

EasyMy Learning Pvt. Ltd.

Prompt Book 18: Leadership & People Management

Develop leadership excellence, feedback frameworks, and people-first management tools.

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Performance review templates

1. Prompt 1 – KPI-Based Annual Performance Review Template

– KPI-Based Annual Performance Review Template Backstory: Rohan, 29, works as an HR manager for a fintech startup in Bengaluru with 120 employees. The company has just completed its second financial year and wants to formalise a structured performance review system. Until now, evaluations were ad-hoc, based on manager notes and verbal feedback. Rohan needs a KPI-based review template that aligns individual goals with company OKRs, while also factoring in soft skills and cultural fit. The leadership team wants the process to be fair, data-driven, and growth-focused rather than punitive. Goal: **Create** a KPI-linked annual review template for startup employees.

Prompt: ****You are** an HR strategist for a fast-growing Indian fintech startup. **Design** a KPI-based annual performance review template that captures: Quantitative goal achievement (linked to OKRs) Skills and competency ratings Cultural fit assessment Self-evaluation section Development plan for the next year The template should be structured, easy to score, and usable in both digital and print formats. ****Inputs:** Department type (Tech, Marketing, Sales, etc.) Company OKRs Performance cycle length (e.g., 12 months) Scoring scale preference (1–5, 1–10, etc.)



2. Prompt 2 – 360° Feedback Performance Review Form

– 360° Feedback Performance Review Form Backstory: A mid-sized IT services firm in Hyderabad with 500 employees is moving towards a 360° feedback model to encourage a culture of openness and peer learning. Currently, reviews only happen between a manager and employee, which limits perspectives. The HR director wants a feedback form that collects inputs from managers, peers, subordinates, and even cross-functional collaborators. The challenge is to design it in a way that keeps anonymity intact while ensuring the questions are constructive and actionable. Goal: **Create** a 360° feedback performance review form. Prompt: ****You are** an organisational development expert. **Design** a 360° feedback form for an Indian IT services company that includes: Role-specific competency ratings Collaboration and communication effectiveness Leadership and initiative-taking ability Work quality and delivery reliability Open-ended questions for strengths and improvement areas Ensure the format allows for anonymity and can be adapted for online surveys. ****Inputs:** Role level (Junior, Mid, Senior) Feedback sources (Peers, Managers, Clients) Anonymity requirement (Yes/No) Review frequency



3. Prompt 3 – Self-Reflection Performance Review Template

– Self-Reflection Performance Review Template Backstory: An NGO in Delhi working on environmental awareness campaigns wants to introduce self-reflection in its annual appraisal process. The leadership believes employees should evaluate their own contributions, challenges, and learnings before their manager review. The template should encourage honest introspection while guiding employees to align their personal growth goals with the organisation's mission. Goal: Develop a self-reflection template for employee reviews. Prompt: ****You are** an HR content designer for a non-profit organisation. **Create** a self-reflection performance review template with sections for: Key achievements over the past year Challenges faced and how they were addressed Skills developed Areas for improvement Personal goals for the next year Questions should encourage storytelling and self-awareness, not just tick-box answers. ****Inputs:** Employee role type Length of reflection period (6 or 12 months) Preferred response style (Narrative or Bullet points)

4. Prompt 4 – Behavioural Competency-Based Review Sheet

– Behavioural Competency-Based Review Sheet Backstory: A leading e-commerce company in Mumbai wants to shift from purely numerical performance scoring to a competency-based model. They want to assess employees on behavioural traits such as adaptability, teamwork, problem-solving, and creativity. The HR analytics team is looking for a review sheet that can rate employees on these competencies with clear behavioural indicators for each rating. Goal: **Create** a behavioural competency-based review sheet. Prompt: ****You are** an HR analytics consultant. **Design** a performance review sheet for an Indian e-commerce firm focusing on behavioural competencies. **Include:** Core competency definitions Observable behavioural indicators for each competency A 5-point rating scale with descriptors Space for manager comments and examples Ensure that the sheet is easy for managers to use and allows comparisons across teams."* Inputs: List of core competencies Rating scale preference Industry-specific behavioural examples

5. Prompt 5 – Probation Period Performance Evaluation Form

– Probation Period Performance Evaluation Form Backstory: A BPO in Gurugram hires hundreds of freshers every quarter. Many leave during their probation period due to unclear expectations and lack of structured feedback. The HR team wants to implement a probation review form that evaluates both job performance and cultural fit within the first 90 days. The form should help decide whether to confirm, extend, or terminate the probation. Goal: **Design** a probation period performance review form. Prompt: ****You are** a talent acquisition and retention expert. **Create** a probation performance evaluation form for a BPO. **Include** sections for: Job-specific KPIs and quality metrics Attendance and punctuality Adaptability and learning speed Behavioural and cultural alignment Manager's recommendation (Confirm/Extend/Terminate) Make the format suitable for quick review while still detailed enough to be fair."* Inputs: Probation duration (in days) Role type (Voice/Non-Voice, Tech/Support) Key performance metrics

6. Prompt 6 – Quarterly Performance Snapshot Template

– Quarterly Performance Snapshot Template Backstory: Shreya, 31, is the HR lead for a mid-sized SaaS company in Pune. The leadership team wants more frequent but lighter performance reviews to keep track of progress without waiting for the annual cycle. They need a quarterly performance snapshot template that balances KPIs, recent achievements, and short-term goal tracking. It should be fast to fill, yet provide meaningful insights for both managers and employees. Goal: **Create** a concise but comprehensive quarterly review template. Prompt: ****You are** an HR operations designer. **Create** a quarterly performance snapshot template for a SaaS company. **Include:** KPI progress vs targets Top 3 achievements of the quarter Challenges faced and resolutions Immediate next-quarter goals Manager comments and coaching suggestions Keep the template short (max 2 pages) but insightful."* Inputs: Department focus KPI definitions Preferred scoring scale

