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# 7 advanced AI prompts for people managers



Offload high-effort tasks and make smarter, faster decisions with these 7 ready-to-use, power-user AI prompts for real workplace moments.

Each prompt shows you what context to add so you get tailored, high-quality answers you can use right away. No AI expertise required. Just copy, tweak with your specifics, and go.

# Navigate challenging situations

We've all wanted to delay hard conversations before – here's how prepping with AI can help you prepare to handle these situations confidently and effectively.

## Deliver challenging feedback

Though meant to be constructive, negative feedback can often feel too blunt or too vague.

### TRY THIS PROMPT

I need to deliver feedback to [a direct report who is technically strong but frequently interrupts others in meetings]. Draft a conversation script using the SBI (Situation, Behavior, Impact) model. Ensure the tone is [supportive yet firm about the need for behavioral change]. The direct report should leave this conversation with [potential next steps for growth and future improvement.]

## Address team conflict

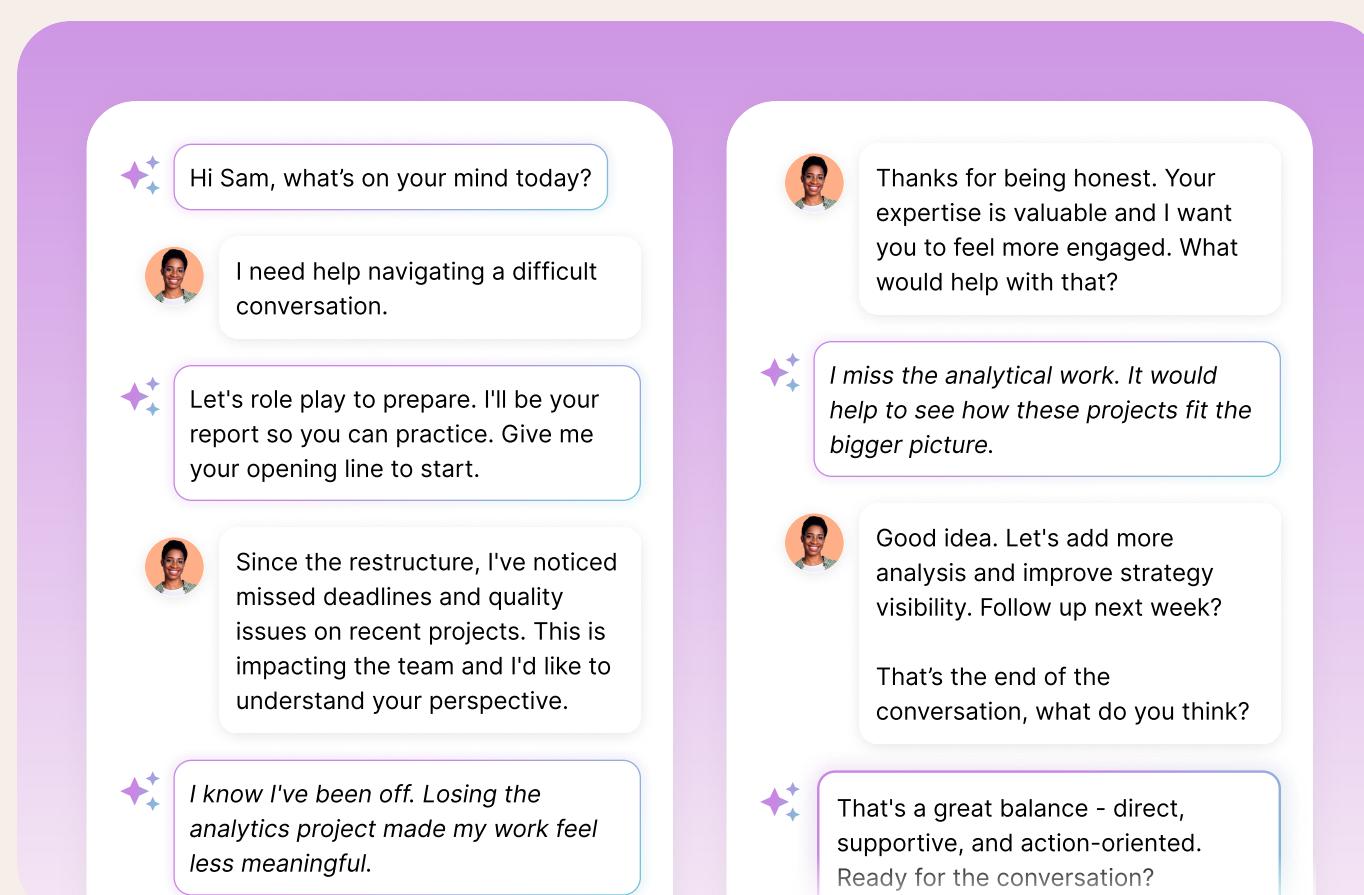
Mediating conflict while maintaining a psychologically safe environment is a delicate balancing act.

