scope: [PASTE CONTEXT]
- Promotion, calibration, or reward implications: [PASTE MATERIALS]
- Manager pain points or calibration issues: [PASTE NOTES]
- Who will use this template: [PASTE USERS]
- Bias risks, edge cases, or wording concerns: [PASTE ISSUES]
- Timing, system, or approval constraints: [PASTE DETAILS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Clarity of expectations, goals, and standards
2. Fairness, calibration, and bias reduction
3. Manager behavior, coaching quality, and employee growth
4. What evidence should drive decisions and follow-through

OUTPUT FORMAT

Provide:

Recommended Template

- [Provide the full Year-End Review Template, including sections for outcomes, behaviors, growth, ratings, and final comments]

How to Use It

- [Explain preparation steps, calibration guidance, and how employees and managers should complete it]

Risks, Edge Cases, and Open Questions

- [Call out bias risks, inconsistent evidence standards, and edge cases to review]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 126 - Self-Assessment Prompt

HRBP | Performance, calibration & promotions (Prompts 121-150)

ROLE

You are a senior HR business partner with expertise in performance management, calibration, promotions, and manager coaching.

CONTEXT

I need to create or refine the Self-Assessment Prompt so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Self-Assessment Prompt that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Current performance process / policy: [PASTE DETAILS]
- Sample goals, feedback, or review comments: [PASTE EXAMPLES]
- Promotion criteria or talent review notes: [PASTE MATERIALS]
- Manager pain points / calibration issues: [PASTE NOTES]
- Business goals and role expectations: [PASTE CONTEXT]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Clarity of expectations, goals, and standards
2. Fairness, calibration, and bias reduction
3. Manager behavior, coaching quality, and employee growth
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Self-Assessment Prompt in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 127 - Manager Feedback Guide

HRBP | Performance, calibration & promotions (Prompts 121-150)

ROLE

You are a senior HR business partner with expertise in performance management, calibration, promotions, and manager coaching.

CONTEXT

I need to create or refine the Manager Feedback Guide so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Manager Feedback Guide that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Current performance process / policy: [PASTE DETAILS]
- Sample goals, feedback, or review comments: [PASTE EXAMPLES]
- Promotion criteria or talent review notes: [PASTE MATERIALS]
- Manager pain points / calibration issues: [PASTE NOTES]
- Business goals and role expectations: [PASTE CONTEXT]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Clarity of expectations, goals, and standards
2. Fairness, calibration, and bias reduction
3. Manager behavior, coaching quality, and employee growth
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Manager Feedback Guide in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 128 - Peer Feedback Questions

HRBP | Performance, calibration & promotions (Prompts 121-150)

ROLE

You are a senior HR business partner with expertise in performance management, calibration, promotions, and manager coaching.

CONTEXT

I need a strong set of Peer Feedback Questions so I can gather useful, decision-ready information instead of generic responses.

TASK

Design a focused set of Peer Feedback Questions, including follow-up probes and guidance on how to use them effectively.

INPUTS

- Current performance process / policy: [PASTE DETAILS]
- Sample goals, feedback, or review comments: [PASTE EXAMPLES]
- Promotion criteria or talent review notes: [PASTE MATERIALS]
- Manager pain points / calibration issues: [PASTE NOTES]
- Business goals and role expectations: [PASTE CONTEXT]
- Audience or interviewee profile: [WHO WILL ANSWER]
- What decision this should inform: [PASTE DECISION]
- Topics to avoid or handle carefully: [PASTE NOTES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Balance open-ended questions with targeted probes
2. Ask questions that uncover specifics, not vague sentiment
3. Sequence questions from easy/safe to more diagnostic
4. Avoid leading, biased, or legally risky phrasing

OUTPUT FORMAT

Provide:

Question Set

- [Provide the full peer feedback question set with concise wording, good sequencing, and optional follow-up probes]

Follow-Up Probes

- [Add probes that help the interviewer or facilitator go deeper]

Usage Guidance

- [Explain sequencing, tone, and how to interpret responses]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 129 - Calibration Meeting Plan

HRBP | Performance, calibration & promotions (Prompts 121-150) | [Quick Pick](#)

ROLE

You are a senior HR business partner with expertise in performance management, calibration, promotions, and manager coaching.

CONTEXT

I need to create the Calibration Meeting Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Calibration Meeting Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current performance process / policy: [PASTE DETAILS]
- Sample goals, feedback, or review comments: [PASTE EXAMPLES]
- Promotion criteria or talent review notes: [PASTE MATERIALS]
- Manager pain points / calibration issues: [PASTE NOTES]
- Business goals and role expectations: [PASTE CONTEXT]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Clarity of expectations, goals, and standards
2. Fairness, calibration, and bias reduction
3. Manager behavior, coaching quality, and employee growth
4. What evidence should drive decisions and follow-through

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Calibration Meeting Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 130 - Performance Rating Definitions

HRBP | Performance, calibration & promotions (Prompts 121-150)

ROLE

You are a senior HR business partner with expertise in performance management, calibration, promotions, and manager coaching.

CONTEXT

I need to create or refine the Performance Rating Definitions so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Performance Rating Definitions that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Current performance process / policy: [PASTE DETAILS]
- Sample goals, feedback, or review comments: [PASTE EXAMPLES]
- Promotion criteria or talent review notes: [PASTE MATERIALS]
- Manager pain points / calibration issues: [PASTE NOTES]
- Business goals and role expectations: [PASTE CONTEXT]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]
- Target roles / levels in scope: [PASTE LEVELS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Clarity of expectations, goals, and standards
2. Fairness, calibration, and bias reduction
3. Manager behavior, coaching quality, and employee growth
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Performance Rating Definitions in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 131 - Promotion Criteria

HRBP | Performance, calibration & promotions (Prompts 121-150)

ROLE

You are a senior HR business partner with expertise in performance management, calibration, promotions, and manager coaching.

CONTEXT

I need to create or refine the Promotion Criteria so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Promotion Criteria that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Current performance process / policy: [PASTE DETAILS]
- Sample goals, feedback, or review comments: [PASTE EXAMPLES]
- Promotion Criteria or talent review notes: [PASTE MATERIALS]
- Manager pain points / calibration issues: [PASTE NOTES]
- Business goals and role expectations: [PASTE CONTEXT]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]

- Examples or edge cases to account for: [PASTE EXAMPLES]
- Target roles / levels in scope: [PASTE LEVELS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Clarity of expectations, goals, and standards
2. Fairness, calibration, and bias reduction
3. Manager behavior, coaching quality, and employee growth
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Promotion Criteria in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 132 - Promotion Packet Review

HRBP | Performance, calibration & promotions (Prompts 121-150)

ROLE

You are a senior HR business partner with expertise in performance management, calibration, promotions, and manager coaching.

CONTEXT

I need to analyze our data and operating context around Promotion Packet Review so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Promotion Packet Review.

INPUTS

- Current performance process / policy: [PASTE DETAILS]
- Sample goals, feedback, or review comments: [PASTE EXAMPLES]
- Promotion criteria or talent review notes: [PASTE MATERIALS]
- Manager pain points / calibration issues: [PASTE NOTES]
- Business goals and role expectations: [PASTE CONTEXT]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]
- Target roles / levels in scope: [PASTE LEVELS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Clarity of expectations, goals, and standards
2. Fairness, calibration, and bias reduction
3. Manager behavior, coaching quality, and employee growth
4. What evidence should drive decisions and follow-through

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Promotion Packet Review]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 133 - Performance Improvement Plan

HRBP | Performance, calibration & promotions (Prompts 121-150)

ROLE

You are a senior HR business partner with expertise in performance management, calibration, promotions, and manager coaching.

CONTEXT

I need to create the Performance Improvement Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Performance Improvement Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current performance process / policy: [PASTE DETAILS]
- Sample goals, feedback, or review comments: [PASTE EXAMPLES]
- Promotion criteria or talent review notes: [PASTE MATERIALS]
- Manager pain points / calibration issues: [PASTE NOTES]
- Business goals and role expectations: [PASTE CONTEXT]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]
- Target roles / levels in scope: [PASTE LEVELS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Clarity of expectations, goals, and standards
2. Fairness, calibration, and bias reduction
3. Manager behavior, coaching quality, and employee growth
4. What evidence should drive decisions and follow-through

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Performance Improvement Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 134 - Underperformance Root Cause Analysis

HRBP | Performance, calibration & promotions (Prompts 121-150)

ROLE

You are a senior HR business partner with expertise in performance management, calibration, promotions, and manager coaching.

CONTEXT

I need to analyze our data and operating context around Underperformance Root Cause Analysis so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Underperformance Root Cause Analysis.

INPUTS

- Current performance process / policy: [PASTE DETAILS]
- Sample goals, feedback, or review comments: [PASTE EXAMPLES]
- Promotion criteria or talent review notes: [PASTE MATERIALS]
- Manager pain points / calibration issues: [PASTE NOTES]
- Business goals and role expectations: [PASTE CONTEXT]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]
- Target roles / levels in scope: [PASTE LEVELS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Clarity of expectations, goals, and standards
2. Fairness, calibration, and bias reduction
3. Manager behavior, coaching quality, and employee growth
4. What evidence should drive decisions and follow-through

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Underperformance Root Cause Analysis]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 135 - High Performer Retention Plan

HRBP | Performance, calibration & promotions (Prompts 121-150)

ROLE

You are a senior HR business partner with expertise in performance management, calibration, promotions, and manager coaching.

CONTEXT

I need to create the High Performer Retention Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the High Performer Retention Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current performance process / policy: [PASTE DETAILS]
- Sample goals, feedback, or review comments: [PASTE EXAMPLES]
- Promotion criteria or talent review notes: [PASTE MATERIALS]
- Manager pain points / calibration issues: [PASTE NOTES]
- Business goals and role expectations: [PASTE CONTEXT]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Clarity of expectations, goals, and standards
2. Fairness, calibration, and bias reduction
3. Manager behavior, coaching quality, and employee growth
4. What evidence should drive decisions and follow-through

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed High Performer Retention Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 136 - Recognition and Reward Recommendations

HRBP | Performance, calibration & promotions (Prompts 121-150)

ROLE

You are a senior HR business partner with expertise in performance management, calibration, promotions, and manager coaching.

CONTEXT

I need to create the Recognition and Reward Recommendations so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Recognition and Reward Recommendations with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current performance process / policy: [PASTE DETAILS]
- Sample goals, feedback, or review comments: [PASTE EXAMPLES]
- Promotion criteria or talent review notes: [PASTE MATERIALS]
- Manager pain points / calibration issues: [PASTE NOTES]
- Business goals and role expectations: [PASTE CONTEXT]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Clarity of expectations, goals, and standards
2. Fairness, calibration, and bias reduction
3. Manager behavior, coaching quality, and employee growth
4. What evidence should drive decisions and follow-through

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Recognition and Reward Recommendations with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 137 - Talent Review Summary

HRBP | Performance, calibration & promotions (Prompts 121-150) | [Quick Pick](#)

ROLE

You are a senior HR business partner with expertise in performance management, calibration, promotions, and manager coaching.

CONTEXT

I need a concise Talent Review Summary so leaders can quickly assess talent themes, risks, and decisions without wading through raw notes.

TASK

Use the provided inputs to draft the Talent Review Summary, highlighting talent themes, risks, succession concerns, and recommended actions.

INPUTS

- Current performance process / policy: [PASTE DETAILS]
- Sample goals, feedback, or review comments: [PASTE EXAMPLES]
- Promotion criteria or talent review notes: [PASTE MATERIALS]
- Manager pain points / calibration issues: [PASTE NOTES]
- Business goals and role expectations: [PASTE CONTEXT]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]

- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Clarity of expectations, goals, and standards
2. Fairness, calibration, and bias reduction
3. Manager behavior, coaching quality, and employee growth
4. What evidence should drive decisions and follow-through

OUTPUT FORMAT

Provide:

Final Talent Review Summary

- [Provide the full Talent Review Summary with key themes, notable talent moves, and priority actions]

Key Risks and Decisions

- [Highlight succession gaps, retention risks, promotion decisions, and unresolved questions]

Follow-Up Actions

- [Recommend next steps, owners, and timing]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 138 - 9-Box Discussion Guide

HRBP | Performance, calibration & promotions (Prompts 121-150)

ROLE

You are a senior HR business partner with expertise in performance management, calibration, promotions, and manager coaching.

CONTEXT

I need to create or refine the 9-Box Discussion Guide so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable 9-Box Discussion Guide that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Current performance process / policy: [PASTE DETAILS]
- Sample goals, feedback, or review comments: [PASTE EXAMPLES]
- Promotion criteria or talent review notes: [PASTE MATERIALS]
- Manager pain points / calibration issues: [PASTE NOTES]
- Business goals and role expectations: [PASTE CONTEXT]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Clarity of expectations, goals, and standards
2. Fairness, calibration, and bias reduction
3. Manager behavior, coaching quality, and employee growth

4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the 9-Box Discussion Guide in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 139 - Team Performance Dashboard

HRBP | Performance, calibration & promotions (Prompts 121-150)

ROLE

You are a senior HR business partner with expertise in performance management, calibration, promotions, and manager coaching.

CONTEXT

I need to build the Team Performance Dashboard so leaders can see the right signals quickly and make better people decisions.

TASK

Design the Team Performance Dashboard with the right metrics, definitions, cuts, thresholds, and action prompts for decision-makers.

INPUTS

- Current performance process / policy: [PASTE DETAILS]
- Sample goals, feedback, or review comments: [PASTE EXAMPLES]
- Promotion criteria or talent review notes: [PASTE MATERIALS]
- Manager pain points / calibration issues: [PASTE NOTES]
- Business goals and role expectations: [PASTE CONTEXT]
- Timeframe and comparison periods: [PASTE RANGE]
- Available fields / systems / data definitions: [PASTE DETAILS]
- Leaders or teams who will use the dashboard: [PASTE AUDIENCE]
- Target roles / levels in scope: [PASTE LEVELS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Choose metrics that drive decisions, not vanity reporting
2. Define each metric clearly, including numerator, denominator, and source
3. Include segmentation, trends, and thresholds that prompt action
4. Call out data quality limits and missing context

OUTPUT FORMAT

Provide:

Metrics to Include

- [List each metric, definition, source, and reason it matters]

Dashboard Structure

- [Recommend tabs, filters, cuts, and visual hierarchy]

Decision Triggers and Next Steps

- [What leaders should do when metrics move]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 140 - Manager Coaching Plan

HRBP | Performance, calibration & promotions (Prompts 121-150)

ROLE

You are a senior HR business partner with expertise in performance management, calibration, promotions, and manager coaching.

CONTEXT

I need to create the Manager Coaching Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Manager Coaching Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current performance process / policy: [PASTE DETAILS]
- Sample goals, feedback, or review comments: [PASTE EXAMPLES]
- Promotion criteria or talent review notes: [PASTE MATERIALS]
- Manager pain points / calibration issues: [PASTE NOTES]
- Business goals and role expectations: [PASTE CONTEXT]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Clarity of expectations, goals, and standards
2. Fairness, calibration, and bias reduction
3. Manager behavior, coaching quality, and employee growth
4. What evidence should drive decisions and follow-through

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Manager Coaching Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 141 - Skip-Level Feedback Analysis

HRBP | Performance, calibration & promotions (Prompts 121-150)

ROLE

You are a senior HR business partner with expertise in performance management, calibration, promotions, and manager coaching.

CONTEXT

I need to analyze our data and operating context around Skip-Level Feedback Analysis so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Skip-Level Feedback Analysis.

INPUTS

- Current performance process / policy: [PASTE DETAILS]
- Sample goals, feedback, or review comments: [PASTE EXAMPLES]
- Promotion criteria or talent review notes: [PASTE MATERIALS]
- Manager pain points / calibration issues: [PASTE NOTES]
- Business goals and role expectations: [PASTE CONTEXT]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Clarity of expectations, goals, and standards
2. Fairness, calibration, and bias reduction
3. Manager behavior, coaching quality, and employee growth
4. What evidence should drive decisions and follow-through

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Skip-Level Feedback Analysis]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 142 - Goal Alignment Audit

HRBP | Performance, calibration & promotions (Prompts 121-150)

ROLE

You are a senior HR business partner with expertise in performance management, calibration, promotions, and manager coaching.

CONTEXT

I need to analyze our data and operating context around Goal Alignment Audit so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Goal Alignment Audit.

INPUTS

- Current performance process / policy: [PASTE DETAILS]
- Sample goals, feedback, or review comments: [PASTE EXAMPLES]
- Promotion criteria or talent review notes: [PASTE MATERIALS]
- Manager pain points / calibration issues: [PASTE NOTES]
- Business goals and role expectations: [PASTE CONTEXT]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Clarity of expectations, goals, and standards
2. Fairness, calibration, and bias reduction
3. Manager behavior, coaching quality, and employee growth
4. What evidence should drive decisions and follow-through

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Goal Alignment Audit]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 143 - Bias Check for Performance Reviews

HRBP | Performance, calibration & promotions (Prompts 121-150)

ROLE

You are a senior HR business partner with expertise in performance management, calibration, promotions, and manager coaching.

CONTEXT

I need to analyze our data and operating context around Bias Check for Performance Reviews so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Bias Check for Performance Reviews.

INPUTS

- Current performance process / policy: [PASTE DETAILS]
- Sample goals, feedback, or review comments: [PASTE EXAMPLES]
- Promotion criteria or talent review notes: [PASTE MATERIALS]
- Manager pain points / calibration issues: [PASTE NOTES]
- Business goals and role expectations: [PASTE CONTEXT]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]
- Target roles / levels in scope: [PASTE LEVELS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Clarity of expectations, goals, and standards
2. Fairness, calibration, and bias reduction
3. Manager behavior, coaching quality, and employee growth
4. What evidence should drive decisions and follow-through

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Bias Check for Performance Reviews]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 144 - Career Conversation Guide

HRBP | Performance, calibration & promotions (Prompts 121-150)

ROLE

You are a senior HR business partner with expertise in performance management, calibration, promotions, and manager coaching.

CONTEXT

I need to create or refine the Career Conversation Guide so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Career Conversation Guide that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Current performance process / policy: [PASTE DETAILS]
- Sample goals, feedback, or review comments: [PASTE EXAMPLES]
- Promotion criteria or talent review notes: [PASTE MATERIALS]
- Manager pain points / calibration issues: [PASTE NOTES]
- Business goals and role expectations: [PASTE CONTEXT]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Clarity of expectations, goals, and standards
2. Fairness, calibration, and bias reduction
3. Manager behavior, coaching quality, and employee growth
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Career Conversation Guide in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 145 - Succession Readiness Review

HRBP | Performance, calibration & promotions (Prompts 121-150)

ROLE

You are a senior HR business partner with expertise in performance management, calibration, promotions, and manager coaching.

CONTEXT

I need to analyze our data and operating context around Succession Readiness Review so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Succession Readiness Review.

INPUTS

- Current performance process / policy: [PASTE DETAILS]
- Sample goals, feedback, or review comments: [PASTE EXAMPLES]
- Promotion criteria or talent review notes: [PASTE MATERIALS]
- Manager pain points / calibration issues: [PASTE NOTES]
- Business goals and role expectations: [PASTE CONTEXT]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Clarity of expectations, goals, and standards
2. Fairness, calibration, and bias reduction
3. Manager behavior, coaching quality, and employee growth
4. What evidence should drive decisions and follow-through

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Succession Readiness Review]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 146 - Internal Promotion Communication

HRBP | Performance, calibration & promotions (Prompts 121-150)

ROLE

You are a senior HR business partner with expertise in performance management, calibration, promotions, and manager coaching.

CONTEXT

I need help drafting the Internal Promotion Communication so it is clear, credible, and appropriate for the intended audience.

TASK

Use the provided inputs to draft the Internal Promotion Communication and tailor it to the right audience, tone, risks, and follow-up questions.

INPUTS

- Current performance process / policy: [PASTE DETAILS]
- Sample goals, feedback, or review comments: [PASTE EXAMPLES]
- Promotion criteria or talent review notes: [PASTE MATERIALS]
- Manager pain points / calibration issues: [PASTE NOTES]
- Business goals and role expectations: [PASTE CONTEXT]
- Primary audience: [WHO THIS IS FOR]
- Key message / decision / change: [PASTE CORE MESSAGE]
- Sensitive questions or objections to address: [PASTE RISKS OR FAQs]
- Target roles / levels in scope: [PASTE LEVELS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What the audience most needs to know, feel, and do next
2. Tone, clarity, and trust-building language
3. Likely questions, resistance points, and misunderstandings
4. How the message should vary for employees, managers, and leaders

OUTPUT FORMAT

Provide:

Final Draft

- [Provide the full Internal Promotion Communication]

Audience Variations

- [Adjustments for employees, managers, leaders, or candidates]

Talking Points and Anticipated Questions

- [Key points, objections, and suggested responses]

Take a deep breath and write with empathy, clarity, and credibility. Avoid jargon and vague reassurance.

Prompt 147 - Development Feedback Examples

HRBP | Performance, calibration & promotions (Prompts 121-150)

ROLE

You are a senior HR business partner with expertise in performance management, calibration, promotions, and manager coaching.

CONTEXT

I need to create the Development Feedback Examples so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Development Feedback Examples with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current performance process / policy: [PASTE DETAILS]
- Sample goals, feedback, or review comments: [PASTE EXAMPLES]
- Promotion criteria or talent review notes: [PASTE MATERIALS]
- Manager pain points / calibration issues: [PASTE NOTES]
- Business goals and role expectations: [PASTE CONTEXT]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Clarity of expectations, goals, and standards
2. Fairness, calibration, and bias reduction
3. Manager behavior, coaching quality, and employee growth
4. What evidence should drive decisions and follow-through

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Development Feedback Examples with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 148 - Quarterly Check-In Template

HRBP | Performance, calibration & promotions (Prompts 121-150)

ROLE

You are a senior HR business partner with expertise in performance management, calibration, promotions, and manager coaching.

CONTEXT

I need to create or refine the Quarterly Check-In Template so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Quarterly Check-In Template that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Current performance process / policy: [PASTE DETAILS]
- Sample goals, feedback, or review comments: [PASTE EXAMPLES]
- Promotion criteria or talent review notes: [PASTE MATERIALS]
- Manager pain points / calibration issues: [PASTE NOTES]
- Business goals and role expectations: [PASTE CONTEXT]

- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Clarity of expectations, goals, and standards
2. Fairness, calibration, and bias reduction
3. Manager behavior, coaching quality, and employee growth
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Quarterly Check-In Template in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 149 - Performance Process Redesign

HRBP | Performance, calibration & promotions (Prompts 121-150) | [Quick Pick](#)

ROLE

You are a senior HR business partner with expertise in performance management, calibration, promotions, and manager coaching.

CONTEXT

I need to create the Performance Process Redesign so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Performance Process Redesign with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current performance process / policy: [PASTE DETAILS]
- Sample goals, feedback, or review comments: [PASTE EXAMPLES]
- Promotion criteria or talent review notes: [PASTE MATERIALS]
- Manager pain points / calibration issues: [PASTE NOTES]
- Business goals and role expectations: [PASTE CONTEXT]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]
- Target roles / levels in scope: [PASTE LEVELS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Clarity of expectations, goals, and standards
2. Fairness, calibration, and bias reduction
3. Manager behavior, coaching quality, and employee growth
4. What evidence should drive decisions and follow-through

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Performance Process Redesign with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 150 - Manager Enablement Toolkit

HRBP | Performance, calibration & promotions (Prompts 121-150) | [Quick Pick](#)

ROLE

You are a senior HR business partner with expertise in performance management, calibration, promotions, and manager coaching.

CONTEXT

I need to create the Manager Enablement Toolkit so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Manager Enablement Toolkit with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current performance process / policy: [PASTE DETAILS]
- Sample goals, feedback, or review comments: [PASTE EXAMPLES]
- Promotion criteria or talent review notes: [PASTE MATERIALS]
- Manager pain points / calibration issues: [PASTE NOTES]
- Business goals and role expectations: [PASTE CONTEXT]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Clarity of expectations, goals, and standards
2. Fairness, calibration, and bias reduction
3. Manager behavior, coaching quality, and employee growth
4. What evidence should drive decisions and follow-through

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Manager Enablement Toolkit with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

APPENDIX SECTION

Learning & Talent Development

L&D; talent development, leadership development, and career growth owners.

<h2 style="font-size: 2em; margin: 0;">30</h2> <p>PROMPTS Prompts in this role section.</p>	<h2 style="font-size: 2em; margin: 0;">8</h2> <p>QUICK PICKS Fast-start prompts worth trying first.</p>	<p>Start with</p> <ul style="list-style-type: none"> • L&D Strategy • Training Needs Analysis • Learning Path for New Managers
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LEARNING, LEADERSHIP & CAREER DEVELOPMENT (PROMPTS 151-180)

Prompt 151 - L&D; Strategy

Learning & Talent Development | Learning, leadership & career development (Prompts 151-180) | [Quick Pick](#)

ROLE

You are a senior learning and talent development leader with expertise in leadership development, capability building, and career growth frameworks.