7. Prompt 7 – OKR-Linked Performance Review Template

– OKR-Linked Performance Review Template Backstory: An edtech startup in Bengaluru has adopted OKRs (Objectives and Key Results) for strategic alignment. The HR team needs a review

template that directly ties employee performance to the company's quarterly and annual OKRs. This ensures everyone's work ladders up to the organisation's mission and helps track contribution impact. Goal: **Design** an OKR-linked performance review template. Prompt: ****You are an** organisational performance consultant. **Create** a performance review template that maps individual OKRs to company OKRs. **Include**: Objective statements Key results with measurable metrics Achievement score (percentage or rating) Reflection notes from employee and manager Alignment score with company strategy Ensure the design is easy to update every quarter."* Inputs: Company OKRs Employee role OKRs Review cycle (quarterly/annual)



8. Prompt 8 – Skill Development-Oriented Review Form

– Skill Development-Oriented Review Form Backstory: A manufacturing firm in Gujarat is trying to improve workforce skills in automation and quality control. The HR department wants a review form that focuses on assessing skills acquired, training completed, and readiness for advanced roles. The template should be forward-looking rather than only backward-focused. Goal: **Create** a skill development-focused review template. Prompt: ****You are a workforce development strategist.** **Create** a performance review form that evaluates: Skills learned in the review period Application of new skills in work tasks Training and certifications completed Skills gap analysis Learning and development goals for next cycle Make the form applicable for both technical and non-technical roles."* Inputs: Industry skill priorities Training modules completed Skill rating scale



9. Prompt 9 – Customer Feedback-Integrated Review Sheet

– Customer Feedback-Integrated Review Sheet Backstory: A retail chain in Mumbai has customer-facing staff whose performance is closely tied to customer experience. The HR team wants to integrate customer feedback scores and comments into performance reviews. This will ensure employees see the direct link between their service quality and business impact. Goal: **Design** a review sheet that includes customer feedback data. Prompt: ****You are a customer experience and HR integration specialist.** **Create** a performance review template for retail staff that includes: Customer satisfaction (CSAT) scores Net Promoter Score (NPS) data Notable customer compliments or complaints Service quality rating from managers Action plan for improvement Ensure the design is easy for managers to fill in while keeping feedback objective."* Inputs: Source of customer data (surveys, mystery shopping, etc.) Performance review cycle Weightage of customer feedback in final rating



10. Prompt 10 – Balanced Scorecard Performance Review

– Balanced Scorecard Performance Review Backstory: A bank in Delhi NCR is implementing the Balanced Scorecard methodology for performance management. The HR team needs a review form that balances financial metrics, customer service, internal processes, and learning & growth indicators. Goal: **Create** a Balanced Scorecard-based review template. Prompt: ****You are an HR performance measurement expert.** **Design** a Balanced Scorecard performance review form with four sections: Financial performance Customer satisfaction and service quality Internal process efficiency Learning and growth metrics **Include** scoring guidelines, weightage, and space for qualitative comments."* Inputs: Department type (Retail Banking, Corporate Banking, etc.) KPI metrics for each scorecard category Review frequency

11. Prompt 11 – Remote Work Performance Review Form

– Remote Work Performance Review Form Backstory: Post-pandemic, a digital marketing agency in Kolkata has shifted to hybrid work. The HR team needs a performance review template that evaluates output, communication, self-management, and remote collaboration skills. Goal: **Create** a remote work-specific performance review form. Prompt: ****You are** a remote workforce productivity consultant. **Create** a performance review form that assesses: Task delivery and quality Communication responsiveness Use of collaboration tools Self-management and time discipline Team contribution in virtual settings **Include** a section for self-assessment to encourage accountability. **** Inputs:** Role type (creative, technical, managerial) Collaboration tools used Review period

12. Prompt 12 – Project-Based Performance Evaluation

– Project-Based Performance Evaluation Backstory: An engineering consultancy in Chennai works on short-term, high-value projects. Instead of annual reviews, they evaluate employees at the end of each project. The HR team wants a project-based evaluation form to capture technical skills, teamwork, and project outcomes. Goal: **Create** a project completion performance evaluation template. Prompt: ****You are** a project performance analyst. **Create** an evaluation form for project-based reviews that includes: Project objectives and deliverables met Quality of work and adherence to deadlines Problem-solving and innovation displayed Collaboration within project team Lessons learned and areas to improve Ensure it can be adapted for multiple project types. **** Inputs:** Project type (Engineering, IT, **Design**) Duration of project Client feedback availability

13. Prompt 13 – Leadership Potential Assessment Template

– Leadership Potential Assessment Template Backstory: A healthcare company in Noida is looking to identify employees with leadership potential for succession planning. The HR team wants a review template that evaluates leadership skills, decision-making ability, and capacity to inspire teams. Goal: **Design** a performance review to identify future leaders. Prompt: ****You are** a talent management consultant. **Create** a performance review template that assesses leadership potential by measuring: Decision-making skills under pressure Ability to inspire and guide team members Strategic thinking and vision alignment Conflict resolution and emotional intelligence Readiness for higher responsibilities **Include** both rating scales and qualitative assessment. **** Inputs:** Role level Core leadership competencies defined by company Review cycle

14. Prompt 14 – Peer Review Performance Form

– Peer Review Performance Form Backstory: A design agency in Goa has a flat team structure where peer feedback is critical. The HR team wants a peer review template to encourage constructive criticism and collaboration. Goal: **Create** a peer review form for performance evaluation. Prompt: ****You are** an organisational culture consultant. **Design** a peer review form that includes: Collaboration and teamwork Contribution to shared goals Creativity and idea-sharing Reliability and accountability Suggested areas for improvement Make sure it promotes a culture of support rather than competition. **** Inputs:** Role type Peer group size Confidentiality level