### TRY THIS PROMPT

I'm a [lead managing two team members whose frequent conflicts are slowing down work and creating tension]. Suggest tips for creating a psychologically safe environment for mediation, the pros and cons of a collaborative vs. a compromising approach, and example language I can use in 1-on-1s and joint conversations.

## Take it to the next level with **AI Coach**

AI Coach can **role-play conversations** based on people science best practices. Plus, its integration with existing performance context and feedback makes it easy for managers to **draft and refine actionable performance reviews**.



## Use AI Coach to draft review for underperforming reports

It can be difficult to strike the right tone in a constructive performance review.

### TRY THIS PROMPT

Draft a performance review for an employee who did not meet expectations this performance cycle. [Include specific examples as needed.] Acknowledge their strengths, surface specific areas for improvement, and give clear expectations for the next performance cycle. The tone should remain factual, fair, and supportive.

Note: Do not share sensitive information with public AI tools. AI Coach is designed with enterprise-grade governance and privacy controls to protect your team's data.

# Communicate clearly through change

During periods of change, clear and empathetic messaging is crucial.

Use AI to tailor your message, save time, and optimize for clarity.

## Communicating shifts in strategic direction

Change can feel unsettling and confusing for both leaders and teams.

### TRY THIS PROMPT

I'm leading my team through a shift in strategic direction. Without specific company information, provide an outline for communications addressing what's next and how it might affect my team. Provide language I can adapt to help me position this change and address potential concerns my team may have.

## Helping teams focus on what they can control during change

Uncertainty can cause teams to fixate on things outside their control.

### TRY THIS PROMPT

I'm leading my team through a change. At a general level, give me advice on how I can frame conversations around what my team can control versus what is outside their control. Provide example talking points that focus on [near-term priorities and team stability].

# Turn engagement data into action

HR teams have rich data, but limited time. The hardest part is deciding where to focus and what to do next. AI can help turn broader themes into actionable next steps.

## Improve employee development

Development is a core driver of engagement, but without clear team and company priorities, it can be hard to get started.

### TRY THIS PROMPT

Brainstorm actions to improve career development for my team with [little to no additional budget]. Our current development gaps are [long-term planning, budget tracking, and cross-functional collaboration]. Draft potential SMART goals to develop these skills.

## Take meaningful action on survey results

It can be challenging to turn insights about engagement drivers into action with measurable impact.

### TRY THIS PROMPT

Give me 3 recommended actions to help improve [motivation and recognition, tailored to our team function]. These recommendations should be realistic for a team with [limited capacity as well as visible and meaningful to leadership]. Include key KPIs to track, and list risks to avoid when implementing each action.