CONTEXT

I need to create the L&D Strategy so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the L&D Strategy with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current learning programs / catalog: [PASTE DETAILS]
- Capability gaps or development priorities: [PASTE NOTES]
- Target audience / roles / levels: [PASTE DETAILS]
- Budget, format, and timing constraints: [PASTE DETAILS]
- Feedback, completion, or impact data: [PASTE DATA]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Capabilities that matter most for business performance
2. Audience needs by role, level, and career stage
3. What learning methods best support behavior change
4. How to measure participation, transfer, and business impact

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed L&D Strategy with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 152 - Training Needs Analysis

Learning & Talent Development | Learning, leadership & career development (Prompts 151-180) | [Quick Pick](#)

ROLE

You are a senior learning and talent development leader with expertise in leadership development, capability building, and career growth frameworks.

CONTEXT

I need to analyze our data and operating context around Training Needs Analysis so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Training Needs Analysis.

INPUTS

- Current learning programs / catalog: [PASTE DETAILS]
- Capability gaps or development priorities: [PASTE NOTES]
- Target audience / roles / levels: [PASTE DETAILS]
- Budget, format, and timing constraints: [PASTE DETAILS]
- Feedback, completion, or impact data: [PASTE DATA]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Capabilities that matter most for business performance
2. Audience needs by role, level, and career stage
3. What learning methods best support behavior change
4. How to measure participation, transfer, and business impact

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Training Needs Analysis]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 153 - Learning Path for New Managers

Learning & Talent Development | Learning, leadership & career development (Prompts 151-180) | [Quick Pick](#)

ROLE

You are a senior learning and talent development leader with expertise in leadership development, capability building, and career growth frameworks.

CONTEXT

I need to create the Learning Path for New Managers so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Learning Path for New Managers with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current learning programs / catalog: [PASTE DETAILS]
- Capability gaps or development priorities: [PASTE NOTES]
- Target audience / roles / levels: [PASTE DETAILS]
- Budget, format, and timing constraints: [PASTE DETAILS]
- Feedback, completion, or impact data: [PASTE DATA]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Capabilities that matter most for business performance
2. Audience needs by role, level, and career stage
3. What learning methods best support behavior change
4. How to measure participation, transfer, and business impact

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Learning Path for New Managers with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 154 - Leadership Development Curriculum

Learning & Talent Development | Learning, leadership & career development (Prompts 151-180)

ROLE

You are a senior learning and talent development leader with expertise in leadership development, capability building, and career growth frameworks.

CONTEXT

I need to create the Leadership Development Curriculum so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Leadership Development Curriculum with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current learning programs / catalog: [PASTE DETAILS]
- Capability gaps or development priorities: [PASTE NOTES]
- Target audience / roles / levels: [PASTE DETAILS]
- Budget, format, and timing constraints: [PASTE DETAILS]

- Feedback, completion, or impact data: [PASTE DATA]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Capabilities that matter most for business performance
2. Audience needs by role, level, and career stage
3. What learning methods best support behavior change
4. How to measure participation, transfer, and business impact

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Leadership Development Curriculum with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 155 - Frontline Manager Bootcamp

Learning & Talent Development | Learning, leadership & career development (Prompts 151-180)

ROLE

You are a senior learning and talent development leader with expertise in leadership development, capability building, and career growth frameworks.

CONTEXT

I need to create the Frontline Manager Bootcamp so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Frontline Manager Bootcamp with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current learning programs / catalog: [PASTE DETAILS]
- Capability gaps or development priorities: [PASTE NOTES]
- Target audience / roles / levels: [PASTE DETAILS]
- Budget, format, and timing constraints: [PASTE DETAILS]
- Feedback, completion, or impact data: [PASTE DATA]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Capabilities that matter most for business performance
2. Audience needs by role, level, and career stage
3. What learning methods best support behavior change
4. How to measure participation, transfer, and business impact

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Frontline Manager Bootcamp with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 156 - High-Potential Program Design

Learning & Talent Development | Learning, leadership & career development (Prompts 151-180)

ROLE

You are a senior learning and talent development leader with expertise in leadership development, capability building, and career growth frameworks.

CONTEXT

I need to create the High-Potential Program Design so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the High-Potential Program Design with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current learning programs / catalog: [PASTE DETAILS]
- Capability gaps or development priorities: [PASTE NOTES]
- Target audience / roles / levels: [PASTE DETAILS]
- Budget, format, and timing constraints: [PASTE DETAILS]
- Feedback, completion, or impact data: [PASTE DATA]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Capabilities that matter most for business performance
2. Audience needs by role, level, and career stage
3. What learning methods best support behavior change
4. How to measure participation, transfer, and business impact

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed High-Potential Program Design with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 157 - Mentorship Program Design

Learning & Talent Development | Learning, leadership & career development (Prompts 151-180)

ROLE

You are a senior learning and talent development leader with expertise in leadership development, capability building, and career growth frameworks.

CONTEXT

I need to create the Mentorship Program Design so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Mentorship Program Design with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current learning programs / catalog: [PASTE DETAILS]
- Capability gaps or development priorities: [PASTE NOTES]
- Target audience / roles / levels: [PASTE DETAILS]
- Budget, format, and timing constraints: [PASTE DETAILS]
- Feedback, completion, or impact data: [PASTE DATA]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Capabilities that matter most for business performance
2. Audience needs by role, level, and career stage
3. What learning methods best support behavior change
4. How to measure participation, transfer, and business impact

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Mentorship Program Design with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 158 - Coaching Program Design

Learning & Talent Development | Learning, leadership & career development (Prompts 151-180)

ROLE

You are a senior learning and talent development leader with expertise in leadership development, capability building, and career growth frameworks.

CONTEXT

I need to create the Coaching Program Design so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Coaching Program Design with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current learning programs / catalog: [PASTE DETAILS]
- Capability gaps or development priorities: [PASTE NOTES]
- Target audience / roles / levels: [PASTE DETAILS]
- Budget, format, and timing constraints: [PASTE DETAILS]
- Feedback, completion, or impact data: [PASTE DATA]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Capabilities that matter most for business performance
2. Audience needs by role, level, and career stage
3. What learning methods best support behavior change
4. How to measure participation, transfer, and business impact

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Coaching Program Design with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 159 - Skill Academy Plan

Learning & Talent Development | Learning, leadership & career development (Prompts 151-180)

ROLE

You are a senior learning and talent development leader with expertise in leadership development, capability building, and career growth frameworks.

CONTEXT

I need to create the Skill Academy Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Skill Academy Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current learning programs / catalog: [PASTE DETAILS]
- Capability gaps or development priorities: [PASTE NOTES]
- Target audience / roles / levels: [PASTE DETAILS]
- Budget, format, and timing constraints: [PASTE DETAILS]
- Feedback, completion, or impact data: [PASTE DATA]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Capabilities that matter most for business performance
2. Audience needs by role, level, and career stage
3. What learning methods best support behavior change
4. How to measure participation, transfer, and business impact

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Skill Academy Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 160 - Technical Upskilling Roadmap

Learning & Talent Development | Learning, leadership & career development (Prompts 151-180) | [Quick Pick](#)

ROLE

You are a senior learning and talent development leader with expertise in leadership development, capability building, and career growth frameworks.

CONTEXT

I need to create the Technical Upskilling Roadmap so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Technical Upskilling Roadmap with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current learning programs / catalog: [PASTE DETAILS]
- Capability gaps or development priorities: [PASTE NOTES]
- Target audience / roles / levels: [PASTE DETAILS]
- Budget, format, and timing constraints: [PASTE DETAILS]
- Feedback, completion, or impact data: [PASTE DATA]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Capabilities that matter most for business performance
2. Audience needs by role, level, and career stage
3. What learning methods best support behavior change
4. How to measure participation, transfer, and business impact

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Technical Upskilling Roadmap with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 161 - Professional Skills Workshop Series

Learning & Talent Development | Learning, leadership & career development (Prompts 151-180)

ROLE

You are a senior learning and talent development leader with expertise in leadership development, capability building, and career growth frameworks.

CONTEXT

I need to create the Professional Skills Workshop Series so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Professional Skills Workshop Series with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current learning programs / catalog: [PASTE DETAILS]
- Capability gaps or development priorities: [PASTE NOTES]
- Target audience / roles / levels: [PASTE DETAILS]
- Budget, format, and timing constraints: [PASTE DETAILS]
- Feedback, completion, or impact data: [PASTE DATA]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Capabilities that matter most for business performance
2. Audience needs by role, level, and career stage
3. What learning methods best support behavior change
4. How to measure participation, transfer, and business impact

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Professional Skills Workshop Series with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 162 - Career Path Framework

Learning & Talent Development | Learning, leadership & career development (Prompts 151-180)

ROLE

You are a senior learning and talent development leader with expertise in leadership development, capability building, and career growth frameworks.

CONTEXT

I need to create or refine the Career Path Framework so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Career Path Framework that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Current learning programs / catalog: [PASTE DETAILS]
- Capability gaps or development priorities: [PASTE NOTES]
- Target audience / roles / levels: [PASTE DETAILS]
- Budget, format, and timing constraints: [PASTE DETAILS]
- Feedback, completion, or impact data: [PASTE DATA]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Capabilities that matter most for business performance
2. Audience needs by role, level, and career stage
3. What learning methods best support behavior change
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Career Path Framework in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 163 - Development Plan Template

Learning & Talent Development | Learning, leadership & career development (Prompts 151-180)

ROLE

You are a senior learning and talent development leader with expertise in leadership development, capability building, and career growth frameworks.

CONTEXT

I need to create or refine the Development Plan Template so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Development Plan Template that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Current learning programs / catalog: [PASTE DETAILS]
- Capability gaps or development priorities: [PASTE NOTES]
- Target audience / roles / levels: [PASTE DETAILS]
- Budget, format, and timing constraints: [PASTE DETAILS]
- Feedback, completion, or impact data: [PASTE DATA]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Capabilities that matter most for business performance
2. Audience needs by role, level, and career stage
3. What learning methods best support behavior change
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Development Plan Template in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 164 - Individual Learning Recommendation

Learning & Talent Development | Learning, leadership & career development (Prompts 151-180)

ROLE

You are a senior learning and talent development leader with expertise in leadership development, capability building, and career growth frameworks.

CONTEXT

I need to create the Individual Learning Recommendation so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Individual Learning Recommendation with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current learning programs / catalog: [PASTE DETAILS]
- Capability gaps or development priorities: [PASTE NOTES]
- Target audience / roles / levels: [PASTE DETAILS]
- Budget, format, and timing constraints: [PASTE DETAILS]
- Feedback, completion, or impact data: [PASTE DATA]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Capabilities that matter most for business performance
2. Audience needs by role, level, and career stage
3. What learning methods best support behavior change
4. How to measure participation, transfer, and business impact

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Individual Learning Recommendation with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 165 - Internal Mobility Learning Plan

Learning & Talent Development | Learning, leadership & career development (Prompts 151-180)

ROLE

You are a senior learning and talent development leader with expertise in leadership development, capability building, and career growth frameworks.

CONTEXT

I need to create the Internal Mobility Learning Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Internal Mobility Learning Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current learning programs / catalog: [PASTE DETAILS]
- Capability gaps or development priorities: [PASTE NOTES]
- Target audience / roles / levels: [PASTE DETAILS]
- Budget, format, and timing constraints: [PASTE DETAILS]

- Feedback, completion, or impact data: [PASTE DATA]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Capabilities that matter most for business performance
2. Audience needs by role, level, and career stage
3. What learning methods best support behavior change
4. How to measure participation, transfer, and business impact

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Internal Mobility Learning Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 166 - Knowledge Sharing Program

Learning & Talent Development | Learning, leadership & career development (Prompts 151-180)

ROLE

You are a senior learning and talent development leader with expertise in leadership development, capability building, and career growth frameworks.

CONTEXT

I need to create the Knowledge Sharing Program so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Knowledge Sharing Program with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current learning programs / catalog: [PASTE DETAILS]
- Capability gaps or development priorities: [PASTE NOTES]
- Target audience / roles / levels: [PASTE DETAILS]
- Budget, format, and timing constraints: [PASTE DETAILS]
- Feedback, completion, or impact data: [PASTE DATA]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Capabilities that matter most for business performance
2. Audience needs by role, level, and career stage
3. What learning methods best support behavior change
4. How to measure participation, transfer, and business impact

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Knowledge Sharing Program with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 167 - Learning Culture Strategy

Learning & Talent Development | Learning, leadership & career development (Prompts 151-180) | [Quick Pick](#)

ROLE

You are a senior learning and talent development leader with expertise in leadership development, capability building, and career growth frameworks.

CONTEXT

I need to create the Learning Culture Strategy so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Learning Culture Strategy with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current learning programs / catalog: [PASTE DETAILS]
- Capability gaps or development priorities: [PASTE NOTES]
- Target audience / roles / levels: [PASTE DETAILS]
- Budget, format, and timing constraints: [PASTE DETAILS]
- Feedback, completion, or impact data: [PASTE DATA]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Capabilities that matter most for business performance
2. Audience needs by role, level, and career stage
3. What learning methods best support behavior change
4. How to measure participation, transfer, and business impact

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Learning Culture Strategy with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 168 - Learning Impact Evaluation

Learning & Talent Development | Learning, leadership & career development (Prompts 151-180)

ROLE

You are a senior learning and talent development leader with expertise in leadership development, capability building, and career growth frameworks.

CONTEXT

I need to create the Learning Impact Evaluation so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Learning Impact Evaluation with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current learning programs / catalog: [PASTE DETAILS]
- Capability gaps or development priorities: [PASTE NOTES]
- Target audience / roles / levels: [PASTE DETAILS]
- Budget, format, and timing constraints: [PASTE DETAILS]
- Feedback, completion, or impact data: [PASTE DATA]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Capabilities that matter most for business performance
2. Audience needs by role, level, and career stage
3. What learning methods best support behavior change
4. How to measure participation, transfer, and business impact

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Learning Impact Evaluation with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 169 - Learning Dashboard

Learning & Talent Development | Learning, leadership & career development (Prompts 151-180)

ROLE

You are a senior learning and talent development leader with expertise in leadership development, capability building, and career growth frameworks.

CONTEXT

I need to build the Learning Dashboard so leaders can see the right signals quickly and make better people decisions.

TASK

Design the Learning Dashboard with the right metrics, definitions, cuts, thresholds, and action prompts for decision-makers.

INPUTS

- Current learning programs / catalog: [PASTE DETAILS]
- Capability gaps or development priorities: [PASTE NOTES]
- Target audience / roles / levels: [PASTE DETAILS]
- Budget, format, and timing constraints: [PASTE DETAILS]
- Feedback, completion, or impact data: [PASTE DATA]
- Timeframe and comparison periods: [PASTE RANGE]
- Available fields / systems / data definitions: [PASTE DETAILS]
- Leaders or teams who will use the dashboard: [PASTE AUDIENCE]
- Any existing dashboards or definitions to preserve: [PASTE DETAILS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Choose metrics that drive decisions, not vanity reporting
2. Define each metric clearly, including numerator, denominator, and source
3. Include segmentation, trends, and thresholds that prompt action
4. Call out data quality limits and missing context

OUTPUT FORMAT

Provide:

Metrics to Include

- [List each metric, definition, source, and reason it matters]

Dashboard Structure

- [Recommend tabs, filters, cuts, and visual hierarchy]

Decision Triggers and Next Steps

- [What leaders should do when metrics move]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 170 - Workshop Facilitation Guide

Learning & Talent Development | Learning, leadership & career development (Prompts 151-180)

ROLE

You are a senior learning and talent development leader with expertise in leadership development, capability building, and career growth frameworks.

CONTEXT

I need to create or refine the Workshop Facilitation Guide so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Workshop Facilitation Guide that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Current learning programs / catalog: [PASTE DETAILS]
- Capability gaps or development priorities: [PASTE NOTES]
- Target audience / roles / levels: [PASTE DETAILS]
- Budget, format, and timing constraints: [PASTE DETAILS]
- Feedback, completion, or impact data: [PASTE DATA]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Capabilities that matter most for business performance
2. Audience needs by role, level, and career stage
3. What learning methods best support behavior change
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Workshop Facilitation Guide in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 171 - Internal Speaker Series Plan

Learning & Talent Development | Learning, leadership & career development (Prompts 151-180)

ROLE

You are a senior learning and talent development leader with expertise in leadership development, capability building, and career growth frameworks.

CONTEXT

I need to create the Internal Speaker Series Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Internal Speaker Series Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current learning programs / catalog: [PASTE DETAILS]
- Capability gaps or development priorities: [PASTE NOTES]
- Target audience / roles / levels: [PASTE DETAILS]
- Budget, format, and timing constraints: [PASTE DETAILS]
- Feedback, completion, or impact data: [PASTE DATA]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Capabilities that matter most for business performance
2. Audience needs by role, level, and career stage
3. What learning methods best support behavior change
4. How to measure participation, transfer, and business impact

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Internal Speaker Series Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 172 - Shadowing Program Design

Learning & Talent Development | Learning, leadership & career development (Prompts 151-180)

ROLE

You are a senior learning and talent development leader with expertise in leadership development, capability building, and career growth frameworks.

CONTEXT

I need to create the Shadowing Program Design so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Shadowing Program Design with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current learning programs / catalog: [PASTE DETAILS]
- Capability gaps or development priorities: [PASTE NOTES]
- Target audience / roles / levels: [PASTE DETAILS]
- Budget, format, and timing constraints: [PASTE DETAILS]
- Feedback, completion, or impact data: [PASTE DATA]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Capabilities that matter most for business performance
2. Audience needs by role, level, and career stage
3. What learning methods best support behavior change
4. How to measure participation, transfer, and business impact

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Shadowing Program Design with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 173 - Certification Sponsorship Policy

Learning & Talent Development | Learning, leadership & career development (Prompts 151-180)

ROLE

You are a senior learning and talent development leader with expertise in leadership development, capability building, and career growth frameworks.

CONTEXT

I need to create or refine the Certification Sponsorship Policy so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Certification Sponsorship Policy that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Current learning programs / catalog: [PASTE DETAILS]
- Capability gaps or development priorities: [PASTE NOTES]
- Target audience / roles / levels: [PASTE DETAILS]
- Budget, format, and timing constraints: [PASTE DETAILS]
- Feedback, completion, or impact data: [PASTE DATA]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]
- Jurisdictions / legal requirements to consider: [PASTE DETAILS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Capabilities that matter most for business performance
2. Audience needs by role, level, and career stage
3. What learning methods best support behavior change
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Certification Sponsorship Policy in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 174 - Manager as Coach Toolkit

Learning & Talent Development | Learning, leadership & career development (Prompts 151-180) | [Quick Pick](#)

ROLE

You are a senior learning and talent development leader with expertise in leadership development, capability building, and career growth frameworks.

CONTEXT

I need to create the Manager as Coach Toolkit so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Manager as Coach Toolkit with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current learning programs / catalog: [PASTE DETAILS]
- Capability gaps or development priorities: [PASTE NOTES]
- Target audience / roles / levels: [PASTE DETAILS]
- Budget, format, and timing constraints: [PASTE DETAILS]
- Feedback, completion, or impact data: [PASTE DATA]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Capabilities that matter most for business performance
2. Audience needs by role, level, and career stage
3. What learning methods best support behavior change
4. How to measure participation, transfer, and business impact

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Manager as Coach Toolkit with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 175 - Executive Development Plan

Learning & Talent Development | Learning, leadership & career development (Prompts 151-180)

ROLE

You are a senior learning and talent development leader with expertise in leadership development, capability building, and career growth frameworks.

CONTEXT

I need to create the Executive Development Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Executive Development Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current learning programs / catalog: [PASTE DETAILS]
- Capability gaps or development priorities: [PASTE NOTES]
- Target audience / roles / levels: [PASTE DETAILS]
- Budget, format, and timing constraints: [PASTE DETAILS]
- Feedback, completion, or impact data: [PASTE DATA]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Capabilities that matter most for business performance
2. Audience needs by role, level, and career stage
3. What learning methods best support behavior change
4. How to measure participation, transfer, and business impact

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Executive Development Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 176 - Succession Development Plans

Learning & Talent Development | Learning, leadership & career development (Prompts 151-180)

ROLE

You are a senior learning and talent development leader with expertise in leadership development, capability building, and career growth frameworks.

CONTEXT

I need to create the Succession Development Plans so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Succession Development Plans with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current learning programs / catalog: [PASTE DETAILS]
- Capability gaps or development priorities: [PASTE NOTES]
- Target audience / roles / levels: [PASTE DETAILS]
- Budget, format, and timing constraints: [PASTE DETAILS]
- Feedback, completion, or impact data: [PASTE DATA]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Capabilities that matter most for business performance
2. Audience needs by role, level, and career stage
3. What learning methods best support behavior change
4. How to measure participation, transfer, and business impact

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Succession Development Plans with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 177 - Sales Manager Training Plan

Learning & Talent Development | Learning, leadership & career development (Prompts 151-180)

ROLE

You are a senior learning and talent development leader with expertise in leadership development, capability building, and career growth frameworks.

CONTEXT

I need to create the Sales Manager Training Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Sales Manager Training Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current learning programs / catalog: [PASTE DETAILS]
- Capability gaps or development priorities: [PASTE NOTES]
- Target audience / roles / levels: [PASTE DETAILS]
- Budget, format, and timing constraints: [PASTE DETAILS]
- Feedback, completion, or impact data: [PASTE DATA]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Capabilities that matter most for business performance
2. Audience needs by role, level, and career stage
3. What learning methods best support behavior change
4. How to measure participation, transfer, and business impact

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Sales Manager Training Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 178 - Inclusive Leadership Training

Learning & Talent Development | Learning, leadership & career development (Prompts 151-180) | [Quick Pick](#)

ROLE

You are a senior learning and talent development leader with expertise in leadership development, capability building, and career growth frameworks.

CONTEXT

I need to create the Inclusive Leadership Training so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Inclusive Leadership Training with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current learning programs / catalog: [PASTE DETAILS]
- Capability gaps or development priorities: [PASTE NOTES]
- Target audience / roles / levels: [PASTE DETAILS]
- Budget, format, and timing constraints: [PASTE DETAILS]
- Feedback, completion, or impact data: [PASTE DATA]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Capabilities that matter most for business performance
2. Audience needs by role, level, and career stage
3. What learning methods best support behavior change
4. How to measure participation, transfer, and business impact

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Inclusive Leadership Training with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 179 - Change Leadership Workshop

Learning & Talent Development | Learning, leadership & career development (Prompts 151-180)

ROLE

You are a senior learning and talent development leader with expertise in leadership development, capability building, and career growth frameworks.

CONTEXT

I need to create the Change Leadership Workshop so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Change Leadership Workshop with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current learning programs / catalog: [PASTE DETAILS]
- Capability gaps or development priorities: [PASTE NOTES]
- Target audience / roles / levels: [PASTE DETAILS]
- Budget, format, and timing constraints: [PASTE DETAILS]
- Feedback, completion, or impact data: [PASTE DATA]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Capabilities that matter most for business performance
2. Audience needs by role, level, and career stage
3. What learning methods best support behavior change
4. How to measure participation, transfer, and business impact

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Change Leadership Workshop with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 180 - Career Lattice Design

Learning & Talent Development | Learning, leadership & career development (Prompts 151-180) | [Quick Pick](#)

ROLE

You are a senior learning and talent development leader with expertise in leadership development, capability building, and career growth frameworks.

CONTEXT

I need to create the Career Lattice Design so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Career Lattice Design with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current learning programs / catalog: [PASTE DETAILS]
- Capability gaps or development priorities: [PASTE NOTES]
- Target audience / roles / levels: [PASTE DETAILS]
- Budget, format, and timing constraints: [PASTE DETAILS]
- Feedback, completion, or impact data: [PASTE DATA]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Capabilities that matter most for business performance
2. Audience needs by role, level, and career stage
3. What learning methods best support behavior change
4. How to measure participation, transfer, and business impact

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Career Lattice Design with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

APPENDIX SECTION

People Ops & Employee Experience

People Ops, employee experience, internal comms, and culture program owners.

<h2 style="font-size: 2em; margin: 0;">60</h2> <p>PROMPTS Prompts in this role section.</p>	<h2 style="font-size: 2em; margin: 0;">8</h2> <p>QUICK PICKS Fast-start prompts worth trying first.</p>	<p>Start with</p> <ul style="list-style-type: none"> • 30-60-90 Day Onboarding Plan • Manager Onboarding Checklist • New Hire FAQ
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ENGAGEMENT, CULTURE & INTERNAL COMMUNICATIONS (PROMPTS 181-210)

Prompt 181 - Engagement Survey Design

People Ops & Employee Experience | Engagement, culture & internal communications (Prompts 181-210) | [Quick Pick](#)

ROLE

You are a senior employee experience, internal communications, and culture leader with expertise in engagement strategy, listening programs, and change communication.