15. Prompt 15 – Competency Gap Analysis Review

– Competency Gap Analysis Review Backstory: A logistics company in Jaipur wants to improve employee training ROI by identifying competency gaps during performance reviews. They need a template that compares required competencies vs current performance levels. Goal: **Create** a competency gap-focused review form. Prompt: ****You are a workforce development expert. Create** a performance review form that: Lists required competencies for the role Rates current competency level Highlights gaps and training priorities Includes manager and employee comments Generates an action plan for skill-building Format should be easy to integrate with LMS systems."* Inputs: Role competency framework Rating scale Training program availability

16. Prompt 16 – Behavioural Competency Evaluation Form

– Behavioural Competency Evaluation Form Backstory: A multinational IT services company in Hyderabad has strong technical teams but wants to also evaluate employees on behavioural competencies like adaptability, collaboration, and ethical conduct. The HR head believes that these soft skills are as crucial as technical abilities for client satisfaction and long-term retention. Goal: **Design** a review template that measures behavioural competencies alongside technical KPIs. Prompt: ****You are an organisational psychologist. Create** a performance review form that includes: List of behavioural competencies (adaptability, communication, teamwork, integrity) Rating scale with behaviour-based indicators Examples section where managers can note observed behaviours Development suggestions for each competency Ensure balance between qualitative and quantitative assessment."* Inputs: Company's competency framework Review cycle length Weightage between behavioural and technical skills

17. Prompt 17 – 360° Feedback Review Template

– 360° Feedback Review Template Backstory: A fintech company in Mumbai wants a full-circle evaluation method involving self-assessment, peer review, manager assessment, and subordinate feedback. They believe 360° feedback offers richer, multi-perspective insights compared to traditional top-down reviews. Goal: **Create** a 360° performance review template. Prompt: ****You are an HR strategy consultant. Create** a 360° feedback performance review form that includes: Self-assessment section Peer evaluation questions Manager feedback criteria Subordinate feedback (for managers) Summary and development plan **Include** confidentiality guidelines for honest responses."* Inputs: Role level Review frequency Competency categories

18. Prompt 18 – Sales Performance Review Template

– Sales Performance Review Template Backstory: A consumer goods company in Ahmedabad needs a review form tailored for sales teams. The review should track revenue targets, lead conversion, territory performance, and client retention. Motivation and incentive-linked metrics should also be captured. Goal: **Design** a sales-focused performance review template. Prompt: ****You are a sales performance analyst. Create** a performance review form for sales representatives that includes: Sales vs target achievement New client acquisition rate Retention rate of key accounts Pipeline quality and conversion rates Soft skills like negotiation and

relationship management **Include** a space for incentive eligibility notes."* Inputs: Sales target data Territory/region details Review cycle (quarterly/annual)



19. Prompt 19 – Creative Role Performance Review

– Creative Role Performance Review Backstory: A film production house in Mumbai wants to evaluate scriptwriters, editors, and designers based on creativity, originality, and alignment with brand storytelling. They need a review format that captures qualitative aspects alongside deadlines and project impact. Goal: **Create** a performance review template for creative roles. Prompt: ****You are** a creative industry HR consultant. **Design** a performance review form for creative professionals that measures: Originality of ideas Brand tone and vision alignment Timeliness of deliverables Team collaboration in creative process Audience reception/impact of creative output **Include** open-ended questions for creative feedback."* Inputs: Project type (film, digital ad, etc.) Review period Audience feedback availability



20. Prompt 20 – KPI-Weighted Scoring Review Sheet

– KPI-Weighted Scoring Review Sheet Backstory: An IT outsourcing firm in Bengaluru uses multiple KPIs, but managers often struggle to weight them consistently. They need a standardised review form with KPI weightages clearly defined to maintain fairness. Goal: **Create** a KPI-weighted performance review sheet. Prompt: ****You are** a performance metrics designer. **Create** a review form that: Lists KPIs with predefined weightages Calculates weighted scores automatically Allows manager comments per KPI Generates overall performance percentage Make the template adaptable for different roles while keeping the scoring structure consistent."* Inputs: KPI list and weights Role type Scoring scale



21. Prompt 21 – High-Potential Employee (HiPo) Identification Form

– High-Potential Employee (HiPo) Identification Form Backstory: A pharmaceutical company in Chandigarh wants to identify high-potential employees early for leadership programs. They need a review form focused on innovation, initiative, and problem-solving beyond the current role. Goal: **Design** a HiPo-focused performance review form. Prompt: ****You are** a talent identification specialist. **Create** a performance review form to assess high-potential employees based on: Proactive initiative-taking Problem-solving creativity Willingness to learn and adapt Leadership readiness indicators Contribution beyond job description **Include** space for manager justification and future development path."* Inputs: Role category Competency framework Review period



22. Prompt 22 – Employee Self-Review Template

– Employee Self-Review Template Backstory: A media company in Delhi wants employees to take ownership of their performance reviews by starting with self-assessments. The goal is to encourage honest self-reflection and alignment with manager observations. Goal: **Create** a self-review template. Prompt: ****You are** an HR engagement consultant. **Create** an employee self-review form that includes: Achievements in the review period Areas where improvement is needed Skills developed Feedback for the manager/company Personal goals for next cycle Ensure a balance between structured questions and open reflection space."* Inputs: Role type Review frequency Key

performance areas

23. Prompt 23 – Probation Period Performance Review

– Probation Period Performance Review Backstory: A hospitality group in Goa needs a review form for employees completing their probation period. The form should assess performance, culture fit, and long-term potential before confirmation. Goal: **Design** a probation review template. Prompt: ****You are** an HR onboarding specialist. **Create** a probation performance review form that measures: Job knowledge and skill application Quality and timeliness of work Adaptability to company culture Feedback from team and supervisor Recommendation for confirmation or extension Keep it concise but decision-oriented. **** Inputs:** Probation length Job description Performance metrics

