**Practice Prompts – Enterprise Human Resources Focus**

**HR Operations & Compliance**

Outlook Prompts

* Draft an email to all staff outlining the updated workplace safety guidelines and inviting feedback by Friday.
* Create a summary of recent compliance training sessions for management, highlighting completion rates and outstanding participants.
* Send a reminder to employees about upcoming mandatory policy review and acknowledgment deadlines.
* Prepare a message to new hires with onboarding documents and information about required compliance modules.
* Compose a notification to the HR team about upcoming changes in labor laws affecting our operations.

Teams Prompts

* Summarize the key action items from today’s HR operations compliance meeting and share them in the channel.
* Upload the latest compliance checklist and start a discussion about process improvements.
* Post an announcement about the launch of a new digital tool for HR document management.
* Facilitate a Q&A session in Teams regarding changes to workplace policy and compliance requirements.
* Share a report on audit findings with the HR operations group and invite comments or solutions.

**Talent Development & Engagement**

Outlook Prompts

* Send a personalized email to employees inviting them to participate in the upcoming leadership development program.
* Draft a message to managers with guidelines for conducting effective performance reviews.
* Communicate details of new mentoring opportunities available and encourage nominations.
* Share a monthly newsletter with highlights from employee engagement initiatives and upcoming events.
* Invite feedback from recent training participants on the effectiveness of the talent development sessions.

Teams Prompts

* Announce and coordinate a virtual workshop focused on skill-building and career progression in the Teams channel.
* Create a poll in Teams to gather interest in various talent development programs.
* Start a discussion thread sharing best practices for employee engagement across departments.
* Share inspirational stories from employees who have benefited from development initiatives.
* Facilitate a brainstorming session for new ways to recognize and reward staff achievements.

**Strategic HR & Workforce Planning**

Outlook Prompts

* Compose an email to senior leaders outlining key workforce planning priorities for the next quarter.
* Send a report to stakeholders summarizing talent gaps and proposed strategies for recruitment.
* Notify managers about an upcoming workforce analytics briefing and provide the agenda.
* Request feedback from department heads on succession planning frameworks.
* Share a summary of recent market trends impacting strategic HR decisions with executive leadership.

Teams Prompts

* Post a Teams update with a summary of HR’s strategic goals for the year and invite input.
* Host a real-time brainstorming session on optimizing workforce allocation and future talent needs.
* Upload and discuss a workforce planning dashboard for team review.
* Facilitate a group conversation on the impact of remote work policies on long-term staffing.
* Share a news article on emerging HR technologies and lead a discussion on their relevance for our organization.