CONTEXT

I need a practical engagement survey design that measures what matters and leads to visible follow-through.

TASK

Create the engagement survey design, including core themes, question types, response scales, segmentation guidance, and follow-up planning.

INPUTS

- Engagement survey or pulse results: [PASTE DATA]
- Leadership notes / culture goals: [PASTE CONTEXT]
- Audience segments and employee concerns: [PASTE NOTES]
- Past communications / programs: [PASTE EXAMPLES]
- Timing, tone, and channel constraints: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]
- Preferred survey length / cadence / anonymity constraints: [PASTE DETAILS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What employees are saying, feeling, and needing most
2. Which culture behaviors should be reinforced or reset
3. Where managers and leaders need better messaging support
4. How to turn listening data into visible actions

OUTPUT FORMAT

Provide:

Survey Design

- [Recommend the structure, dimensions, response scales, and cadence for the Engagement Survey Design]

Draft Questions

- [Provide the full question set, including any open-text items and optional demographic cuts]

Rollout and Follow-Through Plan

- [Explain anonymity choices, communications, reporting views, and action-planning steps]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 182 - Pulse Survey Questions

People Ops & Employee Experience | Engagement, culture & internal communications (Prompts 181-210)

ROLE

You are a senior employee experience, internal communications, and culture leader with expertise in engagement strategy, listening programs, and change communication.

CONTEXT

I need a strong set of Pulse Survey Questions so I can gather useful, decision-ready information instead of generic responses.

TASK

Design a focused set of Pulse Survey Questions, including follow-up probes and guidance on how to use them effectively.

INPUTS

- Engagement survey or pulse results: [PASTE DATA]
- Leadership notes / culture goals: [PASTE CONTEXT]
- Audience segments and employee concerns: [PASTE NOTES]
- Past communications / programs: [PASTE EXAMPLES]
- Timing, tone, and channel constraints: [PASTE DETAILS]
- Audience or interviewee profile: [WHO WILL ANSWER]
- What decision this should inform: [PASTE DECISION]
- Topics to avoid or handle carefully: [PASTE NOTES]
- Preferred survey length / cadence / anonymity constraints: [PASTE DETAILS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Balance open-ended questions with targeted probes
2. Ask questions that uncover specifics, not vague sentiment
3. Sequence questions from easy/safe to more diagnostic
4. Avoid leading, biased, or legally risky phrasing

OUTPUT FORMAT

Provide:

Question Set

- [Provide the full pulse survey question set with concise wording, good sequencing, and optional follow-up probes]

Follow-Up Probes

- [Add probes that help the interviewer or facilitator go deeper]

Usage Guidance

- [Explain sequencing, tone, and how to interpret responses]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 183 - Survey Comment Analysis

People Ops & Employee Experience | Engagement, culture & internal communications (Prompts 181-210)

ROLE

You are a senior employee experience, internal communications, and culture leader with expertise in engagement strategy, listening programs, and change communication.

CONTEXT

I need to analyze our data and operating context around Survey Comment Analysis so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Survey Comment Analysis.

INPUTS

- Engagement survey or pulse results: [PASTE DATA]
- Leadership notes / culture goals: [PASTE CONTEXT]
- Audience segments and employee concerns: [PASTE NOTES]
- Past communications / programs: [PASTE EXAMPLES]
- Timing, tone, and channel constraints: [PASTE DETAILS]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]
- Preferred survey length / cadence / anonymity constraints: [PASTE DETAILS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What employees are saying, feeling, and needing most
2. Which culture behaviors should be reinforced or reset
3. Where managers and leaders need better messaging support
4. How to turn listening data into visible actions

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Survey Comment Analysis]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 184 - Recognition Program Design

People Ops & Employee Experience | Engagement, culture & internal communications (Prompts 181-210)

ROLE

You are a senior employee experience, internal communications, and culture leader with expertise in engagement strategy, listening programs, and change communication.

CONTEXT

I need to create the Recognition Program Design so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Recognition Program Design with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Engagement survey or pulse results: [PASTE DATA]
- Leadership notes / culture goals: [PASTE CONTEXT]
- Audience segments and employee concerns: [PASTE NOTES]
- Past communications / programs: [PASTE EXAMPLES]
- Timing, tone, and channel constraints: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What employees are saying, feeling, and needing most
2. Which culture behaviors should be reinforced or reset
3. Where managers and leaders need better messaging support
4. How to turn listening data into visible actions

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Recognition Program Design with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 185 - Appreciation Message Bank

People Ops & Employee Experience | Engagement, culture & internal communications (Prompts 181-210)

ROLE

You are a senior employee experience, internal communications, and culture leader with expertise in engagement strategy, listening programs, and change communication.

CONTEXT

I need help drafting the Appreciation Message Bank so it is clear, credible, and appropriate for the intended audience.

TASK

Use the provided inputs to draft the Appreciation Message Bank and tailor it to the right audience, tone, risks, and follow-up questions.

INPUTS

- Engagement survey or pulse results: [PASTE DATA]
- Leadership notes / culture goals: [PASTE CONTEXT]
- Audience segments and employee concerns: [PASTE NOTES]
- Past communications / programs: [PASTE EXAMPLES]
- Timing, tone, and channel constraints: [PASTE DETAILS]
- Primary audience: [WHO THIS IS FOR]
- Key message / decision / change: [PASTE CORE MESSAGE]
- Sensitive questions or objections to address: [PASTE RISKS OR FAQs]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What the audience most needs to know, feel, and do next
2. Tone, clarity, and trust-building language
3. Likely questions, resistance points, and misunderstandings
4. How the message should vary for employees, managers, and leaders

OUTPUT FORMAT

Provide:

Final Draft

- [Provide the full Appreciation Message Bank]

Audience Variations

- [Adjustments for employees, managers, leaders, or candidates]

Talking Points and Anticipated Questions

- [Key points, objections, and suggested responses]

Take a deep breath and write with empathy, clarity, and credibility. Avoid jargon and vague reassurance.

Prompt 186 - Team Building Plan

People Ops & Employee Experience | Engagement, culture & internal communications (Prompts 181-210)

ROLE

You are a senior employee experience, internal communications, and culture leader with expertise in engagement strategy, listening programs, and change communication.

CONTEXT

I need to create the Team Building Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Team Building Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Engagement survey or pulse results: [PASTE DATA]
- Leadership notes / culture goals: [PASTE CONTEXT]
- Audience segments and employee concerns: [PASTE NOTES]
- Past communications / programs: [PASTE EXAMPLES]
- Timing, tone, and channel constraints: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What employees are saying, feeling, and needing most
2. Which culture behaviors should be reinforced or reset
3. Where managers and leaders need better messaging support
4. How to turn listening data into visible actions

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Team Building Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 187 - Culture Values Refresh

People Ops & Employee Experience | Engagement, culture & internal communications (Prompts 181-210)

ROLE

You are a senior employee experience, internal communications, and culture leader with expertise in engagement strategy, listening programs, and change communication.

CONTEXT

I need to create the Culture Values Refresh so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Culture Values Refresh with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Engagement survey or pulse results: [PASTE DATA]
- Leadership notes / culture goals: [PASTE CONTEXT]
- Audience segments and employee concerns: [PASTE NOTES]
- Past communications / programs: [PASTE EXAMPLES]
- Timing, tone, and channel constraints: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What employees are saying, feeling, and needing most
2. Which culture behaviors should be reinforced or reset
3. Where managers and leaders need better messaging support
4. How to turn listening data into visible actions

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Culture Values Refresh with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 188 - Behavioral Values Guide

People Ops & Employee Experience | Engagement, culture & internal communications (Prompts 181-210) | [Quick Pick](#)

ROLE

You are a senior employee experience, internal communications, and culture leader with expertise in engagement strategy, listening programs, and change communication.

CONTEXT

I need to create or refine the Behavioral Values Guide so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Behavioral Values Guide that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Engagement survey or pulse results: [PASTE DATA]
- Leadership notes / culture goals: [PASTE CONTEXT]
- Audience segments and employee concerns: [PASTE NOTES]
- Past communications / programs: [PASTE EXAMPLES]
- Timing, tone, and channel constraints: [PASTE DETAILS]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What employees are saying, feeling, and needing most
2. Which culture behaviors should be reinforced or reset
3. Where managers and leaders need better messaging support
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Behavioral Values Guide in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 189 - Psychological Safety Plan

People Ops & Employee Experience | Engagement, culture & internal communications (Prompts 181-210)

ROLE

You are a senior employee experience, internal communications, and culture leader with expertise in engagement strategy, listening programs, and change communication.

CONTEXT

I need to create the Psychological Safety Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Psychological Safety Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Engagement survey or pulse results: [PASTE DATA]
- Leadership notes / culture goals: [PASTE CONTEXT]
- Audience segments and employee concerns: [PASTE NOTES]
- Past communications / programs: [PASTE EXAMPLES]
- Timing, tone, and channel constraints: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What employees are saying, feeling, and needing most
2. Which culture behaviors should be reinforced or reset
3. Where managers and leaders need better messaging support
4. How to turn listening data into visible actions

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Psychological Safety Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 190 - Hybrid Engagement Strategy

People Ops & Employee Experience | Engagement, culture & internal communications (Prompts 181-210)

ROLE

You are a senior employee experience, internal communications, and culture leader with expertise in engagement strategy, listening programs, and change communication.

CONTEXT

I need to create the Hybrid Engagement Strategy so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Hybrid Engagement Strategy with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Engagement survey or pulse results: [PASTE DATA]
- Leadership notes / culture goals: [PASTE CONTEXT]
- Audience segments and employee concerns: [PASTE NOTES]
- Past communications / programs: [PASTE EXAMPLES]
- Timing, tone, and channel constraints: [PASTE DETAILS]

- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What employees are saying, feeling, and needing most
2. Which culture behaviors should be reinforced or reset
3. Where managers and leaders need better messaging support
4. How to turn listening data into visible actions

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Hybrid Engagement Strategy with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 191 - Remote Connection Rituals

People Ops & Employee Experience | Engagement, culture & internal communications (Prompts 181-210)

ROLE

You are a senior employee experience, internal communications, and culture leader with expertise in engagement strategy, listening programs, and change communication.

CONTEXT

I need to create the Remote Connection Rituals so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Remote Connection Rituals with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Engagement survey or pulse results: [PASTE DATA]
- Leadership notes / culture goals: [PASTE CONTEXT]
- Audience segments and employee concerns: [PASTE NOTES]
- Past communications / programs: [PASTE EXAMPLES]
- Timing, tone, and channel constraints: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What employees are saying, feeling, and needing most
2. Which culture behaviors should be reinforced or reset
3. Where managers and leaders need better messaging support
4. How to turn listening data into visible actions

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Remote Connection Rituals with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 192 - Burnout Prevention Plan

People Ops & Employee Experience | Engagement, culture & internal communications (Prompts 181-210)

ROLE

You are a senior employee experience, internal communications, and culture leader with expertise in engagement strategy, listening programs, and change communication.

CONTEXT

I need to create the Burnout Prevention Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Burnout Prevention Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Engagement survey or pulse results: [PASTE DATA]
- Leadership notes / culture goals: [PASTE CONTEXT]
- Audience segments and employee concerns: [PASTE NOTES]
- Past communications / programs: [PASTE EXAMPLES]
- Timing, tone, and channel constraints: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What employees are saying, feeling, and needing most
2. Which culture behaviors should be reinforced or reset
3. Where managers and leaders need better messaging support
4. How to turn listening data into visible actions

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Burnout Prevention Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 193 - Wellbeing Program Refresh

People Ops & Employee Experience | Engagement, culture & internal communications (Prompts 181-210)

ROLE

You are a senior employee experience, internal communications, and culture leader with expertise in engagement strategy, listening programs, and change communication.

CONTEXT

I need to create the Wellbeing Program Refresh so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Wellbeing Program Refresh with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Engagement survey or pulse results: [PASTE DATA]
- Leadership notes / culture goals: [PASTE CONTEXT]
- Audience segments and employee concerns: [PASTE NOTES]
- Past communications / programs: [PASTE EXAMPLES]
- Timing, tone, and channel constraints: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What employees are saying, feeling, and needing most
2. Which culture behaviors should be reinforced or reset
3. Where managers and leaders need better messaging support
4. How to turn listening data into visible actions

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Wellbeing Program Refresh with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 194 - Manager Communication Toolkit

People Ops & Employee Experience | Engagement, culture & internal communications (Prompts 181-210)

ROLE

You are a senior employee experience, internal communications, and culture leader with expertise in engagement strategy, listening programs, and change communication.

CONTEXT

I need help drafting the Manager Communication Toolkit so it is clear, credible, and appropriate for the intended audience.

TASK

Use the provided inputs to draft the Manager Communication Toolkit and tailor it to the right audience, tone, risks, and follow-up questions.

INPUTS

- Engagement survey or pulse results: [PASTE DATA]
- Leadership notes / culture goals: [PASTE CONTEXT]
- Audience segments and employee concerns: [PASTE NOTES]
- Past communications / programs: [PASTE EXAMPLES]
- Timing, tone, and channel constraints: [PASTE DETAILS]
- Primary audience: [WHO THIS IS FOR]
- Key message / decision / change: [PASTE CORE MESSAGE]
- Sensitive questions or objections to address: [PASTE RISKS OR FAQs]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What the audience most needs to know, feel, and do next
2. Tone, clarity, and trust-building language
3. Likely questions, resistance points, and misunderstandings
4. How the message should vary for employees, managers, and leaders

OUTPUT FORMAT

Provide:

Final Draft

- [Provide the full Manager Communication Toolkit]

Audience Variations

- [Adjustments for employees, managers, leaders, or candidates]

Talking Points and Anticipated Questions

- [Key points, objections, and suggested responses]

Take a deep breath and write with empathy, clarity, and credibility. Avoid jargon and vague reassurance.

Prompt 195 - Town Hall Messaging

People Ops & Employee Experience | Engagement, culture & internal communications (Prompts 181-210)

ROLE

You are a senior employee experience, internal communications, and culture leader with expertise in engagement strategy, listening programs, and change communication.

CONTEXT

I need help drafting the Town Hall Messaging so it is clear, credible, and appropriate for the intended audience.

TASK

Use the provided inputs to draft the Town Hall Messaging and tailor it to the right audience, tone, risks, and follow-up questions.

INPUTS

- Engagement survey or pulse results: [PASTE DATA]
- Leadership notes / culture goals: [PASTE CONTEXT]
- Audience segments and employee concerns: [PASTE NOTES]
- Past communications / programs: [PASTE EXAMPLES]
- Timing, tone, and channel constraints: [PASTE DETAILS]
- Primary audience: [WHO THIS IS FOR]
- Key message / decision / change: [PASTE CORE MESSAGE]
- Sensitive questions or objections to address: [PASTE RISKS OR FAQS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What the audience most needs to know, feel, and do next
2. Tone, clarity, and trust-building language
3. Likely questions, resistance points, and misunderstandings
4. How the message should vary for employees, managers, and leaders

OUTPUT FORMAT

Provide:

Final Draft

- [Provide the full Town Hall Messaging]

Audience Variations

- [Adjustments for employees, managers, leaders, or candidates]

Talking Points and Anticipated Questions

- [Key points, objections, and suggested responses]

Take a deep breath and write with empathy, clarity, and credibility. Avoid jargon and vague reassurance.

Prompt 196 - Change Announcement Draft

People Ops & Employee Experience | Engagement, culture & internal communications (Prompts 181-210)

ROLE

You are a senior employee experience, internal communications, and culture leader with expertise in engagement strategy, listening programs, and change communication.

CONTEXT

I need a polished change announcement that is clear, credible, and appropriate for the intended audience.

TASK

Use the provided inputs to draft the change announcement and tailor it to the right audience, tone, risks, and follow-up questions.

INPUTS

- Engagement survey or pulse results: [PASTE DATA]
- Leadership notes / culture goals: [PASTE CONTEXT]
- Audience segments and employee concerns: [PASTE NOTES]
- Past communications / programs: [PASTE EXAMPLES]
- Timing, tone, and channel constraints: [PASTE DETAILS]
- Primary audience: [WHO THIS IS FOR]
- Key message / decision / change: [PASTE CORE MESSAGE]
- Sensitive questions or objections to address: [PASTE RISKS OR FAQS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]

- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What the audience most needs to know, feel, and do next
2. Tone, clarity, and trust-building language
3. Likely questions, resistance points, and misunderstandings
4. How the message should vary for employees, managers, and leaders

OUTPUT FORMAT

Provide:

Final Draft

- [Provide the full change announcement draft]

Audience Variations

- [Adjustments for employees, managers, leaders, or candidates]

Talking Points and Anticipated Questions

- [Key points, objections, and suggested responses]

Take a deep breath and write with empathy, clarity, and credibility. Avoid jargon and vague reassurance.

Prompt 197 - FAQ for Reorg Communication

People Ops & Employee Experience | Engagement, culture & internal communications (Prompts 181-210) | [Quick Pick](#)

ROLE

You are a senior employee experience, internal communications, and culture leader with expertise in engagement strategy, listening programs, and change communication.

CONTEXT

I need help drafting the FAQ for Reorg Communication so it is clear, credible, and appropriate for the intended audience.

TASK

Use the provided inputs to draft the FAQ for Reorg Communication and tailor it to the right audience, tone, risks, and follow-up questions.

INPUTS

- Engagement survey or pulse results: [PASTE DATA]
- Leadership notes / culture goals: [PASTE CONTEXT]
- Audience segments and employee concerns: [PASTE NOTES]
- Past communications / programs: [PASTE EXAMPLES]
- Timing, tone, and channel constraints: [PASTE DETAILS]
- Primary audience: [WHO THIS IS FOR]
- Key message / decision / change: [PASTE CORE MESSAGE]
- Sensitive questions or objections to address: [PASTE RISKS OR FAQs]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What the audience most needs to know, feel, and do next
2. Tone, clarity, and trust-building language
3. Likely questions, resistance points, and misunderstandings
4. How the message should vary for employees, managers, and leaders

OUTPUT FORMAT

Provide:

Final Draft

- [Provide the full FAQ for Reorg Communication]

Audience Variations

- [Adjustments for employees, managers, leaders, or candidates]

Talking Points and Anticipated Questions

- [Key points, objections, and suggested responses]

Take a deep breath and write with empathy, clarity, and credibility. Avoid jargon and vague reassurance.

Prompt 198 - Employee Listening Strategy

People Ops & Employee Experience | Engagement, culture & internal communications (Prompts 181-210)

ROLE

You are a senior employee experience, internal communications, and culture leader with expertise in engagement strategy, listening programs, and change communication.

CONTEXT

I need to create the Employee Listening Strategy so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Employee Listening Strategy with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Engagement survey or pulse results: [PASTE DATA]
- Leadership notes / culture goals: [PASTE CONTEXT]
- Audience segments and employee concerns: [PASTE NOTES]
- Past communications / programs: [PASTE EXAMPLES]
- Timing, tone, and channel constraints: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What employees are saying, feeling, and needing most
2. Which culture behaviors should be reinforced or reset
3. Where managers and leaders need better messaging support
4. How to turn listening data into visible actions

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Employee Listening Strategy with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 199 - ERG Support Plan

People Ops & Employee Experience | Engagement, culture & internal communications (Prompts 181-210)

ROLE

You are a senior employee experience, internal communications, and culture leader with expertise in engagement strategy, listening programs, and change communication.

CONTEXT

I need to create the ERG Support Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the ERG Support Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Engagement survey or pulse results: [PASTE DATA]
- Leadership notes / culture goals: [PASTE CONTEXT]
- Audience segments and employee concerns: [PASTE NOTES]
- Past communications / programs: [PASTE EXAMPLES]
- Timing, tone, and channel constraints: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What employees are saying, feeling, and needing most
2. Which culture behaviors should be reinforced or reset
3. Where managers and leaders need better messaging support
4. How to turn listening data into visible actions

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed ERG Support Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 200 - Belonging Initiatives

People Ops & Employee Experience | Engagement, culture & internal communications (Prompts 181-210)

ROLE

You are a senior employee experience, internal communications, and culture leader with expertise in engagement strategy, listening programs, and change communication.

CONTEXT

I need to create the Belonging Initiatives so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Belonging Initiatives with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Engagement survey or pulse results: [PASTE DATA]
- Leadership notes / culture goals: [PASTE CONTEXT]
- Audience segments and employee concerns: [PASTE NOTES]
- Past communications / programs: [PASTE EXAMPLES]
- Timing, tone, and channel constraints: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What employees are saying, feeling, and needing most
2. Which culture behaviors should be reinforced or reset
3. Where managers and leaders need better messaging support
4. How to turn listening data into visible actions

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Belonging Initiatives with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 201 - Internal Newsletter Draft

People Ops & Employee Experience | Engagement, culture & internal communications (Prompts 181-210)

ROLE

You are a senior employee experience, internal communications, and culture leader with expertise in engagement strategy, listening programs, and change communication.

CONTEXT

I need a polished internal newsletter that is clear, credible, and appropriate for the intended audience.

TASK

Use the provided inputs to draft the internal newsletter and tailor it to the right audience, tone, risks, and follow-up questions.

INPUTS

- Engagement survey or pulse results: [PASTE DATA]
- Leadership notes / culture goals: [PASTE CONTEXT]
- Audience segments and employee concerns: [PASTE NOTES]
- Past communications / programs: [PASTE EXAMPLES]
- Timing, tone, and channel constraints: [PASTE DETAILS]
- Primary audience: [WHO THIS IS FOR]
- Key message / decision / change: [PASTE CORE MESSAGE]
- Sensitive questions or objections to address: [PASTE RISKS OR FAQs]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What the audience most needs to know, feel, and do next
2. Tone, clarity, and trust-building language
3. Likely questions, resistance points, and misunderstandings
4. How the message should vary for employees, managers, and leaders

OUTPUT FORMAT

Provide:

Final Draft

- [Provide the full internal newsletter draft]

Audience Variations

- [Adjustments for employees, managers, leaders, or candidates]

Talking Points and Anticipated Questions

- [Key points, objections, and suggested responses]

Take a deep breath and write with empathy, clarity, and credibility. Avoid jargon and vague reassurance.

Prompt 202 - Storytelling Campaign for Culture

People Ops & Employee Experience | Engagement, culture & internal communications (Prompts 181-210)

ROLE

You are a senior employee experience, internal communications, and culture leader with expertise in engagement strategy, listening programs, and change communication.

CONTEXT

I need to create the Storytelling Campaign for Culture so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Storytelling Campaign for Culture with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Engagement survey or pulse results: [PASTE DATA]
- Leadership notes / culture goals: [PASTE CONTEXT]
- Audience segments and employee concerns: [PASTE NOTES]
- Past communications / programs: [PASTE EXAMPLES]
- Timing, tone, and channel constraints: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What employees are saying, feeling, and needing most
2. Which culture behaviors should be reinforced or reset
3. Where managers and leaders need better messaging support
4. How to turn listening data into visible actions

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Storytelling Campaign for Culture with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 203 - Employee Advocacy Program

People Ops & Employee Experience | Engagement, culture & internal communications (Prompts 181-210)

ROLE

You are a senior employee experience, internal communications, and culture leader with expertise in engagement strategy, listening programs, and change communication.

CONTEXT

I need to create the Employee Advocacy Program so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Employee Advocacy Program with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Engagement survey or pulse results: [PASTE DATA]
- Leadership notes / culture goals: [PASTE CONTEXT]
- Audience segments and employee concerns: [PASTE NOTES]
- Past communications / programs: [PASTE EXAMPLES]
- Timing, tone, and channel constraints: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What employees are saying, feeling, and needing most
2. Which culture behaviors should be reinforced or reset
3. Where managers and leaders need better messaging support
4. How to turn listening data into visible actions

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Employee Advocacy Program with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 204 - Leadership Transparency Plan

People Ops & Employee Experience | Engagement, culture & internal communications (Prompts 181-210)

ROLE

You are a senior employee experience, internal communications, and culture leader with expertise in engagement strategy, listening programs, and change communication.

CONTEXT

I need to create the Leadership Transparency Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Leadership Transparency Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Engagement survey or pulse results: [PASTE DATA]
- Leadership notes / culture goals: [PASTE CONTEXT]
- Audience segments and employee concerns: [PASTE NOTES]
- Past communications / programs: [PASTE EXAMPLES]
- Timing, tone, and channel constraints: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What employees are saying, feeling, and needing most
2. Which culture behaviors should be reinforced or reset
3. Where managers and leaders need better messaging support
4. How to turn listening data into visible actions

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Leadership Transparency Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 205 - Team Norms Workshop

People Ops & Employee Experience | Engagement, culture & internal communications (Prompts 181-210)

ROLE

You are a senior employee experience, internal communications, and culture leader with expertise in engagement strategy, listening programs, and change communication.