24. Prompt 24 – Underperformance Action Plan Template

– Underperformance Action Plan Template Backstory: A telecom company in Gurgaon wants a review format that identifies underperforming employees and outlines clear, supportive action plans. The goal is to improve performance rather than terminate. Goal: **Create** an underperformance-focused review form. Prompt: ****You are** a performance improvement coach. **Create** a review form for underperforming employees that includes: Specific areas of underperformance Root cause analysis Improvement goals with deadlines Support/resources provided by the company Review checkpoints and follow-up schedule Tone should be constructive, not punitive. **** Inputs:** Performance data Employee role Review frequency

25. Prompt 25 – Annual Appraisal Summary Sheet

– Annual Appraisal Summary Sheet Backstory: A conglomerate in India conducts annual appraisals across multiple business units. They need a summary sheet for HR to compile individual ratings, comments, and salary increment recommendations in one place. Goal: **Create** an annual appraisal summary template. Prompt: ****You are** an HR documentation expert. **Create** a consolidated annual appraisal summary sheet that includes: Employee details and role Final performance rating Key strengths and achievements Areas of improvement Recommended salary increment/bonus percentage Ensure it is easy to aggregate data across departments. **** Inputs:** Appraisal rating scale Department names Increment policy guidelines

Team Meeting Agendas

26. Prompt 1 – Weekly Team Sync Agenda

– Weekly Team Sync Agenda Backstory: A digital marketing agency in Bengaluru has a fast-paced work environment where priorities shift weekly. The team lead wants a recurring Monday morning meeting to align on key campaigns, deadlines, and blockers. She needs a structured agenda to keep discussions focused and under 30 minutes. Goal: **Create** a weekly team sync agenda template. Prompt: ****You are** a productivity consultant. **Create** a weekly team sync meeting agenda with the following sections: Quick wins and updates from last week Current priorities and deadlines

Any blockers requiring team or manager support Cross-departmental collaboration needs Motivational close to boost energy for the week Keep time allocations per item to ensure a 30-minute cap.** Inputs: Team size Meeting duration preference Industry context



27. Prompt 2 – Monthly Project Review Agenda

– Monthly Project Review Agenda Backstory: An e-learning platform in Mumbai runs multiple projects in parallel. Project managers want a monthly review with the entire product team to check progress, identify resource gaps, and recalibrate timelines. Goal: **Design** a monthly project review agenda. Prompt: ****You are** a project management expert. Draft a monthly project review agenda covering: Summary of ongoing projects Key milestones achieved this month Upcoming deliverables Risks and mitigation strategies Resource allocation updates Ensure agenda allows equal speaking time for all project leads.** Inputs: Number of projects under review Duration per project slot Review month focus (e.g., milestones or risks)



28. Prompt 3 – Quarterly Strategy Alignment Meeting

– Quarterly Strategy Alignment Meeting Backstory: A renewable energy startup in Pune wants leadership and team members aligned every quarter on big-picture goals. The founder believes quarterly strategic recalibration keeps everyone motivated and ensures resources are allocated to the most impactful work. Goal: **Create** a quarterly strategy alignment agenda. Prompt: ****You are** a business strategy facilitator. **Create** a quarterly strategy meeting agenda that includes: Review of quarterly performance against KPIs Discussion of market and competitor shifts New strategic initiatives for next quarter Resource and budget planning Open Q&A to address employee concerns **Add** breaks for informal networking between sessions.** Inputs: Strategic priorities KPI data Next quarter's focus areas



29. Prompt 4 – Daily Standup Agenda (Agile/Scrum)

– Daily Standup Agenda (Agile/Scrum) Backstory: A software development team in Hyderabad follows Agile methodology. They hold daily 15-minute standups to report on progress, plan for the day, and surface blockers. The Scrum Master wants a standardised agenda to keep the standups sharp and on-track. Goal: **Design** a daily standup meeting agenda. Prompt: ****You are** an Agile coach. **Create** a daily standup agenda that includes: What did you complete yesterday? What will you work on today? Any blockers or dependencies? Keep responses concise and limit each member to 2 minutes.** Inputs: Team size Sprint duration Time zone differences



30. Prompt 5 – Brainstorming Session Agenda

– Brainstorming Session Agenda Backstory: An ad agency in Delhi needs a structure for creative brainstorming meetings. Without an agenda, discussions become chaotic, and many ideas get lost. The Creative Director wants a format that encourages free-flowing ideas but also documents them for action. Goal: **Create** a brainstorming session agenda. Prompt: ****You are** a creative facilitator. Draft a brainstorming meeting agenda that includes: Icebreaker activity to spark creativity Problem statement and desired outcome Individual silent ideation Group sharing and idea clustering Shortlisting and next steps **Add** clear roles for note-taking and idea ownership.** Inputs: Topic or

challenge Time allocated Number of participants



31. Prompt 6 – All-Hands Company Meeting Agenda

– All-Hands Company Meeting Agenda Backstory: A fast-growing healthtech startup in Gurugram wants to hold monthly all-hands meetings to keep employees informed and engaged. These sessions should cover company performance, departmental highlights, and employee recognition. Goal: **Design** an all-hands meeting agenda. Prompt: ****You are** an internal communications strategist. **Create** a monthly all-hands agenda that includes: CEO/founder update on company progress Department highlights and success stories Financial health snapshot Employee recognition and awards Q&A segment Ensure agenda keeps energy high and fosters transparency. **** Inputs:** Company size Key metrics to share Recognition categories



32. Prompt 7 – Cross-Functional Collaboration Meeting

– Cross-Functional Collaboration Meeting Backstory: A fashion e-commerce brand in Jaipur often struggles with coordination between design, marketing, and supply chain teams. The COO wants a recurring meeting to ensure smoother collaboration and timely campaign launches. Goal: **Create** a cross-functional meeting agenda. Prompt: ****You are** a workflow efficiency expert. Draft an agenda for a cross-functional meeting covering: Project status updates from each function Pain points affecting timelines Interdependency mapping Quick decisions to unblock progress Clear action item assignments Limit discussions to decision-making, not long debates. **** Inputs:** Departments involved Project cycle stage Meeting frequency