# Best practices for prompting AI

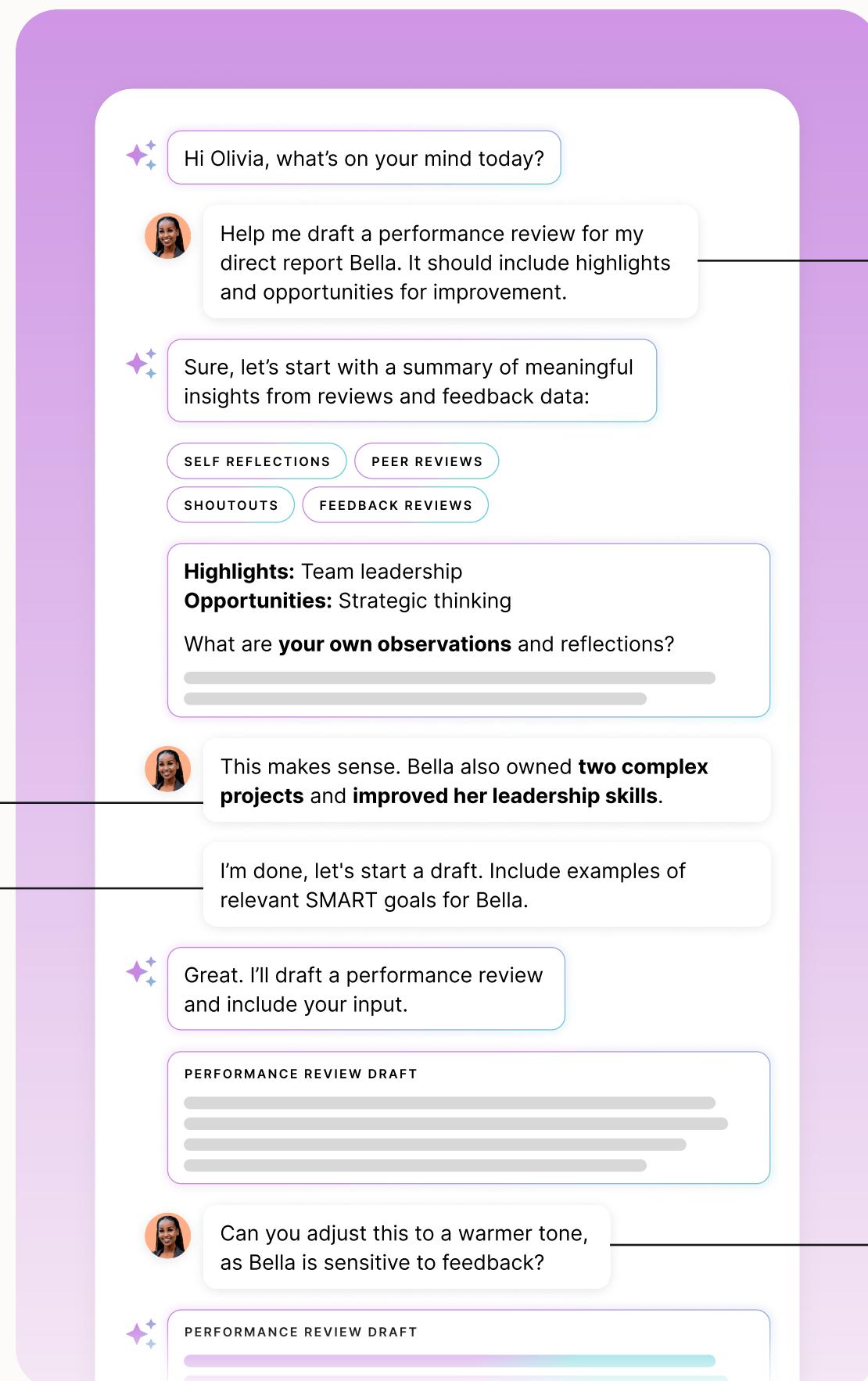
Here are some best practices for high-quality prompting based on the Role, Action, Context, Execute (RACE) framework. Note – Be aware of security risks. Do not share personal data or confidential information with public AI tools.

## Give context

AI works best when it understands the situation, not just the task at hand. A little background on who you are, what's happening, and who the output is for helps AI tools get closer to what you actually need.

## Ask for specifics

Vague prompts lead to vague outputs. Ask for examples, steps, or frameworks in order to get concrete and practical help instead of abstract summaries.



## Define success

If you don't clarify what a "good" answer or outcome looks like, the AI has to guess. Being clear about your goal helps the AI optimize its response in the right direction.

## Clarify tone and voice

Communication isn't just about what you say, but how it lands. If you define how you want to sound (supportive, direct, empathetic), AI can match the emotional register and make its response more usable.

## Why a purpose-built **AI Coach** for HR

Built to provide personalized, context-aware, and science-backed guidance, AI Coach helps HR leaders tap into faster insights, better conversations, and more confident action. Plus, it's designed with enterprise-grade governance and privacy controls to protect your team's data – so you can focus on people, not risks.

Explore AI Coach