CONTEXT

I need to create the Team Norms Workshop so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Team Norms Workshop with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Engagement survey or pulse results: [PASTE DATA]
- Leadership notes / culture goals: [PASTE CONTEXT]
- Audience segments and employee concerns: [PASTE NOTES]
- Past communications / programs: [PASTE EXAMPLES]
- Timing, tone, and channel constraints: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What employees are saying, feeling, and needing most
2. Which culture behaviors should be reinforced or reset
3. Where managers and leaders need better messaging support
4. How to turn listening data into visible actions

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Team Norms Workshop with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 206 - Meeting Culture Reset

People Ops & Employee Experience | Engagement, culture & internal communications (Prompts 181-210)

ROLE

You are a senior employee experience, internal communications, and culture leader with expertise in engagement strategy, listening programs, and change communication.

CONTEXT

I need to create the Meeting Culture Reset so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Meeting Culture Reset with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Engagement survey or pulse results: [PASTE DATA]
- Leadership notes / culture goals: [PASTE CONTEXT]
- Audience segments and employee concerns: [PASTE NOTES]
- Past communications / programs: [PASTE EXAMPLES]
- Timing, tone, and channel constraints: [PASTE DETAILS]

- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What employees are saying, feeling, and needing most
2. Which culture behaviors should be reinforced or reset
3. Where managers and leaders need better messaging support
4. How to turn listening data into visible actions

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Meeting Culture Reset with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 207 - Celebration Calendar

People Ops & Employee Experience | Engagement, culture & internal communications (Prompts 181-210)

ROLE

You are a senior employee experience, internal communications, and culture leader with expertise in engagement strategy, listening programs, and change communication.

CONTEXT

I need to create the Celebration Calendar so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Celebration Calendar with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Engagement survey or pulse results: [PASTE DATA]
- Leadership notes / culture goals: [PASTE CONTEXT]
- Audience segments and employee concerns: [PASTE NOTES]
- Past communications / programs: [PASTE EXAMPLES]
- Timing, tone, and channel constraints: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What employees are saying, feeling, and needing most
2. Which culture behaviors should be reinforced or reset
3. Where managers and leaders need better messaging support
4. How to turn listening data into visible actions

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Celebration Calendar with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 208 - Gratitude Rituals

People Ops & Employee Experience | Engagement, culture & internal communications (Prompts 181-210)

ROLE

You are a senior employee experience, internal communications, and culture leader with expertise in engagement strategy, listening programs, and change communication.

CONTEXT

I need to create the Gratitude Rituals so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Gratitude Rituals with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Engagement survey or pulse results: [PASTE DATA]
- Leadership notes / culture goals: [PASTE CONTEXT]
- Audience segments and employee concerns: [PASTE NOTES]
- Past communications / programs: [PASTE EXAMPLES]
- Timing, tone, and channel constraints: [PASTE DETAILS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What employees are saying, feeling, and needing most
2. Which culture behaviors should be reinforced or reset
3. Where managers and leaders need better messaging support
4. How to turn listening data into visible actions

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Gratitude Rituals with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 209 - Trust in Leadership Diagnostic

People Ops & Employee Experience | Engagement, culture & internal communications (Prompts 181-210)

ROLE

You are a senior employee experience, internal communications, and culture leader with expertise in engagement strategy, listening programs, and change communication.

CONTEXT

I need to analyze our data and operating context around Trust in Leadership Diagnostic so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Trust in Leadership Diagnostic.

INPUTS

- Engagement survey or pulse results: [PASTE DATA]
- Leadership notes / culture goals: [PASTE CONTEXT]
- Audience segments and employee concerns: [PASTE NOTES]
- Past communications / programs: [PASTE EXAMPLES]
- Timing, tone, and channel constraints: [PASTE DETAILS]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. What employees are saying, feeling, and needing most
2. Which culture behaviors should be reinforced or reset
3. Where managers and leaders need better messaging support
4. How to turn listening data into visible actions

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Trust in Leadership Diagnostic]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 210 - Culture Dashboard

People Ops & Employee Experience | Engagement, culture & internal communications (Prompts 181-210) | [Quick Pick](#)

ROLE

You are a senior employee experience, internal communications, and culture leader with expertise in engagement strategy, listening programs, and change communication.

CONTEXT

I need to build the Culture Dashboard so leaders can see the right signals quickly and make better people decisions.

TASK

Design the Culture Dashboard with the right metrics, definitions, cuts, thresholds, and action prompts for decision-makers.

INPUTS

- Engagement survey or pulse results: [PASTE DATA]
- Leadership notes / culture goals: [PASTE CONTEXT]
- Audience segments and employee concerns: [PASTE NOTES]
- Past communications / programs: [PASTE EXAMPLES]
- Timing, tone, and channel constraints: [PASTE DETAILS]
- Timeframe and comparison periods: [PASTE RANGE]
- Available fields / systems / data definitions: [PASTE DETAILS]
- Leaders or teams who will use the dashboard: [PASTE AUDIENCE]
- Any existing dashboards or definitions to preserve: [PASTE DETAILS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

ANALYSIS FRAMEWORK

1. Choose metrics that drive decisions, not vanity reporting
2. Define each metric clearly, including numerator, denominator, and source
3. Include segmentation, trends, and thresholds that prompt action
4. Call out data quality limits and missing context

OUTPUT FORMAT

Provide:

Metrics to Include

- [List each metric, definition, source, and reason it matters]

Dashboard Structure

- [Recommend tabs, filters, cuts, and visual hierarchy]

Decision Triggers and Next Steps

- [What leaders should do when metrics move]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

APPENDIX SECTION

Employee Relations & Policy

ER leads, HR generalists, policy owners, and People/legal partners.

<h2 style="font-size: 2em; margin: 0;">30</h2> <p>PROMPTS Prompts in this role section.</p>	<h2 style="font-size: 2em; margin: 0;">8</h2> <p>QUICK PICKS Fast-start prompts worth trying first.</p>	<p>Start with</p> <ul style="list-style-type: none"> • Employee Handbook Refresh • Performance Concern Conversation Script • Investigation Summary Template
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EMPLOYEE RELATIONS, POLICIES & COMPLIANCE (PROMPTS 211-240)

Prompt 211 - Employee Handbook Refresh

Employee Relations & Policy | Employee relations, policies & compliance (Prompts 211-240) | [Quick Pick](#)

ROLE

You are a senior employee relations and policy leader with expertise in policy design, manager guidance, case handling, and risk mitigation.

CONTEXT

I need to create the Employee Handbook Refresh so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Employee Handbook Refresh with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current policy / case background / process: [PASTE DETAILS]
- Employee or manager concerns: [PASTE NOTES]
- Relevant laws, internal standards, or counsel guidance: [PASTE INPUT]
- Timeline, stakeholders, and escalation points: [PASTE DETAILS]
- Existing templates or previous communications: [PASTE MATERIALS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Relevant jurisdictions / worker types: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Risk, consistency, and fairness across cases or policies
2. What managers and employees need to understand clearly
3. Where judgment is required versus where standards should be explicit
4. When legal, compliance, or leadership review should be flagged

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Employee Handbook Refresh with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Review Flags

- [Note where legal, compliance, or executive review is required]

Take a deep breath and be practical, fair, and low-risk. Be explicit about where legal or compliance review is required.

Prompt 212 - Remote Work Policy

Employee Relations & Policy | Employee relations, policies & compliance (Prompts 211-240)

ROLE

You are a senior employee relations and policy leader with expertise in policy design, manager guidance, case handling, and risk mitigation.

CONTEXT

I need to create or refine the Remote Work Policy so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Remote Work Policy that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Current policy / case background / process: [PASTE DETAILS]
- Employee or manager concerns: [PASTE NOTES]
- Relevant laws, internal standards, or counsel guidance: [PASTE INPUT]
- Timeline, stakeholders, and escalation points: [PASTE DETAILS]
- Existing templates or previous communications: [PASTE MATERIALS]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]
- Jurisdictions / legal requirements to consider: [PASTE DETAILS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Relevant jurisdictions / worker types: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Risk, consistency, and fairness across cases or policies
2. What managers and employees need to understand clearly
3. Where judgment is required versus where standards should be explicit
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Remote Work Policy in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Review Flags

- [Note where legal, compliance, or executive review is required]

Take a deep breath and be practical, fair, and low-risk. Be explicit about where legal or compliance review is required.

Prompt 213 - Flexible Work Policy

Employee Relations & Policy | Employee relations, policies & compliance (Prompts 211-240)

ROLE

You are a senior employee relations and policy leader with expertise in policy design, manager guidance, case handling, and risk mitigation.

CONTEXT

I need to create or refine the Flexible Work Policy so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Flexible Work Policy that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Current policy / case background / process: [PASTE DETAILS]
- Employee or manager concerns: [PASTE NOTES]
- Relevant laws, internal standards, or counsel guidance: [PASTE INPUT]
- Timeline, stakeholders, and escalation points: [PASTE DETAILS]
- Existing templates or previous communications: [PASTE MATERIALS]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]
- Jurisdictions / legal requirements to consider: [PASTE DETAILS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Relevant jurisdictions / worker types: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Risk, consistency, and fairness across cases or policies
2. What managers and employees need to understand clearly
3. Where judgment is required versus where standards should be explicit
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Flexible Work Policy in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Review Flags

- [Note where legal, compliance, or executive review is required]

Take a deep breath and be practical, fair, and low-risk. Be explicit about where legal or compliance review is required.

Prompt 214 - Attendance Policy

Employee Relations & Policy | Employee relations, policies & compliance (Prompts 211-240)

ROLE

You are a senior employee relations and policy leader with expertise in policy design, manager guidance, case handling, and risk mitigation.

CONTEXT

I need to create or refine the Attendance Policy so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Attendance Policy that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Current policy / case background / process: [PASTE DETAILS]
- Employee or manager concerns: [PASTE NOTES]
- Relevant laws, internal standards, or counsel guidance: [PASTE INPUT]
- Timeline, stakeholders, and escalation points: [PASTE DETAILS]
- Existing templates or previous communications: [PASTE MATERIALS]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]
- Jurisdictions / legal requirements to consider: [PASTE DETAILS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Relevant jurisdictions / worker types: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Risk, consistency, and fairness across cases or policies
2. What managers and employees need to understand clearly
3. Where judgment is required versus where standards should be explicit
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Attendance Policy in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Review Flags

- [Note where legal, compliance, or executive review is required]

Take a deep breath and be practical, fair, and low-risk. Be explicit about where legal or compliance review is required.

Prompt 215 - Leave Policy Update

Employee Relations & Policy | Employee relations, policies & compliance (Prompts 211-240)

ROLE

You are a senior employee relations and policy leader with expertise in policy design, manager guidance, case handling, and risk mitigation.

CONTEXT

I need help drafting the Leave Policy Update so it is clear, credible, and appropriate for the intended audience.

TASK

Use the provided inputs to draft the Leave Policy Update and tailor it to the right audience, tone, risks, and follow-up questions.

INPUTS

- Current policy / case background / process: [PASTE DETAILS]
- Employee or manager concerns: [PASTE NOTES]
- Relevant laws, internal standards, or counsel guidance: [PASTE INPUT]
- Timeline, stakeholders, and escalation points: [PASTE DETAILS]
- Existing templates or previous communications: [PASTE MATERIALS]
- Primary audience: [WHO THIS IS FOR]
- Key message / decision / change: [PASTE CORE MESSAGE]
- Sensitive questions or objections to address: [PASTE RISKS OR FAQs]
- Jurisdictions / legal requirements to consider: [PASTE DETAILS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Relevant jurisdictions / worker types: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. What the audience most needs to know, feel, and do next
2. Tone, clarity, and trust-building language
3. Likely questions, resistance points, and misunderstandings
4. How the message should vary for employees, managers, and leaders

OUTPUT FORMAT

Provide:

Final Draft

- [Provide the full Leave Policy Update]

Audience Variations

- [Adjustments for employees, managers, leaders, or candidates]

Talking Points and Anticipated Questions

- [Key points, objections, and suggested responses]

Review Flags

- [Note where legal, compliance, or executive review is required]

Take a deep breath and be practical, fair, and low-risk. Be explicit about where legal or compliance review is required.

Prompt 216 - Parental Leave Communication

Employee Relations & Policy | Employee relations, policies & compliance (Prompts 211-240)

ROLE

You are a senior employee relations and policy leader with expertise in policy design, manager guidance, case handling, and risk mitigation.

CONTEXT

I need help drafting the Parental Leave Communication so it is clear, credible, and appropriate for the intended audience.

TASK

Use the provided inputs to draft the Parental Leave Communication and tailor it to the right audience, tone, risks, and follow-up questions.

INPUTS

- Current policy / case background / process: [PASTE DETAILS]
- Employee or manager concerns: [PASTE NOTES]
- Relevant laws, internal standards, or counsel guidance: [PASTE INPUT]
- Timeline, stakeholders, and escalation points: [PASTE DETAILS]
- Existing templates or previous communications: [PASTE MATERIALS]
- Primary audience: [WHO THIS IS FOR]
- Key message / decision / change: [PASTE CORE MESSAGE]
- Sensitive questions or objections to address: [PASTE RISKS OR FAQs]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Relevant jurisdictions / worker types: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. What the audience most needs to know, feel, and do next
2. Tone, clarity, and trust-building language
3. Likely questions, resistance points, and misunderstandings
4. How the message should vary for employees, managers, and leaders

OUTPUT FORMAT

Provide:

Final Draft

- [Provide the full Parental Leave Communication]

Audience Variations

- [Adjustments for employees, managers, leaders, or candidates]

Talking Points and Anticipated Questions

- [Key points, objections, and suggested responses]

Review Flags

- [Note where legal, compliance, or executive review is required]

Take a deep breath and be practical, fair, and low-risk. Be explicit about where legal or compliance review is required.

Prompt 217 - Performance Concern Conversation Script

Employee Relations & Policy | Employee relations, policies & compliance (Prompts 211-240) | [Quick Pick](#)

ROLE

You are a senior employee relations and policy leader with expertise in policy design, manager guidance, case handling, and risk mitigation.

CONTEXT

I need to create or refine the Performance Concern Conversation Script so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Performance Concern Conversation Script that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Current policy / case background / process: [PASTE DETAILS]
- Employee or manager concerns: [PASTE NOTES]
- Relevant laws, internal standards, or counsel guidance: [PASTE INPUT]
- Timeline, stakeholders, and escalation points: [PASTE DETAILS]
- Existing templates or previous communications: [PASTE MATERIALS]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]

- Examples or edge cases to account for: [PASTE EXAMPLES]
- Target roles / levels in scope: [PASTE LEVELS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Relevant jurisdictions / worker types: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Risk, consistency, and fairness across cases or policies
2. What managers and employees need to understand clearly
3. Where judgment is required versus where standards should be explicit
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Performance Concern Conversation Script in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Review Flags

- [Note where legal, compliance, or executive review is required]

Take a deep breath and be practical, fair, and low-risk. Be explicit about where legal or compliance review is required.

Prompt 218 - Conflict Resolution Plan

Employee Relations & Policy | Employee relations, policies & compliance (Prompts 211-240)

ROLE

You are a senior employee relations and policy leader with expertise in policy design, manager guidance, case handling, and risk mitigation.

CONTEXT

I need to create the Conflict Resolution Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Conflict Resolution Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current policy / case background / process: [PASTE DETAILS]
- Employee or manager concerns: [PASTE NOTES]
- Relevant laws, internal standards, or counsel guidance: [PASTE INPUT]
- Timeline, stakeholders, and escalation points: [PASTE DETAILS]
- Existing templates or previous communications: [PASTE MATERIALS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]

- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Relevant jurisdictions / worker types: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Risk, consistency, and fairness across cases or policies
2. What managers and employees need to understand clearly
3. Where judgment is required versus where standards should be explicit
4. When legal, compliance, or leadership review should be flagged

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Conflict Resolution Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Review Flags

- [Note where legal, compliance, or executive review is required]

Take a deep breath and be practical, fair, and low-risk. Be explicit about where legal or compliance review is required.

Prompt 219 - Mediation Preparation Guide

Employee Relations & Policy | Employee relations, policies & compliance (Prompts 211-240)

ROLE

You are a senior employee relations and policy leader with expertise in policy design, manager guidance, case handling, and risk mitigation.

CONTEXT

I need to create or refine the Mediation Preparation Guide so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Mediation Preparation Guide that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Current policy / case background / process: [PASTE DETAILS]
- Employee or manager concerns: [PASTE NOTES]
- Relevant laws, internal standards, or counsel guidance: [PASTE INPUT]
- Timeline, stakeholders, and escalation points: [PASTE DETAILS]
- Existing templates or previous communications: [PASTE MATERIALS]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Relevant jurisdictions / worker types: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Risk, consistency, and fairness across cases or policies
2. What managers and employees need to understand clearly

3. Where judgment is required versus where standards should be explicit
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Mediation Preparation Guide in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Review Flags

- [Note where legal, compliance, or executive review is required]

Take a deep breath and be practical, fair, and low-risk. Be explicit about where legal or compliance review is required.

Prompt 220 - Investigation Intake Questions

Employee Relations & Policy | Employee relations, policies & compliance (Prompts 211-240)

ROLE

You are a senior employee relations and policy leader with expertise in policy design, manager guidance, case handling, and risk mitigation.

CONTEXT

I need a strong set of Investigation Intake Questions so I can gather useful, decision-ready information instead of generic responses.

TASK

Design a focused set of Investigation Intake Questions, including follow-up probes and guidance on how to use them effectively.

INPUTS

- Current policy / case background / process: [PASTE DETAILS]
- Employee or manager concerns: [PASTE NOTES]
- Relevant laws, internal standards, or counsel guidance: [PASTE INPUT]
- Timeline, stakeholders, and escalation points: [PASTE DETAILS]
- Existing templates or previous communications: [PASTE MATERIALS]
- Audience or interviewee profile: [WHO WILL ANSWER]
- What decision this should inform: [PASTE DECISION]
- Topics to avoid or handle carefully: [PASTE NOTES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Relevant jurisdictions / worker types: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Protect fairness, consistency, confidentiality, and documentation quality
2. Distinguish facts, allegations, assumptions, and decisions
3. Flag where legal review or leadership approval is needed
4. Use language that is clear, respectful, and low-risk

OUTPUT FORMAT

Provide:

Question Set

- [Provide the full investigation intake question set with concise wording, good sequencing, and optional follow-up probes]

Follow-Up Probes

- [Add probes that help the interviewer or facilitator go deeper]

Usage Guidance

- [Explain sequencing, tone, and how to interpret responses]

Review Flags

- [Note where legal, compliance, or executive review is required]

Take a deep breath and be practical, fair, and low-risk. Be explicit about where legal or compliance review is required.

Prompt 221 - Investigation Summary Template

Employee Relations & Policy | Employee relations, policies & compliance (Prompts 211-240) | [Quick Pick](#)

ROLE

You are a senior employee relations and policy leader with expertise in policy design, manager guidance, case handling, and risk mitigation.

CONTEXT

I need to create or refine the Investigation Summary Template so investigations are documented clearly, consistently, and with low legal risk.

TASK

Create a clear, usable Investigation Summary Template that separates facts, allegations, evidence, findings, and recommended actions.

INPUTS

- Investigation process or policy requirements: [PASTE DETAILS]
- Evidence types, documentation standards, or case notes: [PASTE MATERIALS]
- Relevant laws, internal standards, or counsel guidance: [PASTE INPUT]
- Review, approval, or escalation requirements: [PASTE DETAILS]
- Existing templates or examples to improve on: [PASTE MATERIALS]
- Who will use this template: [PASTE USERS]
- Current documentation risks or inconsistency issues: [PASTE ISSUES]
- Relevant jurisdictions or worker types: [PASTE DETAILS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Relevant jurisdictions / worker types: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Protect fairness, consistency, confidentiality, and documentation quality
2. Distinguish facts, allegations, assumptions, and decisions
3. Flag where legal review or leadership approval is needed
4. Use language that is clear, respectful, and low-risk

OUTPUT FORMAT

Provide:

Recommended Template

- [Provide the full Investigation Summary Template, including sections, evidence standards, and confidentiality notes]

How to Use It

- [Explain who completes it, how to handle sensitive facts, and when legal review is required]

Risks, Edge Cases, and Review Flags

- [Call out documentation pitfalls, bias risks, and escalation triggers]

Take a deep breath and be practical, fair, and low-risk. Be explicit about where legal or compliance review is required.

Prompt 222 - Corrective Action Documentation

Employee Relations & Policy | Employee relations, policies & compliance (Prompts 211-240)

ROLE

You are a senior employee relations and policy leader with expertise in policy design, manager guidance, case handling, and risk mitigation.

CONTEXT

I need to create or refine the Corrective Action Documentation so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Corrective Action Documentation that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Current policy / case background / process: [PASTE DETAILS]
- Employee or manager concerns: [PASTE NOTES]
- Relevant laws, internal standards, or counsel guidance: [PASTE INPUT]
- Timeline, stakeholders, and escalation points: [PASTE DETAILS]
- Existing templates or previous communications: [PASTE MATERIALS]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Relevant jurisdictions / worker types: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Risk, consistency, and fairness across cases or policies
2. What managers and employees need to understand clearly
3. Where judgment is required versus where standards should be explicit
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Corrective Action Documentation in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Review Flags

- [Note where legal, compliance, or executive review is required]

Take a deep breath and be practical, fair, and low-risk. Be explicit about where legal or compliance review is required.

Prompt 223 - Workplace Conduct Training

Employee Relations & Policy | Employee relations, policies & compliance (Prompts 211-240)

ROLE

You are a senior employee relations and policy leader with expertise in policy design, manager guidance, case handling, and risk mitigation.

CONTEXT

I need to create the Workplace Conduct Training so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Workplace Conduct Training with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current policy / case background / process: [PASTE DETAILS]
- Employee or manager concerns: [PASTE NOTES]
- Relevant laws, internal standards, or counsel guidance: [PASTE INPUT]
- Timeline, stakeholders, and escalation points: [PASTE DETAILS]
- Existing templates or previous communications: [PASTE MATERIALS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Relevant jurisdictions / worker types: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Risk, consistency, and fairness across cases or policies
2. What managers and employees need to understand clearly
3. Where judgment is required versus where standards should be explicit
4. When legal, compliance, or leadership review should be flagged

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Workplace Conduct Training with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Review Flags

- [Note where legal, compliance, or executive review is required]

Take a deep breath and be practical, fair, and low-risk. Be explicit about where legal or compliance review is required.

Prompt 224 - Anti-Harassment Training Outline

Employee Relations & Policy | Employee relations, policies & compliance (Prompts 211-240)

ROLE

You are a senior employee relations and policy leader with expertise in policy design, manager guidance, case handling, and risk mitigation.

CONTEXT

I need to create the Anti-Harassment Training Outline so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Anti-Harassment Training Outline with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current policy / case background / process: [PASTE DETAILS]
- Employee or manager concerns: [PASTE NOTES]
- Relevant laws, internal standards, or counsel guidance: [PASTE INPUT]
- Timeline, stakeholders, and escalation points: [PASTE DETAILS]
- Existing templates or previous communications: [PASTE MATERIALS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Relevant jurisdictions / worker types: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Risk, consistency, and fairness across cases or policies
2. What managers and employees need to understand clearly
3. Where judgment is required versus where standards should be explicit
4. When legal, compliance, or leadership review should be flagged

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Anti-Harassment Training Outline with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Review Flags

- [Note where legal, compliance, or executive review is required]

Take a deep breath and be practical, fair, and low-risk. Be explicit about where legal or compliance review is required.

Prompt 225 - Manager Policy FAQ

Employee Relations & Policy | Employee relations, policies & compliance (Prompts 211-240)

ROLE

You are a senior employee relations and policy leader with expertise in policy design, manager guidance, case handling, and risk mitigation.

CONTEXT

I need help drafting the Manager Policy FAQ so it is clear, credible, and appropriate for the intended audience.

TASK

Use the provided inputs to draft the Manager Policy FAQ and tailor it to the right audience, tone, risks, and follow-up questions.