33. Prompt 8 – Client Project Kickoff Agenda

– Client Project Kickoff Agenda Backstory: A PR agency in Chennai wants a structured kickoff agenda for new client projects to ensure smooth onboarding. This agenda should cover introductions, scope, timelines, and communication protocols. Goal: **Design** a client project kickoff agenda. Prompt: ****You are** a client success manager. **Create** a kickoff meeting agenda that includes: Introductions and roles Project scope and objectives Timeline and milestone agreement Communication and reporting cadence Initial Q&A **Include** space for noting any client-specific preferences or risks. **** Inputs:** Client industry Project scope document Contract terms



34. Prompt 9 – Remote Team Catch-Up Agenda

– Remote Team Catch-Up Agenda Backstory: A content writing team spread across India meets virtually every Friday to maintain connection and share progress. Without a set agenda, these calls drift into unrelated topics. The manager wants a lightweight but structured approach. Goal: **Create** a remote team catch-up agenda. Prompt: ****You are** a remote work consultant. Draft a remote team catch-up agenda with: Personal check-in round Project updates Shout-outs for good work Planning for next week Fun, non-work activity to close the call Keep it warm, engaging, and under 45 minutes. **** Inputs:** Team size Project types Call platform features (polls, breakout rooms, etc.)



35. Prompt 10 – Performance Review Prep Meeting

– Performance Review Prep Meeting Backstory: A BPO company in Noida wants a short pre-appraisal meeting agenda between managers and team leads to align on evaluation criteria before formal reviews. This ensures consistency in scoring and feedback delivery. Goal: **Design** a performance review prep agenda. Prompt: ****You are** an HR operations specialist. **Create** a meeting agenda for pre-performance review alignment that includes: Review of scoring rubrics Calibration of rating expectations Identifying outliers and discussing justifications Agreement on key talking points for feedback delivery Timeline for completing reviews Keep the session under 1 hour. **** Inputs:** Performance review form Team size under each lead Review deadlines



36. Prompt 11 – Product Launch Planning Meeting Agenda

– Product Launch Planning Meeting Agenda Backstory: A mid-sized electronics company in Pune is preparing to launch a new smart home device in the Indian market within 90 days. The cross-functional launch team includes members from product development, marketing, supply chain, and customer service. In the past, product launches have been delayed due to unclear responsibilities and last-minute coordination issues. The VP of Product wants a detailed kickoff meeting to set the tone, align deliverables, and ensure all departments understand timelines and dependencies. Goal: **Design** a structured agenda for a product launch planning meeting that ensures complete clarity on objectives, responsibilities, deadlines, and risk mitigation strategies. Success means all stakeholders leave the meeting knowing their exact roles, timelines, and communication protocols, with no ambiguity. Prompt: ****You are** a product launch strategist. **Create** a comprehensive agenda for a cross-functional product launch planning meeting, covering: Welcome & Context – 5 min overview of market opportunity and launch vision. Product Overview – Key features, USP, and value proposition. Marketing & PR Strategy – Campaign timelines, media channels, launch events. Supply Chain Readiness – Inventory levels, vendor deadlines, logistics plans. Customer Service Preparation – Training, FAQ documents, escalation protocols. Risk & Contingency Planning – Identifying potential delays or disruptions and assigning owners. Action Items & Next Steps – Assign owners, confirm deadlines, agree on reporting cadence. **Include** time allocation for each item and ensure the meeting ends with a recap and documented summary. **** Inputs:** Launch date Core team member list & roles Budget allocations by department Known potential risks (supplier delays, regulatory approval) Communication platform for updates



37. Prompt 12 – Crisis Response Coordination Meeting Agenda

– Crisis Response Coordination Meeting Agenda Backstory: A popular food delivery startup in Delhi faced a PR crisis when a video showing poor hygiene at one of its partner kitchens went viral. The leadership team needs to convene urgently with PR, operations, legal, and customer service to address the situation. Past crisis meetings have been chaotic, with overlapping conversations and no clear resolution path. The COO wants a hyper-structured agenda that balances speed with thoroughness. Goal: **Create** a time-bound agenda that allows the team to assess the crisis, take immediate action, and prepare public communication without losing focus. The outcome should be a clear response plan that protects brand reputation and customer trust. Prompt: ****You are** a corporate crisis management consultant. **Design** a crisis coordination meeting agenda with: Incident Recap – Factual summary of what happened and current impact. Reputation Risk Assessment – Public sentiment, media coverage, social media trends. Operational Containment Measures – Actions to prevent further incidents. Legal & Compliance Check – Review potential liabilities and required disclosures. Public Communication Strategy – Drafting press release, social

media responses, customer email. Owner Assignment & Timelines – Who does what in the next 24 hours. Follow-up Check-in – Schedule for status updates until the issue is resolved. Allocate specific minutes to each section to keep total meeting time under 60 minutes."* Inputs: Nature and severity of crisis Latest media/social media reports Existing PR templates or guidelines Legal constraints for public statements Key decision-makers available in the meeting



38. Prompt 13 – Innovation Lab Quarterly Update Meeting Agenda

– Innovation Lab Quarterly Update Meeting Agenda Backstory: An Indian fintech company runs an “Innovation Lab” where employees experiment with new payment solutions. Every quarter, the lab team presents prototypes, test results, and learnings to senior leadership. In previous updates, presentations have gone off-track, focusing too much on tech details and too little on business impact. The Head of Innovation wants an agenda that keeps the focus on strategic outcomes, scalability, and ROI. Goal: Develop a presentation-focused meeting agenda that ensures innovation updates are aligned with company goals and help leadership decide which projects to scale, pivot, or discontinue. Prompt: ****You are** an innovation program facilitator. Draft a quarterly update agenda for an innovation lab, with the following structure: Opening & Purpose – Recap lab objectives and evaluation criteria. Project Showcase – For each project: problem statement, prototype demo, user feedback summary. Business Impact Review – Potential revenue streams, cost savings, market opportunity. Scalability Assessment – Technical feasibility, resource needs, partnership requirements. Leadership Feedback & Decisions – Go/No-Go, pivot, or scale decision per project. Next Quarter Priorities – New ideas to explore, skill gaps to fill, budget requests. **Include** strict time limits for each project presentation to ensure all get equal attention."* Inputs: Number of projects to present Evaluation criteria for go/no-go decisions Key stakeholders attending Budget constraints for next quarter



