**Practice Prompts – Enterprise Human Resources Focus**

**HR Operations & Compliance**

Copilot in Word:

* Write a comprehensive onboarding manual for new hires. Include workplace policies, compliance training, and first-week expectations. Ensure the language is supportive and clear.
* Draft a workplace harassment prevention policy. Define prohibited behaviors, reporting channels, and disciplinary actions. Make the document accessible for all employees.
* Summarize annual compliance training results for the HR leadership team. List completion rates, outstanding requirements, and any incidents. Use clear sections for each topic covered.
* Develop a guide to documenting employee performance issues. Cover legal considerations, documentation standards, and escalation steps. Provide checklists for managers to follow.
* Prepare an internal newsletter on upcoming HR compliance deadlines. List due dates, affected policies, and points of contact for questions. Make the information engaging and easy to digest.

Copilot in Excel:

* Create a compliance checklist tracker for all company policies. List policies, responsible parties, and current status. Highlight overdue compliance actions in red.
* Build an HR dashboard summarizing headcount, turnover, and open positions. Include trend lines for monthly and annual comparisons. Add interactive filters for department and location.
* Develop a Pivot Table to analyze training completion rates by department and job level. Aggregate data to show company-wide compliance. Use charts to display completion trends over time.
* Track employee leave balances and accruals. Input leave taken, leave type, and calculate remaining balances for each employee. Provide a summary tab that flags employees with low balances.
* Use a VLOOKUP formula to match employee IDs to compliance certification status. Reference the Certification Records tab and indicate any missing certifications. Mark unmatched employees as “Pending.”

**Talent Development & Engagement**

Copilot in Word:

* Draft a leadership development program outline. Detail objectives, session topics, and assessment methods. Make the plan customizable for various management levels.
* Create an employee engagement survey summary. Highlight participation rates, key findings, and recommended action steps. Format the report for presentation to HR and leadership.
* Write an internal blog post celebrating employee learning achievements. Include top performers, certification completions, and notable milestones. Use an energetic and inclusive tone.
* Develop a mentoring program handbook. Explain program goals, participant roles, and communication guidelines. Provide tips for maximizing mentor-mentee relationships.
* Summarize feedback from a recent career development workshop. Organize comments by theme, suggest improvements, and share participant success stories. Present the summary for future planning purposes.

Copilot in Excel:

* Set up a skills assessment matrix for the entire department. List team members, key competencies, and proficiency levels. Use color coding to highlight skill gaps.
* Build a training participation tracker. Input session dates, attendees, and completion status for each event. Summarize participation rates in a dashboard view.
* Create a Pivot Table to display average engagement scores by team and role. Aggregate responses from the latest survey and visualize scores with bar charts. Highlight teams with high or low engagement.
* Use VLOOKUP to retrieve employee development plan status from a summary sheet. Reference the Development Plans tab and indicate completion for each individual. Show “Incomplete” for missing entries.
* Design a dashboard to compare the number of promotions and lateral moves by year. Input historical data and generate line and bar charts for easy comparison. Add slicers for gender and department.

**Strategic HR & Workforce Planning**

Copilot in Word:

* Draft a strategic workforce plan for the next three years. Include projected hiring needs, succession planning, and key skill development areas. Align recommendations with company goals.
* Write an executive summary of the annual workforce demographics report. Highlight changes in diversity, tenure, and generational composition. Present the data for board review.
* Create a proposal for implementing a flexible work arrangements policy. Outline potential benefits, risks, and implementation steps. Back up recommendations with recent research.
* Summarize critical insights from exit interview data. Focus on trends in voluntary turnover, common reasons for leaving, and suggested retention strategies. Make the summary actionable for HR leadership.
* Develop a job architecture framework document. Define job families, levels, and associated competencies. Provide guidelines for consistent job evaluation and career progression.

Copilot in Excel:

* Forecast headcount needs by department and quarter. Input historical hiring and turnover data to generate projections. Visualize trends with line and column charts.
* Create a workforce diversity dashboard. Track representation by gender, ethnicity, and age group for each department. Use conditional formatting to highlight areas for improvement.
* Build a Pivot Table to analyze promotion rates by business unit and year. Summarize the results and create charts to show trends. Highlight units with above-average promotion rates.
* Track succession planning readiness for critical roles. Input roles, potential successors, and readiness scores. Use VLOOKUP to merge ratings from a separate sheet.
* Set up a retirement risk tracker. List employees nearing retirement age and flag positions at high risk for vacancy. Provide an overview chart of risk distribution by department.