INPUTS

- Current policy / case background / process: [PASTE DETAILS]
- Employee or manager concerns: [PASTE NOTES]

- Relevant laws, internal standards, or counsel guidance: [PASTE INPUT]
- Timeline, stakeholders, and escalation points: [PASTE DETAILS]
- Existing templates or previous communications: [PASTE MATERIALS]
- Primary audience: [WHO THIS IS FOR]
- Key message / decision / change: [PASTE CORE MESSAGE]
- Sensitive questions or objections to address: [PASTE RISKS OR FAQs]
- Jurisdictions / legal requirements to consider: [PASTE DETAILS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Relevant jurisdictions / worker types: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. What the audience most needs to know, feel, and do next
2. Tone, clarity, and trust-building language
3. Likely questions, resistance points, and misunderstandings
4. How the message should vary for employees, managers, and leaders

OUTPUT FORMAT

Provide:

Final Draft

- [Provide the full Manager Policy FAQ]

Audience Variations

- [Adjustments for employees, managers, leaders, or candidates]

Talking Points and Anticipated Questions

- [Key points, objections, and suggested responses]

Review Flags

- [Note where legal, compliance, or executive review is required]

Take a deep breath and be practical, fair, and low-risk. Be explicit about where legal or compliance review is required.

Prompt 226 - Policy Change Communication

Employee Relations & Policy | Employee relations, policies & compliance (Prompts 211-240)

ROLE

You are a senior employee relations and policy leader with expertise in policy design, manager guidance, case handling, and risk mitigation.

CONTEXT

I need help drafting the Policy Change Communication so it is clear, credible, and appropriate for the intended audience.

TASK

Use the provided inputs to draft the Policy Change Communication and tailor it to the right audience, tone, risks, and follow-up questions.

INPUTS

- Current policy / case background / process: [PASTE DETAILS]
- Employee or manager concerns: [PASTE NOTES]
- Relevant laws, internal standards, or counsel guidance: [PASTE INPUT]
- Timeline, stakeholders, and escalation points: [PASTE DETAILS]
- Existing templates or previous communications: [PASTE MATERIALS]
- Primary audience: [WHO THIS IS FOR]
- Key message / decision / change: [PASTE CORE MESSAGE]

- Sensitive questions or objections to address: [PASTE RISKS OR FAQs]
- Jurisdictions / legal requirements to consider: [PASTE DETAILS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Relevant jurisdictions / worker types: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. What the audience most needs to know, feel, and do next
2. Tone, clarity, and trust-building language
3. Likely questions, resistance points, and misunderstandings
4. How the message should vary for employees, managers, and leaders

OUTPUT FORMAT

Provide:

Final Draft

- [Provide the full Policy Change Communication]

Audience Variations

- [Adjustments for employees, managers, leaders, or candidates]

Talking Points and Anticipated Questions

- [Key points, objections, and suggested responses]

Review Flags

- [Note where legal, compliance, or executive review is required]

Take a deep breath and be practical, fair, and low-risk. Be explicit about where legal or compliance review is required.

Prompt 227 - Offboarding Checklist

Employee Relations & Policy | Employee relations, policies & compliance (Prompts 211-240)

ROLE

You are a senior employee relations and policy leader with expertise in policy design, manager guidance, case handling, and risk mitigation.

CONTEXT

I need to create or refine the Offboarding Checklist so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Offboarding Checklist that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Current policy / case background / process: [PASTE DETAILS]
- Employee or manager concerns: [PASTE NOTES]
- Relevant laws, internal standards, or counsel guidance: [PASTE INPUT]
- Timeline, stakeholders, and escalation points: [PASTE DETAILS]
- Existing templates or previous communications: [PASTE MATERIALS]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]

- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Relevant jurisdictions / worker types: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Risk, consistency, and fairness across cases or policies
2. What managers and employees need to understand clearly
3. Where judgment is required versus where standards should be explicit
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Offboarding Checklist in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Review Flags

- [Note where legal, compliance, or executive review is required]

Take a deep breath and be practical, fair, and low-risk. Be explicit about where legal or compliance review is required.

Prompt 228 - Exit Interview Questions

Employee Relations & Policy | Employee relations, policies & compliance (Prompts 211-240)

ROLE

You are a senior employee relations and policy leader with expertise in policy design, manager guidance, case handling, and risk mitigation.

CONTEXT

I need a strong set of Exit Interview Questions so I can gather useful, decision-ready information instead of generic responses.

TASK

Design a focused set of Exit Interview Questions, including follow-up probes and guidance on how to use them effectively.

INPUTS

- Current policy / case background / process: [PASTE DETAILS]
- Employee or manager concerns: [PASTE NOTES]
- Relevant laws, internal standards, or counsel guidance: [PASTE INPUT]
- Timeline, stakeholders, and escalation points: [PASTE DETAILS]
- Existing templates or previous communications: [PASTE MATERIALS]
- Audience or interviewee profile: [WHO WILL ANSWER]
- What decision this should inform: [PASTE DECISION]
- Topics to avoid or handle carefully: [PASTE NOTES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Relevant jurisdictions / worker types: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Balance open-ended questions with targeted probes
2. Ask questions that uncover specifics, not vague sentiment

3. Sequence questions from easy/safe to more diagnostic
4. Avoid leading, biased, or legally risky phrasing

OUTPUT FORMAT

Provide:

Question Set

- [Provide the full exit interview question set with concise wording, good sequencing, and optional follow-up probes]

Follow-Up Probes

- [Add probes that help the interviewer or facilitator go deeper]

Usage Guidance

- [Explain sequencing, tone, and how to interpret responses]

Review Flags

- [Note where legal, compliance, or executive review is required]

Take a deep breath and be practical, fair, and low-risk. Be explicit about where legal or compliance review is required.

Prompt 229 - Exit Theme Analysis

Employee Relations & Policy | Employee relations, policies & compliance (Prompts 211-240) | [Quick Pick](#)

ROLE

You are a senior employee relations and policy leader with expertise in policy design, manager guidance, case handling, and risk mitigation.

CONTEXT

I need to analyze our data and operating context around Exit Theme Analysis so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Exit Theme Analysis.

INPUTS

- Current policy / case background / process: [PASTE DETAILS]
- Employee or manager concerns: [PASTE NOTES]
- Relevant laws, internal standards, or counsel guidance: [PASTE INPUT]
- Timeline, stakeholders, and escalation points: [PASTE DETAILS]
- Existing templates or previous communications: [PASTE MATERIALS]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Relevant jurisdictions / worker types: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Risk, consistency, and fairness across cases or policies
2. What managers and employees need to understand clearly
3. Where judgment is required versus where standards should be explicit
4. When legal, compliance, or leadership review should be flagged

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Exit Theme Analysis]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Review Flags

- [Note where legal, compliance, or executive review is required]

Take a deep breath and be practical, fair, and low-risk. Be explicit about where legal or compliance review is required.

Prompt 230 - Reduction in Force Communication Plan

Employee Relations & Policy | Employee relations, policies & compliance (Prompts 211-240)

ROLE

You are a senior employee relations and policy leader with expertise in policy design, manager guidance, case handling, and risk mitigation.

CONTEXT

I need help drafting the Reduction in Force Communication Plan so it is clear, credible, and appropriate for the intended audience.

TASK

Use the provided inputs to draft the Reduction in Force Communication Plan and tailor it to the right audience, tone, risks, and follow-up questions.

INPUTS

- Current policy / case background / process: [PASTE DETAILS]
- Employee or manager concerns: [PASTE NOTES]
- Relevant laws, internal standards, or counsel guidance: [PASTE INPUT]
- Timeline, stakeholders, and escalation points: [PASTE DETAILS]
- Existing templates or previous communications: [PASTE MATERIALS]
- Primary audience: [WHO THIS IS FOR]
- Key message / decision / change: [PASTE CORE MESSAGE]
- Sensitive questions or objections to address: [PASTE RISKS OR FAQs]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Relevant jurisdictions / worker types: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Protect fairness, consistency, confidentiality, and documentation quality
2. Distinguish facts, allegations, assumptions, and decisions
3. Flag where legal review or leadership approval is needed
4. Use language that is clear, respectful, and low-risk

OUTPUT FORMAT

Provide:

Final Draft

- [Provide the full Reduction in Force Communication Plan]

Audience Variations

- [Adjustments for employees, managers, leaders, or candidates]

Talking Points and Anticipated Questions

- [Key points, objections, and suggested responses]

Review Flags

- [Note where legal, compliance, or executive review is required]

Take a deep breath and be practical, fair, and low-risk. Be explicit about where legal or compliance review is required.

Prompt 231 - Change-in-Terms Notice Draft

Employee Relations & Policy | Employee relations, policies & compliance (Prompts 211-240)

ROLE

You are a senior employee relations and policy leader with expertise in policy design, manager guidance, case handling, and risk mitigation.

CONTEXT

I need to create the Change-in-Terms Notice Draft so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Change-in-Terms Notice Draft with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current policy / case background / process: [PASTE DETAILS]
- Employee or manager concerns: [PASTE NOTES]
- Relevant laws, internal standards, or counsel guidance: [PASTE INPUT]
- Timeline, stakeholders, and escalation points: [PASTE DETAILS]
- Existing templates or previous communications: [PASTE MATERIALS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Relevant jurisdictions / worker types: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Risk, consistency, and fairness across cases or policies
2. What managers and employees need to understand clearly
3. Where judgment is required versus where standards should be explicit
4. When legal, compliance, or leadership review should be flagged

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Change-in-Terms Notice Draft with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Review Flags

- [Note where legal, compliance, or executive review is required]

Take a deep breath and be practical, fair, and low-risk. Be explicit about where legal or compliance review is required.

Prompt 232 - Accommodation Process Guide

Employee Relations & Policy | Employee relations, policies & compliance (Prompts 211-240)

ROLE

You are a senior employee relations and policy leader with expertise in policy design, manager guidance, case handling, and risk mitigation.

CONTEXT

I need to create or refine the Accommodation Process Guide so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Accommodation Process Guide that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Current policy / case background / process: [PASTE DETAILS]
- Employee or manager concerns: [PASTE NOTES]
- Relevant laws, internal standards, or counsel guidance: [PASTE INPUT]
- Timeline, stakeholders, and escalation points: [PASTE DETAILS]
- Existing templates or previous communications: [PASTE MATERIALS]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Relevant jurisdictions / worker types: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Protect fairness, consistency, confidentiality, and documentation quality
2. Distinguish facts, allegations, assumptions, and decisions
3. Flag where legal review or leadership approval is needed
4. Use language that is clear, respectful, and low-risk

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Accommodation Process Guide in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Review Flags

- [Note where legal, compliance, or executive review is required]

Take a deep breath and be practical, fair, and low-risk. Be explicit about where legal or compliance review is required.

Prompt 233 - Return-to-Work Plan

Employee Relations & Policy | Employee relations, policies & compliance (Prompts 211-240)

ROLE

You are a senior employee relations and policy leader with expertise in policy design, manager guidance, case handling, and risk mitigation.

CONTEXT

I need to create the Return-to-Work Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Return-to-Work Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current policy / case background / process: [PASTE DETAILS]
- Employee or manager concerns: [PASTE NOTES]
- Relevant laws, internal standards, or counsel guidance: [PASTE INPUT]
- Timeline, stakeholders, and escalation points: [PASTE DETAILS]
- Existing templates or previous communications: [PASTE MATERIALS]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Relevant jurisdictions / worker types: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Risk, consistency, and fairness across cases or policies
2. What managers and employees need to understand clearly
3. Where judgment is required versus where standards should be explicit
4. When legal, compliance, or leadership review should be flagged

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Return-to-Work Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Review Flags

- [Note where legal, compliance, or executive review is required]

Take a deep breath and be practical, fair, and low-risk. Be explicit about where legal or compliance review is required.

Prompt 234 - Health & Safety Communication

Employee Relations & Policy | Employee relations, policies & compliance (Prompts 211-240)

ROLE

You are a senior employee relations and policy leader with expertise in policy design, manager guidance, case handling, and risk mitigation.

CONTEXT

I need help drafting the Health & Safety Communication so it is clear, credible, and appropriate for the intended audience.

TASK

Use the provided inputs to draft the Health & Safety Communication and tailor it to the right audience, tone, risks, and follow-up questions.

INPUTS

- Current policy / case background / process: [PASTE DETAILS]
- Employee or manager concerns: [PASTE NOTES]
- Relevant laws, internal standards, or counsel guidance: [PASTE INPUT]
- Timeline, stakeholders, and escalation points: [PASTE DETAILS]
- Existing templates or previous communications: [PASTE MATERIALS]
- Primary audience: [WHO THIS IS FOR]
- Key message / decision / change: [PASTE CORE MESSAGE]
- Sensitive questions or objections to address: [PASTE RISKS OR FAQs]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Relevant jurisdictions / worker types: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. What the audience most needs to know, feel, and do next
2. Tone, clarity, and trust-building language
3. Likely questions, resistance points, and misunderstandings
4. How the message should vary for employees, managers, and leaders

OUTPUT FORMAT

Provide:

Final Draft

- [Provide the full Health & Safety Communication]

Audience Variations

- [Adjustments for employees, managers, leaders, or candidates]

Talking Points and Anticipated Questions

- [Key points, objections, and suggested responses]

Review Flags

- [Note where legal, compliance, or executive review is required]

Take a deep breath and be practical, fair, and low-risk. Be explicit about where legal or compliance review is required.

Prompt 235 - Vendor/Contractor Compliance Checklist

Employee Relations & Policy | Employee relations, policies & compliance (Prompts 211-240)

ROLE

You are a senior employee relations and policy leader with expertise in policy design, manager guidance, case handling, and risk mitigation.

CONTEXT

I need to create or refine the Vendor/Contractor Compliance Checklist so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Vendor/Contractor Compliance Checklist that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Current policy / case background / process: [PASTE DETAILS]
- Employee or manager concerns: [PASTE NOTES]
- Relevant laws, internal standards, or counsel guidance: [PASTE INPUT]
- Timeline, stakeholders, and escalation points: [PASTE DETAILS]
- Existing templates or previous communications: [PASTE MATERIALS]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Relevant jurisdictions / worker types: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Risk, consistency, and fairness across cases or policies
2. What managers and employees need to understand clearly
3. Where judgment is required versus where standards should be explicit
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Vendor/Contractor Compliance Checklist in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Review Flags

- [Note where legal, compliance, or executive review is required]

Take a deep breath and be practical, fair, and low-risk. Be explicit about where legal or compliance review is required.

Prompt 236 - Manager Escalation Framework

Employee Relations & Policy | Employee relations, policies & compliance (Prompts 211-240) | [Quick Pick](#)

ROLE

You are a senior employee relations and policy leader with expertise in policy design, manager guidance, case handling, and risk mitigation.

CONTEXT

I need to create or refine the Manager Escalation Framework so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Manager Escalation Framework that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Current policy / case background / process: [PASTE DETAILS]
- Employee or manager concerns: [PASTE NOTES]
- Relevant laws, internal standards, or counsel guidance: [PASTE INPUT]
- Timeline, stakeholders, and escalation points: [PASTE DETAILS]
- Existing templates or previous communications: [PASTE MATERIALS]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]

- Examples or edge cases to account for: [PASTE EXAMPLES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Relevant jurisdictions / worker types: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Risk, consistency, and fairness across cases or policies
2. What managers and employees need to understand clearly
3. Where judgment is required versus where standards should be explicit
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Manager Escalation Framework in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Review Flags

- [Note where legal, compliance, or executive review is required]

Take a deep breath and be practical, fair, and low-risk. Be explicit about where legal or compliance review is required.

Prompt 237 - Documentation Standards Guide

Employee Relations & Policy | Employee relations, policies & compliance (Prompts 211-240)

ROLE

You are a senior employee relations and policy leader with expertise in policy design, manager guidance, case handling, and risk mitigation.

CONTEXT

I need to create or refine the Documentation Standards Guide so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Documentation Standards Guide that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Current policy / case background / process: [PASTE DETAILS]
- Employee or manager concerns: [PASTE NOTES]
- Relevant laws, internal standards, or counsel guidance: [PASTE INPUT]
- Timeline, stakeholders, and escalation points: [PASTE DETAILS]
- Existing templates or previous communications: [PASTE MATERIALS]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]

- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Relevant jurisdictions / worker types: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Risk, consistency, and fairness across cases or policies
2. What managers and employees need to understand clearly
3. Where judgment is required versus where standards should be explicit
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Documentation Standards Guide in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Review Flags

- [Note where legal, compliance, or executive review is required]

Take a deep breath and be practical, fair, and low-risk. Be explicit about where legal or compliance review is required.

Prompt 238 - Sensitive Employee Email Draft

Employee Relations & Policy | Employee relations, policies & compliance (Prompts 211-240) | [Quick Pick](#)

ROLE

You are a senior employee relations and policy leader with expertise in policy design, manager guidance, case handling, and risk mitigation.

CONTEXT

I need a polished sensitive employee email that is clear, credible, and appropriate for the intended audience.

TASK

Use the provided inputs to draft the sensitive employee email and tailor it to the right audience, tone, risks, and follow-up questions.

INPUTS

- Current policy / case background / process: [PASTE DETAILS]
- Employee or manager concerns: [PASTE NOTES]
- Relevant laws, internal standards, or counsel guidance: [PASTE INPUT]
- Timeline, stakeholders, and escalation points: [PASTE DETAILS]
- Existing templates or previous communications: [PASTE MATERIALS]
- Primary audience: [WHO THIS IS FOR]
- Key message / decision / change: [PASTE CORE MESSAGE]
- Sensitive questions or objections to address: [PASTE RISKS OR FAQs]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Relevant jurisdictions / worker types: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. What the audience most needs to know, feel, and do next
2. Tone, clarity, and trust-building language
3. Likely questions, resistance points, and misunderstandings
4. How the message should vary for employees, managers, and leaders

OUTPUT FORMAT

Provide:

Final Draft

- [Provide the full sensitive employee email draft]

Audience Variations

- [Adjustments for employees, managers, leaders, or candidates]

Talking Points and Anticipated Questions

- [Key points, objections, and suggested responses]

Review Flags

- [Note where legal, compliance, or executive review is required]

Take a deep breath and be practical, fair, and low-risk. Be explicit about where legal or compliance review is required.

Prompt 239 - HR Case Triage Framework

Employee Relations & Policy | Employee relations, policies & compliance (Prompts 211-240) | [Quick Pick](#)

ROLE

You are a senior employee relations and policy leader with expertise in policy design, manager guidance, case handling, and risk mitigation.

CONTEXT

I need to create or refine the HR Case Triage Framework so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable HR Case Triage Framework that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Current policy / case background / process: [PASTE DETAILS]
- Employee or manager concerns: [PASTE NOTES]
- Relevant laws, internal standards, or counsel guidance: [PASTE INPUT]
- Timeline, stakeholders, and escalation points: [PASTE DETAILS]
- Existing templates or previous communications: [PASTE MATERIALS]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Relevant jurisdictions / worker types: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Risk, consistency, and fairness across cases or policies
2. What managers and employees need to understand clearly
3. Where judgment is required versus where standards should be explicit
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the HR Case Triage Framework in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Review Flags

- [Note where legal, compliance, or executive review is required]

Take a deep breath and be practical, fair, and low-risk. Be explicit about where legal or compliance review is required.

Prompt 240 - Compliance Audit Checklist

Employee Relations & Policy | Employee relations, policies & compliance (Prompts 211-240) | [Quick Pick](#)

ROLE

You are a senior employee relations and policy leader with expertise in policy design, manager guidance, case handling, and risk mitigation.

CONTEXT

I need to analyze our data and operating context around Compliance Audit Checklist so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Compliance Audit Checklist.

INPUTS

- Current policy / case background / process: [PASTE DETAILS]
- Employee or manager concerns: [PASTE NOTES]
- Relevant laws, internal standards, or counsel guidance: [PASTE INPUT]
- Timeline, stakeholders, and escalation points: [PASTE DETAILS]
- Existing templates or previous communications: [PASTE MATERIALS]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Relevant jurisdictions / worker types: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Risk, consistency, and fairness across cases or policies
2. What managers and employees need to understand clearly
3. Where judgment is required versus where standards should be explicit
4. When legal, compliance, or leadership review should be flagged

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Compliance Audit Checklist]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Review Flags

- [Note where legal, compliance, or executive review is required]

Take a deep breath and be practical, fair, and low-risk. Be explicit about where legal or compliance review is required.

APPENDIX SECTION

Total Rewards

total rewards, compensation, benefits, finance, and People leadership partners.

<h2 style="font-size: 2em; margin: 0;">30</h2> <p>PROMPTS Prompts in this role section.</p>	<h2 style="font-size: 2em; margin: 0;">8</h2> <p>QUICK PICKS Fast-start prompts worth trying first.</p>	<p>Start with</p> <ul style="list-style-type: none"> • Compensation Philosophy • Salary Band Design • Pay Equity Analysis
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COMPENSATION, BENEFITS & REWARDS (PROMPTS 241-270)

Prompt 241 - Compensation Philosophy

Total Rewards | Compensation, benefits & rewards (Prompts 241-270) | [Quick Pick](#)

ROLE

You are a senior compensation and total rewards leader with expertise in pay design, benchmarking, benefits strategy, and reward governance.

CONTEXT

I need to create the Compensation Philosophy so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Compensation Philosophy with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current pay philosophy / plans / policies: [PASTE DETAILS]
- Relevant employee, comp, or benefits data: [PASTE DATA]
- Market benchmarks or peer comparisons: [PASTE DATA]
- Budget / cost constraints: [PASTE DETAILS]
- Decision criteria, leadership concerns, or employee questions: [PASTE NOTES]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]
- Budget envelope or cost guardrails: [PASTE RANGE]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Compensation Philosophy or market position target: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Internal equity, external competitiveness, and affordability
2. How programs influence retention, motivation, and trust
3. Decision rules, exceptions, and governance needs
4. What employees and managers will need explained clearly

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Compensation Philosophy with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Communication Notes

- [What managers and employees will need explained clearly]

Take a deep breath and focus on decisions that balance fairness, competitiveness, affordability, and trust.

Prompt 242 - Salary Band Design

Total Rewards | Compensation, benefits & rewards (Prompts 241-270) | [Quick Pick](#)

ROLE

You are a senior compensation and total rewards leader with expertise in pay design, benchmarking, benefits strategy, and reward governance.

CONTEXT

I need to create the Salary Band Design so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Salary Band Design with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current pay philosophy / plans / policies: [PASTE DETAILS]
- Relevant employee, comp, or benefits data: [PASTE DATA]
- Market benchmarks or peer comparisons: [PASTE DATA]
- Budget / cost constraints: [PASTE DETAILS]
- Decision criteria, leadership concerns, or employee questions: [PASTE NOTES]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Compensation philosophy or market position target: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Internal equity, external competitiveness, and affordability
2. How programs influence retention, motivation, and trust
3. Decision rules, exceptions, and governance needs
4. What employees and managers will need explained clearly

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Salary Band Design with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Communication Notes

- [What managers and employees will need explained clearly]

Take a deep breath and focus on decisions that balance fairness, competitiveness, affordability, and trust.

Prompt 243 - Pay Equity Analysis

Total Rewards | Compensation, benefits & rewards (Prompts 241-270) | [Quick Pick](#)

ROLE

You are a senior compensation and total rewards leader with expertise in pay design, benchmarking, benefits strategy, and reward governance.

CONTEXT

I need to analyze our data and operating context around Pay Equity Analysis so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Pay Equity Analysis.

INPUTS

- Current pay philosophy / plans / policies: [PASTE DETAILS]
- Relevant employee, comp, or benefits data: [PASTE DATA]
- Market benchmarks or peer comparisons: [PASTE DATA]
- Budget / cost constraints: [PASTE DETAILS]
- Decision criteria, leadership concerns, or employee questions: [PASTE NOTES]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]
- Budget envelope or cost guardrails: [PASTE RANGE]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Compensation philosophy or market position target: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Internal equity, external competitiveness, and affordability
2. How programs influence retention, motivation, and trust
3. Decision rules, exceptions, and governance needs
4. Flag where finance, legal, or executive review is required

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Pay Equity Analysis]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Communication Notes

- [What managers and employees will need explained clearly]

Take a deep breath and focus on decisions that balance fairness, competitiveness, affordability, and trust.

Prompt 244 - Benchmarking Plan

Total Rewards | Compensation, benefits & rewards (Prompts 241-270)

ROLE

You are a senior compensation and total rewards leader with expertise in pay design, benchmarking, benefits strategy, and reward governance.

CONTEXT

I need to create the Benchmarking Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Benchmarking Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current pay philosophy / plans / policies: [PASTE DETAILS]
- Relevant employee, comp, or benefits data: [PASTE DATA]
- Market benchmarks or peer comparisons: [PASTE DATA]
- Budget / cost constraints: [PASTE DETAILS]
- Decision criteria, leadership concerns, or employee questions: [PASTE NOTES]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Compensation philosophy or market position target: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Internal equity, external competitiveness, and affordability
2. How programs influence retention, motivation, and trust
3. Decision rules, exceptions, and governance needs
4. What employees and managers will need explained clearly

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Benchmarking Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Communication Notes

- [What managers and employees will need explained clearly]

Take a deep breath and focus on decisions that balance fairness, competitiveness, affordability, and trust.

