Phase 1: First 30 AI Prompts

# Visitor Management

1. As a Receptionist, write a visitor welcome message — “Welcome, [VisitorName], to [Company]. Please check in with security and take this badge. You will be directed to [MeetingRoom]. Let me know if you need any help.”

2. As a Facility Admin, generate a daily visitor‑report summary — “List all visitors today, their check‑in/check‑out times, purpose, and whether they signed out. Highlight any visitor overdue for check‑out.”

3. As a Security Officer, draft a visitor screening checklist — “Check visitor ID, background verification, purpose confirmation, escort requirement, restricted access zones. Include yes/no fields.”

4. As the Host (employee), send a meeting visitor invite email — “Hi [VisitorName], we look forward to seeing you at [Date/Time]. Please bring valid ID, report to reception, I will meet you.”

5. As Receptionist, handle a late arrival notification — “Visitor’s scheduled for 3:00 PM but will be ~15 mins late. Send a polite reply, confirm arrival window, and update host.”

6. As Facility Admin, compose a polite no‑show follow-up email — “Visitor was invited but didn’t arrive. Ask if they want to reschedule or cancel, and optionally include feedback link.”

# Vendor & Procurement

1. As Procurement Lead, draft an AI‑ready RFP announcement for [Service/Product], include evaluation criteria, submission template, and preferred response format.

2. As Vendor Manager, write vendor evaluation rubric template — “Criteria: cost, quality, delivery, past performance, compliance. Scale 1–5 with weights.”

3. As Buyer, send a negotiation email to vendor — “Thank you for your quote [Price]. Can you offer a 10% discount given projected volume and longer contract term?”

4. As Admin, create a vendor onboarding checklist — “Collect KYC, tax docs, bank info, contract signature, security clearance, induction materials.”

5. As Procurement Lead, produce a quarterly vendor performance review — “Summarize delivery timeliness, defects, communication, and propose improvements or continued engagement.”

6. As Company, draft a contract renewal reminder — “Your contract ends in 30 days. Please review and send confirmation or proposed changes to renew.”

# Helpdesk & Tickets

1. As Helpdesk Agent, respond to a new ticket — “Hello [User], thanks for raising this. Please share error message, steps you tried, timestamps, urgency.”

2. As Helpdesk Agent, escalate a ticket past SLA — “This ticket is overdue. Escalate to Tier‑2 with full history, logs, reproduction steps, current state.”

3. As Helpdesk Lead, generate weekly KPI report — “# tickets opened, # resolved, avg resolution time, backlog, SLA breaches, trending issues.”

4. As Agent, send closure feedback email — “Hello [User], we believe your issue is resolved. Please test and confirm; if not, reopen.”

5. As Helpdesk Admin, write a standard triage decision tree — “Classify severity levels, assign groups, escalation paths, info required at each stage.”

6. As Agent, propose a knowledge base article — “Draft article for recurring issue: include problem, causes, resolution steps, screenshots, FAQs.”

# Events & Meetings

1. As Event Planner, send meeting agenda to attendees — “Agenda: topics, time slots, presenters, outcomes, pre-reads.”

2. As Host, write post‑meeting follow-up email — “Thank you all. Here are decisions, action items (owner + due), next meeting.”

3. As Admin, generate room booking confirmation — “Your booking [RoomName] for [Date/Time] is confirmed. Included: AV, mic, seating layout.”

4. As Event Planner, send attendee reminder — “Reminder: event on [Date] at [Time], venue, agenda, dress code, travel tips.”

5. As Host, create breakout session instructions — “Divide into groups, discuss topic X for Y mins, deliverable format, reporting method.”

6. As Admin, prepare event budget estimate — “Estimate costs: venue, catering, A/V, travel, gifts, buffer 10%; present as table with totals.”

# Communication & HR

1. As HR, announce a new policy — “We are introducing [PolicyName] effective [Date]; summary, scope, impacted teams, contact for queries.”

2. As Communications Lead, send a team intro newsletter — “Welcome our new member [Name]. Share background, role, contact, fun fact.”

3. As HR, prepare exit interview questions — “Why leaving? What working well/poorly? Suggestions? Would you return?”

4. As Manager, give employee feedback — “You excelled at [X], improve [Y]. Suggest action steps and next review checkpoint.”

5. As HR, draft all-hands meeting speech note — “Share company metrics, wins & challenges, roadmap, team message, Q&A.”

6. As Communications Lead, draft an internal survey invitation — “We are planning [Activity]. Please vote preferences by [deadline]. Two reminder emails to follow.”