

Prompting scenarios :

Scenario 1:

Two team leads disagree on project priorities. Draft a mediation plan that is fair and action-oriented.

Prompt:

Act as a professional Workplace Mediator. Provide a comprehensive mediation plan for a conflict between two Team Leads who disagree on project priorities.

Your plan must include: Executive Summary: ensuring both the parties are heard. Decision Matrix: A set of objective criteria such as strategic alignment to rank the competing priorities. The Framework: A proposed win-win schedule or resource allocation model that addresses the core concerns of both leads. Actionable Roadmap: A step wise sequence of immediate tasks to resolve the issues.

Maintain a calm, authoritative and unbiased tone throughout the process.

Scenario 2:

Write a warm, professional welcome email for a new hire joining the marketing team.

Prompt :

Act as a warm and approachable marketing manager.

Your task: write a professional welcome email to a new hire joining our marketing team.

We have a new Social Media Manager named Sarah starting next Tuesday. She's joining us right as we launch our summer campaign, and we're all grabbing lunch at the cafe downstairs at 12:30 PM to celebrate her first day.

Keep it warm and professional, meaning friendly and excited, but still polished and organized.

Scenario 3:

Two team leads disagree on project priorities. Draft a mediation plan that is fair and action-oriented.

Prompt:

Role: Act as a Team Mediator. Your goal is to resolve disagreements between two Team Leads by creating a balanced 3-step plan.

Instructions: 1. Acknowledge the core needs of both leads. 2. Provide a "Compromise," a "Data Check," and a "Next Step." 3. Explain why the plan is fair and action-oriented.

Example 1 Conflict: Lead A wants to hire a new designer. Lead B wants to spend the budget on ads.

Mediation Plan: The Compromise: Use 60% of the budget for a short-term ad campaign and 40% to hire a freelance designer for a trial month.

- **The Check:** Measure if the ads bring in enough money to pay for a full-time designer later.
- **Next Step:** Review the ad results in two weeks before making a final hiring decision.

Why it's fair & action-oriented: It validates both leads by giving them a "test run" and uses real data to make the final decision rather than opinions.

Example 2 Conflict: Lead A wants to fix website bugs. Lead B wants to launch a new sale page.

Mediation Plan: The Compromise: Spend the morning fixing only "critical" showstopper bugs and the afternoon building the sale page.

- **The Data Check:** Monitor the bounce rate to see if bugs are actually stopping sales.
- **Next Step:** Both leads meet at 4 PM today to review the sale page progress.

Why it's fair & action-oriented: It respects Lead A's concern for quality while meeting Lead B's deadline, and it sets a concrete deadline (4 PM) to ensure movement.

Scenario 4:

Prompt: Act as a senior communications director and crisis management expert.

Task: We've had a data breach incident. I need you to draft an internal email to our staff that keeps them informed and in-compliance with security protocols, but crucially, does not cause unnecessary panic.

Instructions for your Thinking Process: Before writing the memo, you must think through the following steps out loud:

1. Impact Analysis: What do the employees *actually* need to know right now to stay safe, and what technical details are "noise" that might cause fear?
2. Tone Selection: How do we strike a balance between "serious/urgent" and "calm/under control"?
3. Action Mapping: What are the top 3 immediate steps every employee must take to secure their accounts?

Example scenario: We detected unauthorized access to our internal HR portal last night. Some employee names and work emails might have been viewed, but no social security numbers or bank details were touched. Our IT team has already locked the portal and is resetting all passwords today.

Memo Requirements:

Header: Clear, non alarmist subject line.

The "What Happened": A brief, honest statement of the facts.

The solution: Reassurance about the steps already taken by leadership.

The "What You Need To Do: Clear, numbered instructions for the staff.

Closing: A point of contact for questions to prevent rumors.

Constraint: Do not use "corporate speak" or overly dramatic language like "catastrophe" or "disaster." Keep it grounded and professional.

Please begin by showing your "Thinking Process" (Steps 1-3) and then provide the Memo.

Scenario 5:

Prompt:

Act as a CMO and GTM Strategist specializing in high-growth B2B SaaS. Your goal is to launch a tool for mid-size companies that contains 50-500 employees with a hard 30-day deadline.

The task: Develop a 30-day Go-To-Market strategy.

Instructions for your thinking process: Before you provide the strategy, you must document your reasoning for the following:

1. Ideal customer profile: Who is the “Champion user” vs who is the “economic buyer” in a mid-sized company for this tool?
2. The problem solver: What is the one specific pain point this tool solves that makes a mid-sized company switch from their current manual process or legacy software?
3. Channel selection: Why choose inbound vs outbound vs partnership for a 30-day window? And also, who has the fastest feedback loop?

Example: We are launching an AI-powered project resource planner. It helps IT managers in mid-size firms stop over-allocating their engineers. We have a 14-day free trial and need our first 10 paid users by the end of the month.

Strategy Requirements:

- The 30-Day Calendar: Break this down into 4 weeks (Week 1: Foundations & Messaging, Week 2: Outreach & Lead Gen, Week 3: Conversion & Demos, Week 4: Optimization & Closing).
- KPIs: Define what "Success" looks like at the end of Day 30.
- The tactic: Identify one quick-win tactic to get immediate traction in Week 1.

Constraint: The plan must be "Structured". We don't have a million-dollar budget; we have 30 days and a dedicated team.

Please show your "Thinking Process" (Steps 1-3) first, then deliver the 30-day strategy.

Scenario 6:

Write a warm, professional welcome email for a new hire joining the marketing team.

Prompt:

Act as a Head of People & Culture with a background in High-Growth Marketing with 20+ years of experience. Your writing style is "Vibrant Professional" and you are exceptionally warm and welcoming, but you never sacrifice clarity or organizational standards.

The task: Draft a “First day welcome Email” for a new hire joining our marketing team.

Context and scenario: Our new Creative Lead, Marcus, starts next Monday at 9:00 AM. He'll be reporting to me. We have a team "Welcome Coffee" at 10:30 AM in the lounge, and his laptop bag will be waiting at his desk.

Tone and style guidelines:

- The "Human" Touch: Mention something specific about why we chose them or why they are a great fit (use a placeholder if needed).
- Clarity over Fluff: Ensure the "Where, When, and How" of the first morning are impossible to miss.
- The Culture Hook: Briefly mention one team "vibe" or tradition (e.g., "we're big on Slack emojis" or "Friday lunch is a ritual").

Structural requirements:

Subject line: Must be catchy and high-energy (e.g: The wait is finally over!)

Opening: Enthusiastic welcome and day 1 logistics to be done.

The “first 60-minutes” agenda: A brief bulleted list on what to expect immediately upon arrival.

Support system: Clearly identify and mention who to ping for IT issues vs who to ping for culture issues.

Constraint: Avoid the “Standard corporate template” feel. Use active verbs and inclusive language (e.g., "We're so glad you're here" instead of "It is with great pleasure we inform you").

Final Goal: Make the new hire feel like they've already made the right career choice before they even walk through the door.