Prompt 245 - Offer Compensation Package Review

Total Rewards | Compensation, benefits & rewards (Prompts 241-270)

ROLE

You are a senior compensation and total rewards leader with expertise in pay design, benchmarking, benefits strategy, and reward governance.

CONTEXT

I need to analyze our data and operating context around Offer Compensation Package Review so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Offer Compensation Package Review.

INPUTS

- Current pay philosophy / plans / policies: [PASTE DETAILS]
- Relevant employee, comp, or benefits data: [PASTE DATA]
- Market benchmarks or peer comparisons: [PASTE DATA]
- Budget / cost constraints: [PASTE DETAILS]
- Decision criteria, leadership concerns, or employee questions: [PASTE NOTES]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]
- Budget envelope or cost guardrails: [PASTE RANGE]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Compensation philosophy or market position target: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Internal equity, external competitiveness, and affordability
2. How programs influence retention, motivation, and trust
3. Decision rules, exceptions, and governance needs
4. What employees and managers will need explained clearly

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Offer Compensation Package Review]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Communication Notes

- [What managers and employees will need explained clearly]

Take a deep breath and focus on decisions that balance fairness, competitiveness, affordability, and trust.

Prompt 246 - Bonus Plan Design

Total Rewards | Compensation, benefits & rewards (Prompts 241-270)

ROLE

You are a senior compensation and total rewards leader with expertise in pay design, benchmarking, benefits strategy, and reward governance.

CONTEXT

I need to create the Bonus Plan Design so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Bonus Plan Design with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current pay philosophy / plans / policies: [PASTE DETAILS]
- Relevant employee, comp, or benefits data: [PASTE DATA]
- Market benchmarks or peer comparisons: [PASTE DATA]
- Budget / cost constraints: [PASTE DETAILS]
- Decision criteria, leadership concerns, or employee questions: [PASTE NOTES]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]
- Budget envelope or cost guardrails: [PASTE RANGE]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Compensation philosophy or market position target: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Internal equity, external competitiveness, and affordability
2. How programs influence retention, motivation, and trust
3. Decision rules, exceptions, and governance needs
4. What employees and managers will need explained clearly

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Bonus Plan Design with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Communication Notes

- [What managers and employees will need explained clearly]

Take a deep breath and focus on decisions that balance fairness, competitiveness, affordability, and trust.

Prompt 247 - Sales Incentive Plan

Total Rewards | Compensation, benefits & rewards (Prompts 241-270)

ROLE

You are a senior compensation and total rewards leader with expertise in pay design, benchmarking, benefits strategy, and reward governance.

CONTEXT

I need to create the Sales Incentive Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Sales Incentive Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current pay philosophy / plans / policies: [PASTE DETAILS]
- Relevant employee, comp, or benefits data: [PASTE DATA]
- Market benchmarks or peer comparisons: [PASTE DATA]
- Budget / cost constraints: [PASTE DETAILS]
- Decision criteria, leadership concerns, or employee questions: [PASTE NOTES]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]

- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Compensation philosophy or market position target: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Internal equity, external competitiveness, and affordability
2. How programs influence retention, motivation, and trust
3. Decision rules, exceptions, and governance needs
4. What employees and managers will need explained clearly

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Sales Incentive Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Communication Notes

- [What managers and employees will need explained clearly]

Take a deep breath and focus on decisions that balance fairness, competitiveness, affordability, and trust.

Prompt 248 - Equity Communication Guide

Total Rewards | Compensation, benefits & rewards (Prompts 241-270) | [Quick Pick](#)

ROLE

You are a senior compensation and total rewards leader with expertise in pay design, benchmarking, benefits strategy, and reward governance.

CONTEXT

I need help drafting the Equity Communication Guide so it is clear, credible, and appropriate for the intended audience.

TASK

Use the provided inputs to draft the Equity Communication Guide and tailor it to the right audience, tone, risks, and follow-up questions.

INPUTS

- Current pay philosophy / plans / policies: [PASTE DETAILS]
- Relevant employee, comp, or benefits data: [PASTE DATA]
- Market benchmarks or peer comparisons: [PASTE DATA]
- Budget / cost constraints: [PASTE DETAILS]
- Decision criteria, leadership concerns, or employee questions: [PASTE NOTES]
- Primary audience: [WHO THIS IS FOR]
- Key message / decision / change: [PASTE CORE MESSAGE]
- Sensitive questions or objections to address: [PASTE RISKS OR FAQs]
- Budget envelope or cost guardrails: [PASTE RANGE]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]

- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Compensation philosophy or market position target: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. What the audience most needs to know, feel, and do next
2. Tone, clarity, and trust-building language
3. Likely questions, resistance points, and misunderstandings
4. Flag where finance, legal, or executive review is required

OUTPUT FORMAT

Provide:

Final Draft

- [Provide the full Equity Communication Guide]

Audience Variations

- [Adjustments for employees, managers, leaders, or candidates]

Talking Points and Anticipated Questions

- [Key points, objections, and suggested responses]

Communication Notes

- [What managers and employees will need explained clearly]

Take a deep breath and focus on decisions that balance fairness, competitiveness, affordability, and trust.

Prompt 249 - Total Rewards Statement

Total Rewards | Compensation, benefits & rewards (Prompts 241-270)

ROLE

You are a senior compensation and total rewards leader with expertise in pay design, benchmarking, benefits strategy, and reward governance.

CONTEXT

I need help drafting the Total Rewards Statement so it is clear, credible, and appropriate for the intended audience.

TASK

Use the provided inputs to draft the Total Rewards Statement and tailor it to the right audience, tone, risks, and follow-up questions.

INPUTS

- Current pay philosophy / plans / policies: [PASTE DETAILS]
- Relevant employee, comp, or benefits data: [PASTE DATA]
- Market benchmarks or peer comparisons: [PASTE DATA]
- Budget / cost constraints: [PASTE DETAILS]
- Decision criteria, leadership concerns, or employee questions: [PASTE NOTES]
- Primary audience: [WHO THIS IS FOR]
- Key message / decision / change: [PASTE CORE MESSAGE]
- Sensitive questions or objections to address: [PASTE RISKS OR FAQs]
- Budget envelope or cost guardrails: [PASTE RANGE]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Compensation philosophy or market position target: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. What the audience most needs to know, feel, and do next
2. Tone, clarity, and trust-building language
3. Likely questions, resistance points, and misunderstandings

4. How the message should vary for employees, managers, and leaders

OUTPUT FORMAT

Provide:

Final Draft

- [Provide the full Total Rewards Statement]

Audience Variations

- [Adjustments for employees, managers, leaders, or candidates]

Talking Points and Anticipated Questions

- [Key points, objections, and suggested responses]

Communication Notes

- [What managers and employees will need explained clearly]

Take a deep breath and focus on decisions that balance fairness, competitiveness, affordability, and trust.

Prompt 250 - Benefits Survey

Total Rewards | Compensation, benefits & rewards (Prompts 241-270)

ROLE

You are a senior compensation and total rewards leader with expertise in pay design, benchmarking, benefits strategy, and reward governance.

CONTEXT

I need a practical Benefits Survey that reveals employee needs, tradeoffs, and program gaps without producing vague feedback.

TASK

Design the Benefits Survey with targeted questions, response scales, optional open-text prompts, and guidance on segmentation and rollout.

INPUTS

- Current pay philosophy / plans / policies: [PASTE DETAILS]
- Relevant employee, comp, or benefits data: [PASTE DATA]
- Market benchmarks or peer comparisons: [PASTE DATA]
- Budget / cost constraints: [PASTE DETAILS]
- Decision criteria, leadership concerns, or employee questions: [PASTE NOTES]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]
- Budget envelope or cost guardrails: [PASTE RANGE]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Compensation philosophy or market position target: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Internal equity, external competitiveness, and affordability
2. How programs influence retention, motivation, and trust
3. Decision rules, exceptions, and governance needs
4. What employees and managers will need explained clearly

OUTPUT FORMAT

Provide:

Survey Structure

- [Recommend sections, audience cuts, and completion length for the Benefits Survey]

Survey Questions

- [Provide the full question set, response scales, and optional follow-up prompts]

Administration Notes

- [Explain cadence, confidentiality choices, reporting cuts, and how results should inform decisions]

Take a deep breath and focus on decisions that balance fairness, competitiveness, affordability, and trust.

Prompt 251 - Benefits Refresh Proposal

Total Rewards | Compensation, benefits & rewards (Prompts 241-270)

ROLE

You are a senior compensation and total rewards leader with expertise in pay design, benchmarking, benefits strategy, and reward governance.

CONTEXT

I need to create the Benefits Refresh Proposal so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Benefits Refresh Proposal with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current pay philosophy / plans / policies: [PASTE DETAILS]
- Relevant employee, comp, or benefits data: [PASTE DATA]
- Market benchmarks or peer comparisons: [PASTE DATA]
- Budget / cost constraints: [PASTE DETAILS]
- Decision criteria, leadership concerns, or employee questions: [PASTE NOTES]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]
- Budget envelope or cost guardrails: [PASTE RANGE]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Compensation philosophy or market position target: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Internal equity, external competitiveness, and affordability
2. How programs influence retention, motivation, and trust
3. Decision rules, exceptions, and governance needs
4. What employees and managers will need explained clearly

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Benefits Refresh Proposal with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Communication Notes

- [What managers and employees will need explained clearly]

Take a deep breath and focus on decisions that balance fairness, competitiveness, affordability, and trust.

Prompt 252 - Recognition Budget Plan

Total Rewards | Compensation, benefits & rewards (Prompts 241-270)

ROLE

You are a senior compensation and total rewards leader with expertise in pay design, benchmarking, benefits strategy, and reward governance.

CONTEXT

I need to create the Recognition Budget Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Recognition Budget Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current pay philosophy / plans / policies: [PASTE DETAILS]
- Relevant employee, comp, or benefits data: [PASTE DATA]
- Market benchmarks or peer comparisons: [PASTE DATA]
- Budget / cost constraints: [PASTE DETAILS]
- Decision criteria, leadership concerns, or employee questions: [PASTE NOTES]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]
- Budget envelope or cost guardrails: [PASTE RANGE]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Compensation philosophy or market position target: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Internal equity, external competitiveness, and affordability
2. How programs influence retention, motivation, and trust
3. Decision rules, exceptions, and governance needs
4. What employees and managers will need explained clearly

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Recognition Budget Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Communication Notes

- [What managers and employees will need explained clearly]

Take a deep breath and focus on decisions that balance fairness, competitiveness, affordability, and trust.

Prompt 253 - Reward Framework

Total Rewards | Compensation, benefits & rewards (Prompts 241-270)

ROLE

You are a senior compensation and total rewards leader with expertise in pay design, benchmarking, benefits strategy, and reward governance.

CONTEXT

I need to create or refine the Reward Framework so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Reward Framework that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Current pay philosophy / plans / policies: [PASTE DETAILS]
- Relevant employee, comp, or benefits data: [PASTE DATA]
- Market benchmarks or peer comparisons: [PASTE DATA]
- Budget / cost constraints: [PASTE DETAILS]
- Decision criteria, leadership concerns, or employee questions: [PASTE NOTES]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Compensation philosophy or market position target: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Internal equity, external competitiveness, and affordability
2. How programs influence retention, motivation, and trust
3. Decision rules, exceptions, and governance needs
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Reward Framework in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Communication Notes

- [What managers and employees will need explained clearly]

Take a deep breath and focus on decisions that balance fairness, competitiveness, affordability, and trust.

Prompt 254 - Promotion Pay Decision Guide

Total Rewards | Compensation, benefits & rewards (Prompts 241-270) | [Quick Pick](#)

ROLE

You are a senior compensation and total rewards leader with expertise in pay design, benchmarking, benefits strategy, and reward governance.

CONTEXT

I need to create or refine the Promotion Pay Decision Guide so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Promotion Pay Decision Guide that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Current pay philosophy / plans / policies: [PASTE DETAILS]
- Relevant employee, comp, or benefits data: [PASTE DATA]
- Market benchmarks or peer comparisons: [PASTE DATA]
- Budget / cost constraints: [PASTE DETAILS]
- Decision criteria, leadership concerns, or employee questions: [PASTE NOTES]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]
- Target roles / levels in scope: [PASTE LEVELS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Compensation philosophy or market position target: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Internal equity, external competitiveness, and affordability
2. How programs influence retention, motivation, and trust
3. Decision rules, exceptions, and governance needs
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Promotion Pay Decision Guide in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Communication Notes

- [What managers and employees will need explained clearly]

Take a deep breath and focus on decisions that balance fairness, competitiveness, affordability, and trust.

Prompt 255 - Merit Cycle Planning

Total Rewards | Compensation, benefits & rewards (Prompts 241-270)

ROLE

You are a senior compensation and total rewards leader with expertise in pay design, benchmarking, benefits strategy, and reward governance.

CONTEXT

I need to create the Merit Cycle Planning so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Merit Cycle Planning with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current pay philosophy / plans / policies: [PASTE DETAILS]
- Relevant employee, comp, or benefits data: [PASTE DATA]
- Market benchmarks or peer comparisons: [PASTE DATA]
- Budget / cost constraints: [PASTE DETAILS]
- Decision criteria, leadership concerns, or employee questions: [PASTE NOTES]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Compensation philosophy or market position target: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Internal equity, external competitiveness, and affordability
2. How programs influence retention, motivation, and trust
3. Decision rules, exceptions, and governance needs
4. What employees and managers will need explained clearly

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Merit Cycle Planning with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Communication Notes

- [What managers and employees will need explained clearly]

Take a deep breath and focus on decisions that balance fairness, competitiveness, affordability, and trust.

Prompt 256 - Compensation Communication FAQ

Total Rewards | Compensation, benefits & rewards (Prompts 241-270)

ROLE

You are a senior compensation and total rewards leader with expertise in pay design, benchmarking, benefits strategy, and reward governance.

CONTEXT

I need help drafting the Compensation Communication FAQ so it is clear, credible, and appropriate for the intended audience.

TASK

Use the provided inputs to draft the Compensation Communication FAQ and tailor it to the right audience, tone, risks, and follow-up questions.

INPUTS

- Current pay philosophy / plans / policies: [PASTE DETAILS]
- Relevant employee, comp, or benefits data: [PASTE DATA]
- Market benchmarks or peer comparisons: [PASTE DATA]
- Budget / cost constraints: [PASTE DETAILS]
- Decision criteria, leadership concerns, or employee questions: [PASTE NOTES]
- Primary audience: [WHO THIS IS FOR]
- Key message / decision / change: [PASTE CORE MESSAGE]
- Sensitive questions or objections to address: [PASTE RISKS OR FAQS]

- Budget envelope or cost guardrails: [PASTE RANGE]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Compensation philosophy or market position target: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. What the audience most needs to know, feel, and do next
2. Tone, clarity, and trust-building language
3. Likely questions, resistance points, and misunderstandings
4. How the message should vary for employees, managers, and leaders

OUTPUT FORMAT

Provide:

Final Draft

- [Provide the full Compensation Communication FAQ]

Audience Variations

- [Adjustments for employees, managers, leaders, or candidates]

Talking Points and Anticipated Questions

- [Key points, objections, and suggested responses]

Communication Notes

- [What managers and employees will need explained clearly]

Take a deep breath and focus on decisions that balance fairness, competitiveness, affordability, and trust.

Prompt 257 - Manager Pay Conversation Guide

Total Rewards | Compensation, benefits & rewards (Prompts 241-270)

ROLE

You are a senior compensation and total rewards leader with expertise in pay design, benchmarking, benefits strategy, and reward governance.

CONTEXT

I need to create or refine the Manager Pay Conversation Guide so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Manager Pay Conversation Guide that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Current pay philosophy / plans / policies: [PASTE DETAILS]
- Relevant employee, comp, or benefits data: [PASTE DATA]
- Market benchmarks or peer comparisons: [PASTE DATA]
- Budget / cost constraints: [PASTE DETAILS]
- Decision criteria, leadership concerns, or employee questions: [PASTE NOTES]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

- Compensation philosophy or market position target: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Internal equity, external competitiveness, and affordability
2. How programs influence retention, motivation, and trust
3. Decision rules, exceptions, and governance needs
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Manager Pay Conversation Guide in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Communication Notes

- [What managers and employees will need explained clearly]

Take a deep breath and focus on decisions that balance fairness, competitiveness, affordability, and trust.

Prompt 258 - Location-Based Pay Review

Total Rewards | Compensation, benefits & rewards (Prompts 241-270)

ROLE

You are a senior compensation and total rewards leader with expertise in pay design, benchmarking, benefits strategy, and reward governance.

CONTEXT

I need to analyze our data and operating context around Location-Based Pay Review so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Location-Based Pay Review.

INPUTS

- Current pay philosophy / plans / policies: [PASTE DETAILS]
- Relevant employee, comp, or benefits data: [PASTE DATA]
- Market benchmarks or peer comparisons: [PASTE DATA]
- Budget / cost constraints: [PASTE DETAILS]
- Decision criteria, leadership concerns, or employee questions: [PASTE NOTES]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Compensation philosophy or market position target: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Internal equity, external competitiveness, and affordability
2. How programs influence retention, motivation, and trust
3. Decision rules, exceptions, and governance needs
4. What employees and managers will need explained clearly

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Location-Based Pay Review]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Communication Notes

- [What managers and employees will need explained clearly]

Take a deep breath and focus on decisions that balance fairness, competitiveness, affordability, and trust.

Prompt 259 - Shift Differential Plan

Total Rewards | Compensation, benefits & rewards (Prompts 241-270)

ROLE

You are a senior compensation and total rewards leader with expertise in pay design, benchmarking, benefits strategy, and reward governance.

CONTEXT

I need to create the Shift Differential Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Shift Differential Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current pay philosophy / plans / policies: [PASTE DETAILS]
- Relevant employee, comp, or benefits data: [PASTE DATA]
- Market benchmarks or peer comparisons: [PASTE DATA]
- Budget / cost constraints: [PASTE DETAILS]
- Decision criteria, leadership concerns, or employee questions: [PASTE NOTES]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Compensation philosophy or market position target: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Internal equity, external competitiveness, and affordability
2. How programs influence retention, motivation, and trust
3. Decision rules, exceptions, and governance needs
4. What employees and managers will need explained clearly

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Shift Differential Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Communication Notes

- [What managers and employees will need explained clearly]

Take a deep breath and focus on decisions that balance fairness, competitiveness, affordability, and trust.

Prompt 260 - Allowance Policy

Total Rewards | Compensation, benefits & rewards (Prompts 241-270)

ROLE

You are a senior compensation and total rewards leader with expertise in pay design, benchmarking, benefits strategy, and reward governance.

CONTEXT

I need to create or refine the Allowance Policy so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Allowance Policy that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Current pay philosophy / plans / policies: [PASTE DETAILS]
- Relevant employee, comp, or benefits data: [PASTE DATA]
- Market benchmarks or peer comparisons: [PASTE DATA]
- Budget / cost constraints: [PASTE DETAILS]
- Decision criteria, leadership concerns, or employee questions: [PASTE NOTES]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]
- Jurisdictions / legal requirements to consider: [PASTE DETAILS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Compensation philosophy or market position target: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Internal equity, external competitiveness, and affordability
2. How programs influence retention, motivation, and trust
3. Decision rules, exceptions, and governance needs
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Allowance Policy in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Communication Notes

- [What managers and employees will need explained clearly]

Take a deep breath and focus on decisions that balance fairness, competitiveness, affordability, and trust.

Prompt 261 - Benefits Enrollment Communication

Total Rewards | Compensation, benefits & rewards (Prompts 241-270)

ROLE

You are a senior compensation and total rewards leader with expertise in pay design, benchmarking, benefits strategy, and reward governance.

CONTEXT

I need help drafting the Benefits Enrollment Communication so it is clear, credible, and appropriate for the intended audience.

TASK

Use the provided inputs to draft the Benefits Enrollment Communication and tailor it to the right audience, tone, risks, and follow-up questions.

INPUTS

- Current pay philosophy / plans / policies: [PASTE DETAILS]
- Relevant employee, comp, or benefits data: [PASTE DATA]
- Market benchmarks or peer comparisons: [PASTE DATA]
- Budget / cost constraints: [PASTE DETAILS]
- Decision criteria, leadership concerns, or employee questions: [PASTE NOTES]
- Primary audience: [WHO THIS IS FOR]
- Key message / decision / change: [PASTE CORE MESSAGE]
- Sensitive questions or objections to address: [PASTE RISKS OR FAQs]
- Budget envelope or cost guardrails: [PASTE RANGE]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Compensation philosophy or market position target: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. What the audience most needs to know, feel, and do next
2. Tone, clarity, and trust-building language
3. Likely questions, resistance points, and misunderstandings
4. How the message should vary for employees, managers, and leaders

OUTPUT FORMAT

Provide:

Final Draft

- [Provide the full Benefits Enrollment Communication]

Audience Variations

- [Adjustments for employees, managers, leaders, or candidates]

Talking Points and Anticipated Questions

- [Key points, objections, and suggested responses]

Communication Notes

- [What managers and employees will need explained clearly]

Take a deep breath and focus on decisions that balance fairness, competitiveness, affordability, and trust.

Prompt 262 - Wellness Benefit Proposal

Total Rewards | Compensation, benefits & rewards (Prompts 241-270)

ROLE

You are a senior compensation and total rewards leader with expertise in pay design, benchmarking, benefits strategy, and reward governance.

CONTEXT

I need to create the Wellness Benefit Proposal so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Wellness Benefit Proposal with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Current pay philosophy / plans / policies: [PASTE DETAILS]
- Relevant employee, comp, or benefits data: [PASTE DATA]
- Market benchmarks or peer comparisons: [PASTE DATA]
- Budget / cost constraints: [PASTE DETAILS]
- Decision criteria, leadership concerns, or employee questions: [PASTE NOTES]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Compensation philosophy or market position target: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Internal equity, external competitiveness, and affordability
2. How programs influence retention, motivation, and trust
3. Decision rules, exceptions, and governance needs
4. What employees and managers will need explained clearly

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Wellness Benefit Proposal with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Communication Notes

- [What managers and employees will need explained clearly]

Take a deep breath and focus on decisions that balance fairness, competitiveness, affordability, and trust.

Prompt 263 - Compensation Risk Review

Total Rewards | Compensation, benefits & rewards (Prompts 241-270)

ROLE

You are a senior compensation and total rewards leader with expertise in pay design, benchmarking, benefits strategy, and reward governance.

CONTEXT

I need to analyze our data and operating context around Compensation Risk Review so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Compensation Risk Review.

INPUTS

- Current pay philosophy / plans / policies: [PASTE DETAILS]
- Relevant employee, comp, or benefits data: [PASTE DATA]
- Market benchmarks or peer comparisons: [PASTE DATA]
- Budget / cost constraints: [PASTE DETAILS]
- Decision criteria, leadership concerns, or employee questions: [PASTE NOTES]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]
- Budget envelope or cost guardrails: [PASTE RANGE]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Compensation philosophy or market position target: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Internal equity, external competitiveness, and affordability
2. How programs influence retention, motivation, and trust
3. Decision rules, exceptions, and governance needs
4. What employees and managers will need explained clearly

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Compensation Risk Review]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Communication Notes

- [What managers and employees will need explained clearly]

Take a deep breath and focus on decisions that balance fairness, competitiveness, affordability, and trust.

Prompt 264 - Retention Bonus Analysis

Total Rewards | Compensation, benefits & rewards (Prompts 241-270) | [Quick Pick](#)

ROLE

You are a senior compensation and total rewards leader with expertise in pay design, benchmarking, benefits strategy, and reward governance.

CONTEXT

I need to analyze our data and operating context around Retention Bonus Analysis so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Retention Bonus Analysis.

INPUTS

- Current pay philosophy / plans / policies: [PASTE DETAILS]
- Relevant employee, comp, or benefits data: [PASTE DATA]
- Market benchmarks or peer comparisons: [PASTE DATA]
- Budget / cost constraints: [PASTE DETAILS]
- Decision criteria, leadership concerns, or employee questions: [PASTE NOTES]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]
- Budget envelope or cost guardrails: [PASTE RANGE]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Compensation philosophy or market position target: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Internal equity, external competitiveness, and affordability
2. How programs influence retention, motivation, and trust
3. Decision rules, exceptions, and governance needs
4. What employees and managers will need explained clearly

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Retention Bonus Analysis]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Communication Notes

- [What managers and employees will need explained clearly]

Take a deep breath and focus on decisions that balance fairness, competitiveness, affordability, and trust.

Prompt 265 - Pay Transparency Messaging

Total Rewards | Compensation, benefits & rewards (Prompts 241-270)

ROLE

You are a senior compensation and total rewards leader with expertise in pay design, benchmarking, benefits strategy, and reward governance.