39. Prompt 14 – Remote Team Weekly Sync Agenda

– Remote Team Weekly Sync Agenda Backstory: A SaaS startup based in Bengaluru has employees spread across India, working remotely since its inception. While productivity is high, team alignment is slipping — duplicate work, missed deadlines, and miscommunications have become common. The CEO wants to implement a crisp yet structured weekly sync for the whole team to align priorities, surface blockers, and foster some informal bonding. Past attempts at weekly syncs either dragged too long or missed important points. Goal: **Create** a balanced remote weekly sync agenda that ensures alignment on key priorities, quick resolution of blockers, and some time for team culture building. The outcome should be a shared understanding of priorities and deadlines for the week. Prompt: ****You are** a remote work facilitator. **Design** a 45–60 minute remote weekly sync agenda for a distributed SaaS team, covering: Welcome & Quick Wins – 5 min for celebrating small wins and announcements. Priority Review – Each team lead shares top 3 priorities for the week. Blockers & Dependencies – Identify issues and assign resolution owners. Metrics Snapshot – Key performance numbers from the previous week. Cross-Team Collaboration – Opportunities to support each other’s projects. Culture Moment – 5 min light activity or share-your-week segment to build rapport. Wrap-Up & Next Steps – Confirm who is doing what by when. Ensure the agenda works for hybrid video calls and can be documented in project management tools."* Inputs: Team size and structure Time zones involved Key metrics to track weekly Preferred meeting platform (Zoom, Google Meet, MS Teams)



40. Prompt 15 – Quarterly Business Review (QBR) Agenda

– Quarterly Business Review (QBR) Agenda Backstory: A mid-tier IT services firm in Noida is introducing Quarterly Business Reviews with its key enterprise clients. In the past, client meetings have been overly tactical, missing the chance to demonstrate strategic value. The account managers need a formal QBR agenda that positions the company as a long-term partner, not just a vendor, and helps surface new business opportunities. Goal: **Create** a QBR agenda that balances reviewing past performance with exploring future opportunities, strengthening client trust and upsell potential. Prompt: ****You are** a client success strategist. **Design** a Quarterly Business Review agenda for an IT services company, including: Welcome & Recap of Partnership Goals – Remind client of mutual objectives. Performance Metrics Review – Compare KPIs against agreed benchmarks. Project Highlights – Showcase successful initiatives and their impact. Challenges & Learnings – Candid discussion on areas for improvement. Innovation & Opportunities – Present new ideas or upcoming tech trends relevant to client. Roadmap & Next Steps – Agree on initiatives for next quarter. Feedback & Closing – Capture client's feedback for continuous improvement. **Include** time allocations and presentation slots for different team members. **** Inputs:** Client KPIs and goals Past quarter project summaries Upcoming industry trends relevant to client's domain Account team roster



41. Prompt 16 – Budget Planning Meeting Agenda

– Budget Planning Meeting Agenda Backstory: A Mumbai-based D2C fashion brand is preparing its annual budget. In the past, finance meetings have been heavily number-focused, leaving little room for strategic discussion. The CFO wants a structured budget planning meeting that encourages department heads to link budget requests directly to measurable business outcomes and marketing ROI. Goal: Develop an agenda that ensures budget decisions are tied to strategy, not just departmental wish lists. Prompt: ****You are** a financial planning consultant. **Create** an annual budget planning meeting agenda for a consumer brand, covering: Opening & Budget Principles – Review company growth targets and budget philosophy. Revenue Projections – Present sales forecasts by channel. Departmental Budget Requests – Each head presents request with ROI rationale. Cost Optimization Review – Identify areas to cut or reallocate spend. Investment Priorities – Decide on high-return projects to fund. Final Allocation Decisions – Assign approved budgets and timelines. Action Items & Follow-Up – Document final numbers and next review date. Ensure agenda keeps discussions evidence-based, with a template for each department's request. **** Inputs:** Annual growth target Sales forecasts Departmental budget request forms Current cost breakdown



42. Prompt 17 – Sales Pipeline Review Meeting Agenda

– Sales Pipeline Review Meeting Agenda Backstory: A B2B SaaS company in Chennai holds monthly sales pipeline reviews, but they often turn into long debates about individual deals instead of focusing on pipeline health. The VP of Sales wants an agenda that prioritises data-driven insights, identifies bottlenecks, and ensures sales reps leave with clear next steps. Goal: **Create** an agenda for a sales pipeline review that focuses on deal velocity, conversion rates, and forecast accuracy. Prompt: ****You are** a sales operations strategist. Draft a monthly sales pipeline review agenda that includes: Pipeline Health Overview – Summary of total pipeline value, stage distribution, and conversion rates. Stage-by-Stage Analysis – Identify bottlenecks and drop-off points. High-Value Deal Spotlight – Review top 5 deals for risks/opportunities. Rep Performance Review – Compare activity metrics and close rates. Forecast Update – Adjust revenue forecast

based on latest insights. Action Planning – Assign tasks to move deals forward. Limit meeting to 90 minutes and provide pre-read reports to save time."* Inputs: CRM data export Sales targets and quotas Number of deals in each stage Key risk/opportunity flags