CONTEXT

I need help drafting the Pay Transparency Messaging so it is clear, credible, and appropriate for the intended audience.

TASK

Use the provided inputs to draft the Pay Transparency Messaging and tailor it to the right audience, tone, risks, and follow-up questions.

INPUTS

- Current pay philosophy / plans / policies: [PASTE DETAILS]
- Relevant employee, comp, or benefits data: [PASTE DATA]
- Market benchmarks or peer comparisons: [PASTE DATA]
- Budget / cost constraints: [PASTE DETAILS]
- Decision criteria, leadership concerns, or employee questions: [PASTE NOTES]
- Primary audience: [WHO THIS IS FOR]
- Key message / decision / change: [PASTE CORE MESSAGE]

- Sensitive questions or objections to address: [PASTE RISKS OR FAQs]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Compensation philosophy or market position target: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. What the audience most needs to know, feel, and do next
2. Tone, clarity, and trust-building language
3. Likely questions, resistance points, and misunderstandings
4. Flag where finance, legal, or executive review is required

OUTPUT FORMAT

Provide:

Final Draft

- [Provide the full Pay Transparency Messaging]

Audience Variations

- [Adjustments for employees, managers, leaders, or candidates]

Talking Points and Anticipated Questions

- [Key points, objections, and suggested responses]

Communication Notes

- [What managers and employees will need explained clearly]

Take a deep breath and focus on decisions that balance fairness, competitiveness, affordability, and trust.

Prompt 266 - Job Pricing Framework

Total Rewards | Compensation, benefits & rewards (Prompts 241-270)

ROLE

You are a senior compensation and total rewards leader with expertise in pay design, benchmarking, benefits strategy, and reward governance.

CONTEXT

I need to create or refine the Job Pricing Framework so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Job Pricing Framework that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Current pay philosophy / plans / policies: [PASTE DETAILS]
- Relevant employee, comp, or benefits data: [PASTE DATA]
- Market benchmarks or peer comparisons: [PASTE DATA]
- Budget / cost constraints: [PASTE DETAILS]
- Decision criteria, leadership concerns, or employee questions: [PASTE NOTES]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

- Compensation philosophy or market position target: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Internal equity, external competitiveness, and affordability
2. How programs influence retention, motivation, and trust
3. Decision rules, exceptions, and governance needs
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Job Pricing Framework in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Communication Notes

- [What managers and employees will need explained clearly]

Take a deep breath and focus on decisions that balance fairness, competitiveness, affordability, and trust.

Prompt 267 - Total Rewards Dashboard

Total Rewards | Compensation, benefits & rewards (Prompts 241-270)

ROLE

You are a senior compensation and total rewards leader with expertise in pay design, benchmarking, benefits strategy, and reward governance.

CONTEXT

I need to build the Total Rewards Dashboard so leaders can see the right signals quickly and make better people decisions.

TASK

Design the Total Rewards Dashboard with the right metrics, definitions, cuts, thresholds, and action prompts for decision-makers.

INPUTS

- Current pay philosophy / plans / policies: [PASTE DETAILS]
- Relevant employee, comp, or benefits data: [PASTE DATA]
- Market benchmarks or peer comparisons: [PASTE DATA]
- Budget / cost constraints: [PASTE DETAILS]
- Decision criteria, leadership concerns, or employee questions: [PASTE NOTES]
- Timeframe and comparison periods: [PASTE RANGE]
- Available fields / systems / data definitions: [PASTE DETAILS]
- Leaders or teams who will use the dashboard: [PASTE AUDIENCE]
- Budget envelope or cost guardrails: [PASTE RANGE]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Compensation philosophy or market position target: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Choose metrics that drive decisions, not vanity reporting
2. Define each metric clearly, including numerator, denominator, and source
3. Include segmentation, trends, and thresholds that prompt action
4. Call out data quality limits and missing context

OUTPUT FORMAT

Provide:

Metrics to Include

- [List each metric, definition, source, and reason it matters]

Dashboard Structure

- [Recommend tabs, filters, cuts, and visual hierarchy]

Decision Triggers and Next Steps

- [What leaders should do when metrics move]

Communication Notes

- [What managers and employees will need explained clearly]

Take a deep breath and focus on decisions that balance fairness, competitiveness, affordability, and trust.

Prompt 268 - Incentive Plan Effectiveness Review

Total Rewards | Compensation, benefits & rewards (Prompts 241-270) | [Quick Pick](#)

ROLE

You are a senior compensation and total rewards leader with expertise in pay design, benchmarking, benefits strategy, and reward governance.

CONTEXT

I need to analyze our data and operating context around Incentive Plan Effectiveness Review so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Incentive Plan Effectiveness Review.

INPUTS

- Current pay philosophy / plans / policies: [PASTE DETAILS]
- Relevant employee, comp, or benefits data: [PASTE DATA]
- Market benchmarks or peer comparisons: [PASTE DATA]
- Budget / cost constraints: [PASTE DETAILS]
- Decision criteria, leadership concerns, or employee questions: [PASTE NOTES]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Compensation philosophy or market position target: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Internal equity, external competitiveness, and affordability
2. How programs influence retention, motivation, and trust
3. Decision rules, exceptions, and governance needs
4. What employees and managers will need explained clearly

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Incentive Plan Effectiveness Review]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Communication Notes

- [What managers and employees will need explained clearly]

Take a deep breath and focus on decisions that balance fairness, competitiveness, affordability, and trust.

Prompt 269 - Recognition Program ROI Analysis

Total Rewards | Compensation, benefits & rewards (Prompts 241-270)

ROLE

You are a senior compensation and total rewards leader with expertise in pay design, benchmarking, benefits strategy, and reward governance.

CONTEXT

I need to analyze our data and operating context around Recognition Program ROI Analysis so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Recognition Program ROI Analysis.

INPUTS

- Current pay philosophy / plans / policies: [PASTE DETAILS]
- Relevant employee, comp, or benefits data: [PASTE DATA]
- Market benchmarks or peer comparisons: [PASTE DATA]
- Budget / cost constraints: [PASTE DETAILS]
- Decision criteria, leadership concerns, or employee questions: [PASTE NOTES]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Compensation philosophy or market position target: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Internal equity, external competitiveness, and affordability
2. How programs influence retention, motivation, and trust
3. Decision rules, exceptions, and governance needs
4. What employees and managers will need explained clearly

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Recognition Program ROI Analysis]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Communication Notes

- [What managers and employees will need explained clearly]

Take a deep breath and focus on decisions that balance fairness, competitiveness, affordability, and trust.

Prompt 270 - Compensation Governance Model

Total Rewards | Compensation, benefits & rewards (Prompts 241-270) | [Quick Pick](#)

ROLE

You are a senior compensation and total rewards leader with expertise in pay design, benchmarking, benefits strategy, and reward governance.

CONTEXT

I need to analyze our data and operating context around Compensation Governance Model so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Compensation Governance Model.

INPUTS

- Current pay philosophy / plans / policies: [PASTE DETAILS]
- Relevant employee, comp, or benefits data: [PASTE DATA]
- Market benchmarks or peer comparisons: [PASTE DATA]
- Budget / cost constraints: [PASTE DETAILS]
- Decision criteria, leadership concerns, or employee questions: [PASTE NOTES]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]
- Budget envelope or cost guardrails: [PASTE RANGE]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Compensation philosophy or market position target: [PASTE DETAILS]

ANALYSIS FRAMEWORK

1. Internal equity, external competitiveness, and affordability
2. How programs influence retention, motivation, and trust
3. Decision rules, exceptions, and governance needs
4. What employees and managers will need explained clearly

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Compensation Governance Model]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Communication Notes

- [What managers and employees will need explained clearly]

Take a deep breath and focus on decisions that balance fairness, competitiveness, affordability, and trust.

APPENDIX SECTION

People Analytics & HR Operations

People Analytics, HR Ops, systems, PMO, and decision-support teams.

<h2 style="font-size: 2em; margin: 0;">30</h2> <p>PROMPTS Prompts in this role section.</p>	<h2 style="font-size: 2em; margin: 0;">8</h2> <p>QUICK PICKS Fast-start prompts worth trying first.</p>	<p>Start with</p> <ul style="list-style-type: none"> • Attrition Analysis • Early Warning Retention Model • Time-to-Productivity Analysis
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PEOPLE ANALYTICS, RETENTION & CONTINUOUS IMPROVEMENT (PROMPTS 271-300)

Prompt 271 - Attrition Analysis

People Analytics & HR Operations | People analytics, retention & continuous improvement (Prompts 271-300) | [Quick Pick](#)

ROLE

You are a senior people analytics and HR operations leader with expertise in workforce metrics, retention analysis, and continuous improvement.

CONTEXT

I need to analyze our data and operating context around Attrition Analysis so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Attrition Analysis.

INPUTS

- Relevant HR datasets and time period: [PASTE DATA]
- Business questions to answer: [PASTE QUESTIONS]
- Current KPI definitions / dashboard views: [PASTE DETAILS]
- Known issues or hypotheses: [PASTE NOTES]
- Audience for the analysis: [PASTE LEADERSHIP OR TEAM]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Preferred business cuts: [FUNCTION / TENURE / LOCATION / LEVEL]

ANALYSIS FRAMEWORK

1. What the data says, what it does not say, and confidence limits
2. Segment-level patterns by function, level, tenure, manager, or location
3. Likely drivers, root causes, and leading indicators
4. Which actions should be tested, tracked, and revisited

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Attrition Analysis]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 272 - Early Warning Retention Model

People Analytics & HR Operations | People analytics, retention & continuous improvement (Prompts 271-300) | [Quick Pick](#)

ROLE

You are a senior people analytics and HR operations leader with expertise in workforce metrics, retention analysis, and continuous improvement.

CONTEXT

I need to analyze our data and operating context around Early Warning Retention Model so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Early Warning Retention Model.

INPUTS

- Relevant HR datasets and time period: [PASTE DATA]
- Business questions to answer: [PASTE QUESTIONS]
- Current KPI definitions / dashboard views: [PASTE DETAILS]
- Known issues or hypotheses: [PASTE NOTES]
- Audience for the analysis: [PASTE LEADERSHIP OR TEAM]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Preferred business cuts: [FUNCTION / TENURE / LOCATION / LEVEL]

ANALYSIS FRAMEWORK

1. What the data says, what it does not say, and confidence limits
2. Segment-level patterns by function, level, tenure, manager, or location
3. Likely drivers, root causes, and leading indicators
4. Which actions should be tested, tracked, and revisited

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Early Warning Retention Model]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 273 - Flight Risk Review

People Analytics & HR Operations | People analytics, retention & continuous improvement (Prompts 271-300)

ROLE

You are a senior people analytics and HR operations leader with expertise in workforce metrics, retention analysis, and continuous improvement.

CONTEXT

I need to analyze our data and operating context around Flight Risk Review so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Flight Risk Review.

INPUTS

- Relevant HR datasets and time period: [PASTE DATA]
- Business questions to answer: [PASTE QUESTIONS]
- Current KPI definitions / dashboard views: [PASTE DETAILS]
- Known issues or hypotheses: [PASTE NOTES]
- Audience for the analysis: [PASTE LEADERSHIP OR TEAM]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Preferred business cuts: [FUNCTION / TENURE / LOCATION / LEVEL]

ANALYSIS FRAMEWORK

1. What the data says, what it does not say, and confidence limits
2. Segment-level patterns by function, level, tenure, manager, or location
3. Likely drivers, root causes, and leading indicators
4. Which actions should be tested, tracked, and revisited

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Flight Risk Review]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 274 - Retention Action Plan

People Analytics & HR Operations | People analytics, retention & continuous improvement (Prompts 271-300)

ROLE

You are a senior people analytics and HR operations leader with expertise in workforce metrics, retention analysis, and continuous improvement.

CONTEXT

I need to create the Retention Action Plan so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Retention Action Plan with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Relevant HR datasets and time period: [PASTE DATA]
- Business questions to answer: [PASTE QUESTIONS]
- Current KPI definitions / dashboard views: [PASTE DETAILS]
- Known issues or hypotheses: [PASTE NOTES]
- Audience for the analysis: [PASTE LEADERSHIP OR TEAM]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Preferred business cuts: [FUNCTION / TENURE / LOCATION / LEVEL]

ANALYSIS FRAMEWORK

1. What the data says, what it does not say, and confidence limits
2. Segment-level patterns by function, level, tenure, manager, or location
3. Likely drivers, root causes, and leading indicators
4. Which actions should be tested, tracked, and revisited

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Retention Action Plan with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 275 - Manager Effectiveness Dashboard

People Analytics & HR Operations | People analytics, retention & continuous improvement (Prompts 271-300)

ROLE

You are a senior people analytics and HR operations leader with expertise in workforce metrics, retention analysis, and continuous improvement.

CONTEXT

I need to build the Manager Effectiveness Dashboard so leaders can see the right signals quickly and make better people decisions.

TASK

Design the Manager Effectiveness Dashboard with the right metrics, definitions, cuts, thresholds, and action prompts for decision-makers.

INPUTS

- Relevant HR datasets and time period: [PASTE DATA]
- Business questions to answer: [PASTE QUESTIONS]
- Current KPI definitions / dashboard views: [PASTE DETAILS]
- Known issues or hypotheses: [PASTE NOTES]
- Audience for the analysis: [PASTE LEADERSHIP OR TEAM]
- Timeframe and comparison periods: [PASTE RANGE]
- Available fields / systems / data definitions: [PASTE DETAILS]

- Leaders or teams who will use the dashboard: [PASTE AUDIENCE]
- Any existing dashboards or definitions to preserve: [PASTE DETAILS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Preferred business cuts: [FUNCTION / TENURE / LOCATION / LEVEL]

ANALYSIS FRAMEWORK

1. Choose metrics that drive decisions, not vanity reporting
2. Define each metric clearly, including numerator, denominator, and source
3. Include segmentation, trends, and thresholds that prompt action
4. Call out data quality limits and missing context

OUTPUT FORMAT

Provide:

Metrics to Include

- [List each metric, definition, source, and reason it matters]

Dashboard Structure

- [Recommend tabs, filters, cuts, and visual hierarchy]

Decision Triggers and Next Steps

- [What leaders should do when metrics move]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 276 - HR Metrics Dashboard

People Analytics & HR Operations | People analytics, retention & continuous improvement (Prompts 271-300)

ROLE

You are a senior people analytics and HR operations leader with expertise in workforce metrics, retention analysis, and continuous improvement.

CONTEXT

I need to build the HR Metrics Dashboard so leaders can see the right signals quickly and make better people decisions.

TASK

Design the HR Metrics Dashboard with the right metrics, definitions, cuts, thresholds, and action prompts for decision-makers.

INPUTS

- Relevant HR datasets and time period: [PASTE DATA]
- Business questions to answer: [PASTE QUESTIONS]
- Current KPI definitions / dashboard views: [PASTE DETAILS]
- Known issues or hypotheses: [PASTE NOTES]
- Audience for the analysis: [PASTE LEADERSHIP OR TEAM]
- Timeframe and comparison periods: [PASTE RANGE]
- Available fields / systems / data definitions: [PASTE DETAILS]
- Leaders or teams who will use the dashboard: [PASTE AUDIENCE]
- Any existing dashboards or definitions to preserve: [PASTE DETAILS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Preferred business cuts: [FUNCTION / TENURE / LOCATION / LEVEL]

ANALYSIS FRAMEWORK

1. Choose metrics that drive decisions, not vanity reporting
2. Define each metric clearly, including numerator, denominator, and source
3. Include segmentation, trends, and thresholds that prompt action
4. Call out data quality limits and missing context

OUTPUT FORMAT

Provide:

Metrics to Include

- [List each metric, definition, source, and reason it matters]

Dashboard Structure

- [Recommend tabs, filters, cuts, and visual hierarchy]

Decision Triggers and Next Steps

- [What leaders should do when metrics move]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 277 - Headcount & Movement Report

People Analytics & HR Operations | People analytics, retention & continuous improvement (Prompts 271-300)

ROLE

You are a senior people analytics and HR operations leader with expertise in workforce metrics, retention analysis, and continuous improvement.

CONTEXT

I need to build the Headcount & Movement Report so leaders can see the right signals quickly and make better people decisions.

TASK

Design the Headcount & Movement Report with the right metrics, definitions, cuts, thresholds, and action prompts for decision-makers.

INPUTS

- Relevant HR datasets and time period: [PASTE DATA]
- Business questions to answer: [PASTE QUESTIONS]
- Current KPI definitions / dashboard views: [PASTE DETAILS]
- Known issues or hypotheses: [PASTE NOTES]
- Audience for the analysis: [PASTE LEADERSHIP OR TEAM]
- Timeframe and comparison periods: [PASTE RANGE]
- Available fields / systems / data definitions: [PASTE DETAILS]
- Leaders or teams who will use the dashboard: [PASTE AUDIENCE]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Preferred business cuts: [FUNCTION / TENURE / LOCATION / LEVEL]

ANALYSIS FRAMEWORK

1. Choose metrics that drive decisions, not vanity reporting
2. Define each metric clearly, including numerator, denominator, and source
3. Include segmentation, trends, and thresholds that prompt action
4. Call out data quality limits and missing context

OUTPUT FORMAT

Provide:

Metrics to Include

- [List each metric, definition, source, and reason it matters]

Dashboard Structure

- [Recommend tabs, filters, cuts, and visual hierarchy]

Decision Triggers and Next Steps

- [What leaders should do when metrics move]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 278 - Engagement Driver Analysis

People Analytics & HR Operations | People analytics, retention & continuous improvement (Prompts 271-300)

ROLE

You are a senior people analytics and HR operations leader with expertise in workforce metrics, retention analysis, and continuous improvement.

CONTEXT

I need to analyze our data and operating context around Engagement Driver Analysis so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Engagement Driver Analysis.

INPUTS

- Relevant HR datasets and time period: [PASTE DATA]
- Business questions to answer: [PASTE QUESTIONS]
- Current KPI definitions / dashboard views: [PASTE DETAILS]
- Known issues or hypotheses: [PASTE NOTES]
- Audience for the analysis: [PASTE LEADERSHIP OR TEAM]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Preferred business cuts: [FUNCTION / TENURE / LOCATION / LEVEL]

ANALYSIS FRAMEWORK

1. What the data says, what it does not say, and confidence limits
2. Segment-level patterns by function, level, tenure, manager, or location
3. Likely drivers, root causes, and leading indicators
4. Which actions should be tested, tracked, and revisited

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Engagement Driver Analysis]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 279 - DEI Metrics Review

People Analytics & HR Operations | People analytics, retention & continuous improvement (Prompts 271-300)

ROLE

You are a senior people analytics and HR operations leader with expertise in workforce metrics, retention analysis, and continuous improvement.

CONTEXT

I need to build the DEI Metrics Review so leaders can see the right signals quickly and make better people decisions.

TASK

Design the DEI Metrics Review with the right metrics, definitions, cuts, thresholds, and action prompts for decision-makers.

INPUTS

- Relevant HR datasets and time period: [PASTE DATA]
- Business questions to answer: [PASTE QUESTIONS]
- Current KPI definitions / dashboard views: [PASTE DETAILS]
- Known issues or hypotheses: [PASTE NOTES]
- Audience for the analysis: [PASTE LEADERSHIP OR TEAM]
- Timeframe and comparison periods: [PASTE RANGE]
- Available fields / systems / data definitions: [PASTE DETAILS]
- Leaders or teams who will use the dashboard: [PASTE AUDIENCE]
- Any existing dashboards or definitions to preserve: [PASTE DETAILS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Preferred business cuts: [FUNCTION / TENURE / LOCATION / LEVEL]

ANALYSIS FRAMEWORK

1. Choose metrics that drive decisions, not vanity reporting
2. Define each metric clearly, including numerator, denominator, and source
3. Include segmentation, trends, and thresholds that prompt action
4. Call out data quality limits and missing context

OUTPUT FORMAT

Provide:

Metrics to Include

- [List each metric, definition, source, and reason it matters]

Dashboard Structure

- [Recommend tabs, filters, cuts, and visual hierarchy]

Decision Triggers and Next Steps

- [What leaders should do when metrics move]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 280 - Hiring Funnel Analytics

People Analytics & HR Operations | People analytics, retention & continuous improvement (Prompts 271-300)

ROLE

You are a senior people analytics and HR operations leader with expertise in workforce metrics, retention analysis, and continuous improvement.

CONTEXT

I need to build the Hiring Funnel Analytics so leaders can see the right signals quickly and make better people decisions.

TASK

Design the Hiring Funnel Analytics with the right metrics, definitions, cuts, thresholds, and action prompts for decision-makers.

INPUTS

- Relevant HR datasets and time period: [PASTE DATA]
- Business questions to answer: [PASTE QUESTIONS]
- Current KPI definitions / dashboard views: [PASTE DETAILS]
- Known issues or hypotheses: [PASTE NOTES]
- Audience for the analysis: [PASTE LEADERSHIP OR TEAM]
- Timeframe and comparison periods: [PASTE RANGE]
- Available fields / systems / data definitions: [PASTE DETAILS]
- Leaders or teams who will use the dashboard: [PASTE AUDIENCE]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Preferred business cuts: [FUNCTION / TENURE / LOCATION / LEVEL]

ANALYSIS FRAMEWORK

1. Choose metrics that drive decisions, not vanity reporting
2. Define each metric clearly, including numerator, denominator, and source
3. Include segmentation, trends, and thresholds that prompt action
4. Call out data quality limits and missing context

OUTPUT FORMAT

Provide:

Metrics to Include

- [List each metric, definition, source, and reason it matters]

Dashboard Structure

- [Recommend tabs, filters, cuts, and visual hierarchy]

Decision Triggers and Next Steps

- [What leaders should do when metrics move]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 281 - Time-to-Productivity Analysis

People Analytics & HR Operations | People analytics, retention & continuous improvement (Prompts 271-300) | [Quick Pick](#)

ROLE

You are a senior people analytics and HR operations leader with expertise in workforce metrics, retention analysis, and continuous improvement.

CONTEXT

I need to analyze our data and operating context around Time-to-Productivity Analysis so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Time-to-Productivity Analysis.

INPUTS

- Relevant HR datasets and time period: [PASTE DATA]
- Business questions to answer: [PASTE QUESTIONS]
- Current KPI definitions / dashboard views: [PASTE DETAILS]
- Known issues or hypotheses: [PASTE NOTES]
- Audience for the analysis: [PASTE LEADERSHIP OR TEAM]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]

- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Preferred business cuts: [FUNCTION / TENURE / LOCATION / LEVEL]

ANALYSIS FRAMEWORK

1. What the data says, what it does not say, and confidence limits
2. Segment-level patterns by function, level, tenure, manager, or location
3. Likely drivers, root causes, and leading indicators
4. Which actions should be tested, tracked, and revisited

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Time-to-Productivity Analysis]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 282 - Internal Mobility Analytics

People Analytics & HR Operations | People analytics, retention & continuous improvement (Prompts 271-300)

ROLE

You are a senior people analytics and HR operations leader with expertise in workforce metrics, retention analysis, and continuous improvement.

CONTEXT

I need to build the Internal Mobility Analytics so leaders can see the right signals quickly and make better people decisions.

TASK

Design the Internal Mobility Analytics with the right metrics, definitions, cuts, thresholds, and action prompts for decision-makers.

INPUTS

- Relevant HR datasets and time period: [PASTE DATA]
- Business questions to answer: [PASTE QUESTIONS]
- Current KPI definitions / dashboard views: [PASTE DETAILS]
- Known issues or hypotheses: [PASTE NOTES]
- Audience for the analysis: [PASTE LEADERSHIP OR TEAM]
- Timeframe and comparison periods: [PASTE RANGE]
- Available fields / systems / data definitions: [PASTE DETAILS]
- Leaders or teams who will use the dashboard: [PASTE AUDIENCE]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Preferred business cuts: [FUNCTION / TENURE / LOCATION / LEVEL]

ANALYSIS FRAMEWORK

1. Choose metrics that drive decisions, not vanity reporting
2. Define each metric clearly, including numerator, denominator, and source
3. Include segmentation, trends, and thresholds that prompt action
4. Call out data quality limits and missing context

OUTPUT FORMAT

Provide:

Metrics to Include

- [List each metric, definition, source, and reason it matters]

Dashboard Structure

- [Recommend tabs, filters, cuts, and visual hierarchy]

Decision Triggers and Next Steps

- [What leaders should do when metrics move]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 283 - Succession Bench Strength Dashboard

People Analytics & HR Operations | People analytics, retention & continuous improvement (Prompts 271-300)

ROLE

You are a senior people analytics and HR operations leader with expertise in workforce metrics, retention analysis, and continuous improvement.

CONTEXT

I need to build the Succession Bench Strength Dashboard so leaders can see the right signals quickly and make better people decisions.

TASK

Design the Succession Bench Strength Dashboard with the right metrics, definitions, cuts, thresholds, and action prompts for decision-makers.

INPUTS

- Relevant HR datasets and time period: [PASTE DATA]
- Business questions to answer: [PASTE QUESTIONS]
- Current KPI definitions / dashboard views: [PASTE DETAILS]
- Known issues or hypotheses: [PASTE NOTES]
- Audience for the analysis: [PASTE LEADERSHIP OR TEAM]
- Timeframe and comparison periods: [PASTE RANGE]
- Available fields / systems / data definitions: [PASTE DETAILS]
- Leaders or teams who will use the dashboard: [PASTE AUDIENCE]
- Any existing dashboards or definitions to preserve: [PASTE DETAILS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Preferred business cuts: [FUNCTION / TENURE / LOCATION / LEVEL]

ANALYSIS FRAMEWORK

1. Choose metrics that drive decisions, not vanity reporting
2. Define each metric clearly, including numerator, denominator, and source
3. Include segmentation, trends, and thresholds that prompt action
4. Call out data quality limits and missing context

OUTPUT FORMAT

Provide:

Metrics to Include

- [List each metric, definition, source, and reason it matters]

Dashboard Structure

- [Recommend tabs, filters, cuts, and visual hierarchy]

Decision Triggers and Next Steps

- [What leaders should do when metrics move]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 284 - Learning Impact Analytics

People Analytics & HR Operations | People analytics, retention & continuous improvement (Prompts 271-300)

ROLE

You are a senior people analytics and HR operations leader with expertise in workforce metrics, retention analysis, and continuous improvement.

CONTEXT

I need to build the Learning Impact Analytics so leaders can see the right signals quickly and make better people decisions.

TASK

Design the Learning Impact Analytics with the right metrics, definitions, cuts, thresholds, and action prompts for decision-makers.

INPUTS

- Relevant HR datasets and time period: [PASTE DATA]
- Business questions to answer: [PASTE QUESTIONS]
- Current KPI definitions / dashboard views: [PASTE DETAILS]
- Known issues or hypotheses: [PASTE NOTES]
- Audience for the analysis: [PASTE LEADERSHIP OR TEAM]
- Timeframe and comparison periods: [PASTE RANGE]
- Available fields / systems / data definitions: [PASTE DETAILS]
- Leaders or teams who will use the dashboard: [PASTE AUDIENCE]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Preferred business cuts: [FUNCTION / TENURE / LOCATION / LEVEL]

ANALYSIS FRAMEWORK

1. Choose metrics that drive decisions, not vanity reporting
2. Define each metric clearly, including numerator, denominator, and source
3. Include segmentation, trends, and thresholds that prompt action
4. Call out data quality limits and missing context

OUTPUT FORMAT

Provide:

Metrics to Include

- [List each metric, definition, source, and reason it matters]

Dashboard Structure

- [Recommend tabs, filters, cuts, and visual hierarchy]

Decision Triggers and Next Steps

- [What leaders should do when metrics move]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 285 - Compensation Trend Analysis

People Analytics & HR Operations | People analytics, retention & continuous improvement (Prompts 271-300) | [Quick Pick](#)

ROLE

You are a senior people analytics and HR operations leader with expertise in workforce metrics, retention analysis, and continuous improvement.

CONTEXT

I need to analyze our data and operating context around Compensation Trend Analysis so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Compensation Trend Analysis.

INPUTS

- Relevant HR datasets and time period: [PASTE DATA]
- Business questions to answer: [PASTE QUESTIONS]
- Current KPI definitions / dashboard views: [PASTE DETAILS]
- Known issues or hypotheses: [PASTE NOTES]
- Audience for the analysis: [PASTE LEADERSHIP OR TEAM]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]
- Budget envelope or cost guardrails: [PASTE RANGE]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Preferred business cuts: [FUNCTION / TENURE / LOCATION / LEVEL]

ANALYSIS FRAMEWORK

1. What the data says, what it does not say, and confidence limits
2. Segment-level patterns by function, level, tenure, manager, or location
3. Likely drivers, root causes, and leading indicators
4. Which actions should be tested, tracked, and revisited

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Compensation Trend Analysis]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 286 - Absence and Leave Pattern Review

People Analytics & HR Operations | People analytics, retention & continuous improvement (Prompts 271-300)

ROLE

You are a senior people analytics and HR operations leader with expertise in workforce metrics, retention analysis, and continuous improvement.

CONTEXT

I need to analyze our data and operating context around Absence and Leave Pattern Review so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Absence and Leave Pattern Review.

INPUTS

- Relevant HR datasets and time period: [PASTE DATA]
- Business questions to answer: [PASTE QUESTIONS]
- Current KPI definitions / dashboard views: [PASTE DETAILS]
- Known issues or hypotheses: [PASTE NOTES]
- Audience for the analysis: [PASTE LEADERSHIP OR TEAM]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Preferred business cuts: [FUNCTION / TENURE / LOCATION / LEVEL]

ANALYSIS FRAMEWORK

1. What the data says, what it does not say, and confidence limits
2. Segment-level patterns by function, level, tenure, manager, or location
3. Likely drivers, root causes, and leading indicators
4. Which actions should be tested, tracked, and revisited

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Absence and Leave Pattern Review]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 287 - HR Process Bottleneck Analysis

People Analytics & HR Operations | People analytics, retention & continuous improvement (Prompts 271-300)

ROLE

You are a senior people analytics and HR operations leader with expertise in workforce metrics, retention analysis, and continuous improvement.

CONTEXT

I need to analyze our data and operating context around HR Process Bottleneck Analysis so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to HR Process Bottleneck Analysis.

INPUTS

- Relevant HR datasets and time period: [PASTE DATA]
- Business questions to answer: [PASTE QUESTIONS]
- Current KPI definitions / dashboard views: [PASTE DETAILS]
- Known issues or hypotheses: [PASTE NOTES]
- Audience for the analysis: [PASTE LEADERSHIP OR TEAM]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]

- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Preferred business cuts: [FUNCTION / TENURE / LOCATION / LEVEL]

ANALYSIS FRAMEWORK

1. What the data says, what it does not say, and confidence limits
2. Segment-level patterns by function, level, tenure, manager, or location
3. Likely drivers, root causes, and leading indicators
4. Which actions should be tested, tracked, and revisited

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to HR Process Bottleneck Analysis]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 288 - Automation Opportunity Assessment

People Analytics & HR Operations | People analytics, retention & continuous improvement (Prompts 271-300)

ROLE

You are a senior people analytics and HR operations leader with expertise in workforce metrics, retention analysis, and continuous improvement.

CONTEXT

I need to create the Automation Opportunity Assessment so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Automation Opportunity Assessment with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Relevant HR datasets and time period: [PASTE DATA]
- Business questions to answer: [PASTE QUESTIONS]
- Current KPI definitions / dashboard views: [PASTE DETAILS]
- Known issues or hypotheses: [PASTE NOTES]
- Audience for the analysis: [PASTE LEADERSHIP OR TEAM]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Preferred business cuts: [FUNCTION / TENURE / LOCATION / LEVEL]

ANALYSIS FRAMEWORK

1. What the data says, what it does not say, and confidence limits
2. Segment-level patterns by function, level, tenure, manager, or location
3. Likely drivers, root causes, and leading indicators
4. Which actions should be tested, tracked, and revisited

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Automation Opportunity Assessment with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 289 - Service Ticket Theme Review

People Analytics & HR Operations | People analytics, retention & continuous improvement (Prompts 271-300)

ROLE

You are a senior people analytics and HR operations leader with expertise in workforce metrics, retention analysis, and continuous improvement.

CONTEXT

I need to analyze our data and operating context around Service Ticket Theme Review so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Service Ticket Theme Review.

INPUTS

- Relevant HR datasets and time period: [PASTE DATA]
- Business questions to answer: [PASTE QUESTIONS]
- Current KPI definitions / dashboard views: [PASTE DETAILS]
- Known issues or hypotheses: [PASTE NOTES]
- Audience for the analysis: [PASTE LEADERSHIP OR TEAM]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Preferred business cuts: [FUNCTION / TENURE / LOCATION / LEVEL]

ANALYSIS FRAMEWORK

1. What the data says, what it does not say, and confidence limits
2. Segment-level patterns by function, level, tenure, manager, or location
3. Likely drivers, root causes, and leading indicators
4. Which actions should be tested, tracked, and revisited

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Service Ticket Theme Review]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 290 - Employee Journey Analytics

People Analytics & HR Operations | People analytics, retention & continuous improvement (Prompts 271-300)

ROLE

You are a senior people analytics and HR operations leader with expertise in workforce metrics, retention analysis, and continuous improvement.

CONTEXT

I need to build the Employee Journey Analytics so leaders can see the right signals quickly and make better people decisions.

TASK

Design the Employee Journey Analytics with the right metrics, definitions, cuts, thresholds, and action prompts for decision-makers.

INPUTS

- Relevant HR datasets and time period: [PASTE DATA]
- Business questions to answer: [PASTE QUESTIONS]
- Current KPI definitions / dashboard views: [PASTE DETAILS]
- Known issues or hypotheses: [PASTE NOTES]
- Audience for the analysis: [PASTE LEADERSHIP OR TEAM]
- Timeframe and comparison periods: [PASTE RANGE]
- Available fields / systems / data definitions: [PASTE DETAILS]
- Leaders or teams who will use the dashboard: [PASTE AUDIENCE]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Preferred business cuts: [FUNCTION / TENURE / LOCATION / LEVEL]

ANALYSIS FRAMEWORK

1. Choose metrics that drive decisions, not vanity reporting
2. Define each metric clearly, including numerator, denominator, and source
3. Include segmentation, trends, and thresholds that prompt action
4. Call out data quality limits and missing context

OUTPUT FORMAT

Provide:

Metrics to Include

- [List each metric, definition, source, and reason it matters]

Dashboard Structure

- [Recommend tabs, filters, cuts, and visual hierarchy]

Decision Triggers and Next Steps

- [What leaders should do when metrics move]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 291 - Manager Sentiment Analysis

People Analytics & HR Operations | People analytics, retention & continuous improvement (Prompts 271-300)

ROLE

You are a senior people analytics and HR operations leader with expertise in workforce metrics, retention analysis, and continuous improvement.

CONTEXT

I need to analyze our data and operating context around Manager Sentiment Analysis so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Manager Sentiment Analysis.

INPUTS

- Relevant HR datasets and time period: [PASTE DATA]
- Business questions to answer: [PASTE QUESTIONS]
- Current KPI definitions / dashboard views: [PASTE DETAILS]
- Known issues or hypotheses: [PASTE NOTES]
- Audience for the analysis: [PASTE LEADERSHIP OR TEAM]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Preferred business cuts: [FUNCTION / TENURE / LOCATION / LEVEL]

ANALYSIS FRAMEWORK

1. What the data says, what it does not say, and confidence limits
2. Segment-level patterns by function, level, tenure, manager, or location
3. Likely drivers, root causes, and leading indicators
4. Which actions should be tested, tracked, and revisited

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Manager Sentiment Analysis]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 292 - Quarterly People Insights Memo

People Analytics & HR Operations | People analytics, retention & continuous improvement (Prompts 271-300) | [Quick Pick](#)

ROLE

You are a senior people analytics and HR operations leader with expertise in workforce metrics, retention analysis, and continuous improvement.

CONTEXT

I need a clear Quarterly People Insights Memo so leaders can quickly understand the most important people signals and make decisions.

TASK

Use the provided inputs to draft the Quarterly People Insights Memo, highlighting the most important trends, risks, business implications, and recommended actions.

INPUTS

- Relevant HR datasets and time period: [PASTE DATA]
- Business questions to answer: [PASTE QUESTIONS]
- Current KPI definitions / dashboard views: [PASTE DETAILS]
- Known issues or hypotheses: [PASTE NOTES]
- Audience for the analysis: [PASTE LEADERSHIP OR TEAM]
- Timeframe and comparison periods: [PASTE RANGE]
- Available fields / systems / data definitions: [PASTE DETAILS]
- Leaders or teams who will use the dashboard: [PASTE AUDIENCE]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Preferred business cuts: [FUNCTION / TENURE / LOCATION / LEVEL]

ANALYSIS FRAMEWORK

1. Choose metrics that drive decisions, not vanity reporting
2. Define each metric clearly, including numerator, denominator, and source
3. Include segmentation, trends, and thresholds that prompt action
4. Call out data quality limits and missing context

OUTPUT FORMAT

Provide:

Executive Summary

- [Provide the opening section of the Quarterly People Insights Memo with the most important takeaways]

Key Insights and Trends

- [Summarize material changes, segment-level patterns, risks, and business implications]

Recommended Actions and Watchouts

- [List the decisions leaders should make, what to monitor next, and any data limitations]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 293 - HR Experiment Design

People Analytics & HR Operations | People analytics, retention & continuous improvement (Prompts 271-300)

ROLE

You are a senior people analytics and HR operations leader with expertise in workforce metrics, retention analysis, and continuous improvement.

CONTEXT

I need to create the HR Experiment Design so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the HR Experiment Design with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Relevant HR datasets and time period: [PASTE DATA]
- Business questions to answer: [PASTE QUESTIONS]
- Current KPI definitions / dashboard views: [PASTE DETAILS]
- Known issues or hypotheses: [PASTE NOTES]
- Audience for the analysis: [PASTE LEADERSHIP OR TEAM]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Preferred business cuts: [FUNCTION / TENURE / LOCATION / LEVEL]

ANALYSIS FRAMEWORK

1. What the data says, what it does not say, and confidence limits
2. Segment-level patterns by function, level, tenure, manager, or location
3. Likely drivers, root causes, and leading indicators
4. Which actions should be tested, tracked, and revisited

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed HR Experiment Design with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 294 - A/B Test Plan for People Programs

People Analytics & HR Operations | People analytics, retention & continuous improvement (Prompts 271-300)

ROLE

You are a senior people analytics and HR operations leader with expertise in workforce metrics, retention analysis, and continuous improvement.

CONTEXT

I need to create the A/B Test Plan for People Programs so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the A/B Test Plan for People Programs with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Relevant HR datasets and time period: [PASTE DATA]
- Business questions to answer: [PASTE QUESTIONS]
- Current KPI definitions / dashboard views: [PASTE DETAILS]
- Known issues or hypotheses: [PASTE NOTES]
- Audience for the analysis: [PASTE LEADERSHIP OR TEAM]
- Primary objective / success definition: [PASTE GOAL]
- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Preferred business cuts: [FUNCTION / TENURE / LOCATION / LEVEL]

ANALYSIS FRAMEWORK

1. What the data says, what it does not say, and confidence limits
2. Segment-level patterns by function, level, tenure, manager, or location

3. Likely drivers, root causes, and leading indicators
4. Which actions should be tested, tracked, and revisited

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed A/B Test Plan for People Programs with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 295 - People Data Quality Audit

People Analytics & HR Operations | People analytics, retention & continuous improvement (Prompts 271-300)

ROLE

You are a senior people analytics and HR operations leader with expertise in workforce metrics, retention analysis, and continuous improvement.

CONTEXT

I need to build the People Data Quality Audit so leaders can see the right signals quickly and make better people decisions.

TASK

Design the People Data Quality Audit with the right metrics, definitions, cuts, thresholds, and action prompts for decision-makers.

INPUTS

- Relevant HR datasets and time period: [PASTE DATA]
- Business questions to answer: [PASTE QUESTIONS]
- Current KPI definitions / dashboard views: [PASTE DETAILS]
- Known issues or hypotheses: [PASTE NOTES]
- Audience for the analysis: [PASTE LEADERSHIP OR TEAM]
- Timeframe and comparison periods: [PASTE RANGE]
- Available fields / systems / data definitions: [PASTE DETAILS]
- Leaders or teams who will use the dashboard: [PASTE AUDIENCE]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Preferred business cuts: [FUNCTION / TENURE / LOCATION / LEVEL]

ANALYSIS FRAMEWORK

1. Choose metrics that drive decisions, not vanity reporting
2. Define each metric clearly, including numerator, denominator, and source
3. Include segmentation, trends, and thresholds that prompt action
4. Call out data quality limits and missing context

OUTPUT FORMAT

Provide:

Metrics to Include

- [List each metric, definition, source, and reason it matters]

Dashboard Structure

- [Recommend tabs, filters, cuts, and visual hierarchy]

Decision Triggers and Next Steps

- [What leaders should do when metrics move]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 296 - Governance and Data Definition Guide

People Analytics & HR Operations | People analytics, retention & continuous improvement (Prompts 271-300)

ROLE

You are a senior people analytics and HR operations leader with expertise in workforce metrics, retention analysis, and continuous improvement.

CONTEXT

I need to create or refine the Governance and Data Definition Guide so managers and HR partners can apply it consistently and with less ambiguity.

TASK

Create a clear, usable Governance and Data Definition Guide that includes practical structure, guidance, decision rules, and examples where needed.

INPUTS

- Relevant HR datasets and time period: [PASTE DATA]
- Business questions to answer: [PASTE QUESTIONS]
- Current KPI definitions / dashboard views: [PASTE DETAILS]
- Known issues or hypotheses: [PASTE NOTES]
- Audience for the analysis: [PASTE LEADERSHIP OR TEAM]
- Who will use this framework or template: [PASTE USERS]
- Current pain points or inconsistency risks: [PASTE ISSUES]
- Examples or edge cases to account for: [PASTE EXAMPLES]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Preferred business cuts: [FUNCTION / TENURE / LOCATION / LEVEL]

ANALYSIS FRAMEWORK

1. What the data says, what it does not say, and confidence limits
2. Segment-level patterns by function, level, tenure, manager, or location
3. Likely drivers, root causes, and leading indicators
4. Make the final framework simple enough for managers and HR partners to use consistently

OUTPUT FORMAT

Provide:

Recommended Framework or Draft

- [Provide the Governance and Data Definition Guide in a usable format]

How to Use It

- [Instructions, decision rules, examples, and who should use it]

Risks, Edge Cases, and Open Questions

- [Call out issues to resolve before rollout]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 297 - Board Metrics Summary

People Analytics & HR Operations | People analytics, retention & continuous improvement (Prompts 271-300)

ROLE

You are a senior people analytics and HR operations leader with expertise in workforce metrics, retention analysis, and continuous improvement.

CONTEXT

I need to build the Board Metrics Summary so leaders can see the right signals quickly and make better people decisions.

TASK

Design the Board Metrics Summary with the right metrics, definitions, cuts, thresholds, and action prompts for decision-makers.

INPUTS

- Relevant HR datasets and time period: [PASTE DATA]
- Business questions to answer: [PASTE QUESTIONS]
- Current KPI definitions / dashboard views: [PASTE DETAILS]
- Known issues or hypotheses: [PASTE NOTES]
- Audience for the analysis: [PASTE LEADERSHIP OR TEAM]
- Timeframe and comparison periods: [PASTE RANGE]
- Available fields / systems / data definitions: [PASTE DETAILS]
- Leaders or teams who will use the dashboard: [PASTE AUDIENCE]
- Any existing dashboards or definitions to preserve: [PASTE DETAILS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Preferred business cuts: [FUNCTION / TENURE / LOCATION / LEVEL]

ANALYSIS FRAMEWORK

1. Choose metrics that drive decisions, not vanity reporting
2. Define each metric clearly, including numerator, denominator, and source
3. Include segmentation, trends, and thresholds that prompt action
4. Call out data quality limits and missing context

OUTPUT FORMAT

Provide:

Metrics to Include

- [List each metric, definition, source, and reason it matters]

Dashboard Structure

- [Recommend tabs, filters, cuts, and visual hierarchy]

Decision Triggers and Next Steps

- [What leaders should do when metrics move]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 298 - Workforce Scenario Model

People Analytics & HR Operations | People analytics, retention & continuous improvement (Prompts 271-300) | [Quick Pick](#)

ROLE

You are a senior people analytics and HR operations leader with expertise in workforce metrics, retention analysis, and continuous improvement.

CONTEXT

I need to analyze our data and operating context around Workforce Scenario Model so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Workforce Scenario Model.

INPUTS

- Relevant HR datasets and time period: [PASTE DATA]
- Business questions to answer: [PASTE QUESTIONS]
- Current KPI definitions / dashboard views: [PASTE DETAILS]
- Known issues or hypotheses: [PASTE NOTES]
- Audience for the analysis: [PASTE LEADERSHIP OR TEAM]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Preferred business cuts: [FUNCTION / TENURE / LOCATION / LEVEL]

ANALYSIS FRAMEWORK

1. What the data says, what it does not say, and confidence limits
2. Segment-level patterns by function, level, tenure, manager, or location
3. Likely drivers, root causes, and leading indicators
4. Which actions should be tested, tracked, and revisited

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Workforce Scenario Model]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.

Prompt 299 - Continuous Improvement Roadmap

People Analytics & HR Operations | People analytics, retention & continuous improvement (Prompts 271-300) | [Quick Pick](#)

ROLE

You are a senior people analytics and HR operations leader with expertise in workforce metrics, retention analysis, and continuous improvement.

CONTEXT

I need to create the Continuous Improvement Roadmap so it is practical, aligned to the business, and ready to use with minimal rewriting.

TASK

Analyze the provided inputs and create the Continuous Improvement Roadmap with clear recommendations, sequencing, ownership, and measurable success criteria.

INPUTS

- Relevant HR datasets and time period: [PASTE DATA]
- Business questions to answer: [PASTE QUESTIONS]
- Current KPI definitions / dashboard views: [PASTE DETAILS]
- Known issues or hypotheses: [PASTE NOTES]
- Audience for the analysis: [PASTE LEADERSHIP OR TEAM]
- Primary objective / success definition: [PASTE GOAL]

- Key constraints or non-negotiables: [PASTE CONSTRAINTS]
- Stakeholders who need to buy in: [PASTE STAKEHOLDERS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]
- Preferred business cuts: [FUNCTION / TENURE / LOCATION / LEVEL]

ANALYSIS FRAMEWORK

1. What the data says, what it does not say, and confidence limits
2. Segment-level patterns by function, level, tenure, manager, or location
3. Likely drivers, root causes, and leading indicators
4. Which actions should be tested, tracked, and revisited

OUTPUT FORMAT

Provide:

Recommended Approach

- [Create the proposed Continuous Improvement Roadmap with priorities, sequencing, owners, and rationale]

Implementation Plan

- [90-day actions, dependencies, quick wins, and risks]

Measures of Success

- [Key metrics, milestones, and review cadence]

Take a deep breath and be specific. Prioritize practical HR decisions, realistic tradeoffs, and language a real team would use.

Prompt 300 - Annual People Review

People Analytics & HR Operations | People analytics, retention & continuous improvement (Prompts 271-300) | [Quick Pick](#)

ROLE

You are a senior people analytics and HR operations leader with expertise in workforce metrics, retention analysis, and continuous improvement.

CONTEXT

I need to analyze our data and operating context around Annual People Review so I can identify patterns, risks, and the most important actions.

TASK

Analyze the provided data and context to identify the most important findings, likely drivers, and recommended actions related to Annual People Review.

INPUTS

- Relevant HR datasets and time period: [PASTE DATA]
- Business questions to answer: [PASTE QUESTIONS]
- Current KPI definitions / dashboard views: [PASTE DETAILS]
- Known issues or hypotheses: [PASTE NOTES]
- Audience for the analysis: [PASTE LEADERSHIP OR TEAM]
- Timeframe and segments to compare: [PASTE RANGE / CUTS]
- Any hypotheses or suspected drivers: [PASTE NOTES]
- Decisions this analysis should support: [PASTE DECISIONS]

COMPANY / TEAM INFORMATION

- Company name: [YOUR COMPANY NAME]
- Industry / business model: [YOUR INDUSTRY / BUSINESS MODEL]
- Employee count and key locations: [HEADCOUNT / LOCATIONS]
- Primary workforce segments: [CORPORATE / FIELD / HOURLY / REMOTE / ETC.]
- Current business stage and priorities: [GROWTH / EFFICIENCY / REORG / ETC.]

- Preferred business cuts: [FUNCTION / TENURE / LOCATION / LEVEL]

ANALYSIS FRAMEWORK

1. What the data says, what it does not say, and confidence limits
2. Segment-level patterns by function, level, tenure, manager, or location
3. Likely drivers, root causes, and leading indicators
4. Which actions should be tested, tracked, and revisited

OUTPUT FORMAT

Provide:

Key Findings

- [Summarize the most important patterns related to Annual People Review]

Likely Drivers or Root Causes

- [Explain what may be causing the patterns]

Recommendations

- [Prioritized actions, risks, and what to monitor next]

Take a deep breath and analyze thoroughly. Focus on evidence-based insights, not generic HR advice.