43. Prompt 18 – Diversity & Inclusion Committee Meeting Agenda

– Diversity & Inclusion Committee Meeting Agenda Backstory: A large IT company in Hyderabad has formed a Diversity & Inclusion (D&I) committee to drive initiatives across gender balance, accessibility, and inclusive hiring. The first few meetings have lacked focus, with discussions jumping between unrelated topics. The Chief People Officer wants a structured agenda that progresses from strategy to action, while tracking measurable impact over time. Goal: **Design** a D&I committee meeting agenda that moves from big-picture goals to concrete next steps, ensuring initiatives are tracked and reported. Prompt: ****You are** a workplace inclusivity advisor. **Create** a monthly D&I committee meeting agenda including: Review of Strategic Goals – Gender parity targets, accessibility benchmarks, inclusive hiring KPIs. Progress Updates – Report on ongoing initiatives and metrics. New Proposals – Present and evaluate new initiatives. Training & Awareness Programs – Plan internal campaigns or workshops. Policy Review – Identify changes needed to support inclusivity. Action Item Assignment – Assign owners, set deadlines, define success measures. **Include** space for open discussion but keep main items time-bound."* Inputs: Company D&I goals Current metrics Upcoming HR policies Committee member list



44. Prompt 19 – Marketing Campaign Kick-off Agenda

– Marketing Campaign Kick-off Agenda Backstory: A lifestyle brand in Delhi is launching its largest influencer-driven marketing campaign ahead of Diwali. Previous campaign kick-off meetings have been chaotic, with unclear ownership, missed media deadlines, and last-minute creative changes. The CMO wants a kick-off agenda that gets all stakeholders — creative, media buying, influencer management, analytics — aligned before execution starts. Goal: **Create** a campaign kick-off meeting agenda that sets clear deliverables, timelines, and reporting structures from day one. Prompt: ****You are** a marketing operations planner. Draft a 90-minute campaign kick-off meeting agenda including: Campaign Vision & Objectives – Define target audience, success metrics, and key message. Creative Overview – Present approved creative assets and storytelling approach. Channel Strategy – Assign media mix, influencer slots, and launch sequence. Timeline Review – Map deadlines for asset delivery, posting, and reporting. Roles & Responsibilities – Define ownership for each campaign element. Risk Assessment – Identify possible blockers and backup plans. Reporting & Analytics – Agree on metrics, dashboards, and reporting frequency. **Provide** a shared campaign tracker as part of the meeting output."* Inputs: Campaign brief Creative asset list Budget allocation by channel Key dates (launch, mid-review, wrap-up)



45. Prompt 20 – Product Launch Readiness Review Agenda

– Product Launch Readiness Review Agenda Backstory: A Pune-based consumer electronics company is preparing to launch a new smart home device. In the past, launches have faced last-minute hiccups because product, marketing, sales, and customer service teams were not aligned. The COO wants a readiness review meeting that serves as a final checklist before launch. Goal: **Design** a readiness review agenda ensuring all departments confirm readiness and dependencies are addressed. Prompt: ****You are** a product launch coordinator. Draft a 2-hour

product launch readiness review agenda including: Launch Goal Review – Sales targets, market positioning, unique features. Product Status – Final QA report, certifications, and inventory readiness. Marketing Plan Finalization – Campaign timelines, content readiness. Sales Enablement – Training completion, sales kit distribution. Customer Support Readiness – FAQs, support scripts, escalation matrix. Logistics & Supply Chain Check – Fulfilment readiness, delivery timelines. Go/No-Go Decision – Stakeholder consensus before final green light. Ensure agenda includes a risk mitigation checklist and post-launch monitoring plan."* Inputs: Launch date Departmental readiness reports Risk register Sales and marketing targets



46. Prompt 21 – All-Hands Company Update Agenda

– All-Hands Company Update Agenda Backstory: A growing fintech company in Mumbai holds quarterly all-hands meetings but struggles with keeping employees engaged. These sessions often turn into monologues from leadership, with minimal interaction or transparency. The HR team wants an engaging all-hands agenda that updates, inspires, and involves employees. Goal: **Create** an all-hands meeting agenda that balances business updates with team recognition and employee Q&A. Prompt: ****You are** an internal communications manager. **Create** a 60-minute all-hands meeting agenda for a fintech company including: Opening & Company Vision Update – CEO shares progress towards long-term goals. Business Performance Summary – Financial highlights, market wins, customer growth. Department Spotlights – Rotating deep dives into 2–3 teams' recent projects. Recognition Segment – Celebrate top performers, milestones, and customer praise. Open Q&A – Employees submit and vote on questions in advance. Closing Motivation – Leadership shares key priorities for next quarter. **Include** live polls or breakout chats to increase participation."* Inputs: Latest company KPIs Department highlights Employee recognition nominations Q&A platform setup



47. Prompt 22 – Agile Sprint Planning Meeting Agenda

– Agile Sprint Planning Meeting Agenda Backstory: A product team in Hyderabad follows Scrum but often struggles to keep sprint planning sessions concise. Discussions tend to wander into problem-solving for specific tasks, delaying the overall process. The Scrum Master wants an agenda that structures discussions around priorities and commitments. Goal: **Create** a sprint planning meeting agenda that sets realistic sprint goals and task allocations while avoiding scope creep. Prompt: ****You are** a Scrum Master. Draft a 2-hour sprint planning meeting agenda including: Review of Previous Sprint – Completed tasks, incomplete items, retrospective notes. Sprint Goal Definition – Agree on 1–2 primary outcomes for the sprint. Backlog Review & Prioritization – Select items aligned with sprint goal. Capacity Planning – Assign tasks based on team availability and velocity. Risk & Dependency Check – Address blockers before sprint starts. Commitment & Kick-Off – Team confirms ownership of sprint backlog. Use visual task boards and timebox discussions to prevent overruns."* Inputs: Updated backlog Team availability Previous sprint velocity data Known dependencies



48. Prompt 23 – Crisis Management Meeting Agenda

– Crisis Management Meeting Agenda Backstory: A food delivery startup in Gurgaon faced a major PR crisis after a viral customer complaint. The leadership team needs a crisis management meeting agenda to coordinate damage control across PR, legal, operations, and customer service. Goal:

Create a fast-paced, solution-oriented crisis meeting agenda. Prompt: ****You are** a crisis communication strategist. Draft a 60-minute crisis management meeting agenda including: Situation Overview – Confirm facts and timeline of events. Impact Assessment – Review social media sentiment, media coverage, and legal exposure. Containment Measures – Immediate steps to limit damage. Communication Plan – Messaging for customers, media, and employees. Root Cause Analysis – Identify underlying issue to prevent recurrence. Action Assignment – Define owners for each recovery step. Follow-Up Schedule – Set review points until crisis is resolved. Ensure agenda includes decision-making authority and escalation triggers. **** Inputs:** Crisis details and timeline PR and social listening reports Legal and compliance input Recovery resources available



49. Prompt 24 – Innovation Brainstorm Agenda

– Innovation Brainstorm Agenda Backstory: An edtech startup in Bengaluru wants to hold quarterly innovation sessions to crowdsource ideas from employees for new products and process improvements. Previous attempts at brainstorming have resulted in unfocused discussions and few actionable outcomes. Goal: **Create** an innovation brainstorming agenda that channels creativity into practical, testable ideas. Prompt: ****You are** an innovation workshop facilitator. Draft a 2-hour brainstorming meeting agenda including: Inspiration Segment – Share industry trends, customer insights, and competitor moves. Idea Generation Round 1 – Individual silent brainstorming. Idea Sharing & Clustering – Group similar ideas and identify themes. Idea Prioritization – Vote on top ideas based on impact and feasibility. Action Planning – Assign small teams to develop top 3 ideas into prototypes. Closing & Next Steps – Schedule follow-up to review progress. Use creative exercises like 'How Might We' framing to focus thinking. **** Inputs:** Recent market research Company strategic priorities Workshop facilitation tools Budget for prototyping



50. Prompt 25 – Customer Feedback Review Meeting Agenda

– Customer Feedback Review Meeting Agenda Backstory: A mid-sized hospitality chain collects guest feedback through surveys and online reviews but rarely acts on it systematically. The COO wants a monthly meeting to review customer insights and translate them into service improvements. Goal: **Design** a customer feedback review agenda that links guest sentiment directly to operational changes. Prompt: ****You are** a customer experience strategist. **Create** a 90-minute customer feedback review meeting agenda including: Feedback Summary – Review survey scores, online ratings, and key trends. Positive Highlights – Identify what guests love to maintain consistency. Improvement Areas – Discuss recurring complaints or low-rated experiences. Root Cause Analysis – Link service issues to operational gaps. Action Item Assignment – Assign owners to fix specific issues. Follow-Up Mechanism – Track if changes improve future feedback. **Include** pre-meeting data dashboards to save time. **** Inputs:** Latest feedback reports Service quality benchmarks Department leads for follow-up Budget for service improvements



Conflict resolution scripts

51. Prompt 1 – Conflict Between Two Team Members Over Credit for Work

– Conflict Between Two Team Members Over Credit for Work Backstory: In a digital marketing agency in Gurugram, two young executives — both in their late 20s — have been working on a high-profile campaign for a luxury brand. After the campaign's success, both claimed to have been the primary contributor. The disagreement has escalated into passive-aggressive emails and visible tension in team meetings. The account manager needs a conflict resolution script to address both parties, ensure credit is shared fairly, and restore team harmony without causing further resentment. Goal: **Create** a step-by-step script for mediating a dispute between two employees over project credit, ensuring both feel heard and valued while focusing on collective team success. Prompt: "You are an HR conflict resolution specialist. Draft a mediation script for a manager to resolve a dispute between two team members over credit for a successful project. The script should include: Opening & Setting the Tone – Neutral, non-accusatory start. Individual Sharing – Allow each person to share their perspective without interruptions. Fact-Finding – Ask clarifying questions to understand contributions. Acknowledgment & Validation – Recognize each person's effort explicitly. Reframing Towards Team Success – Shift focus from individual credit to collective achievement. Agreement & Next Steps – Define how credit will be communicated to stakeholders and set expectations for future collaborations. **Include** language tips to prevent defensiveness and ensure both parties leave the meeting with a sense of fairness."* Inputs: Details of the project Specific contributions from each member Company policy on recognition and awards Any past conflicts between the two employees



52. Prompt 2 – Manager-Employee Conflict Over Workload

– Manager-Employee Conflict Over Workload Backstory: A 29-year-old software developer in Bengaluru feels overwhelmed by unrealistic deadlines set by their project manager. They believe the workload distribution is unfair compared to other team members. The manager, however, thinks the developer is underestimating their own capacity. Tension has been building over months, leading to disengagement and missed deadlines. Goal: **Create** a resolution script that facilitates open conversation between the employee and manager, balancing workload expectations with employee well-being. Prompt: "You are a workplace mediator. Draft a conflict resolution script for a meeting between a manager and an employee over workload concerns. The script should include: Opening & Objective Setting – Clarify that the purpose is to find a balanced, fair workload plan. Employee Perspective – Invite the employee to share their current challenges and specific examples. Manager Perspective – Allow the manager to share expectations and project constraints. Common Ground Identification – Highlight areas of agreement (e.g., project importance, quality goals). Workload Adjustment Plan – **Suggest** task reprioritization, deadline shifts, or resource allocation. Follow-Up Commitment – Agree on check-ins to ensure ongoing balance. **Provide** empathetic yet professional phrasing to keep the discussion solution-focused."* Inputs: Current project deadlines and workload distribution Employee's performance history Availability of additional resources or support Company policy on work hours and overtime



53. Prompt 3 – Conflict Over Remote Work vs. In-Office Policy

– Conflict Over Remote Work vs. In-Office Policy Backstory: A fintech startup in Mumbai recently implemented a mandatory 3-day in-office policy. A 30-year-old senior analyst, who has been performing exceptionally well remotely, feels the policy is unnecessary and disruptive to their work-life balance. The department head insists on in-person collaboration for better team synergy. The disagreement has reached HR, and a mediation is scheduled. Goal: Draft a resolution script that helps both parties find a workable compromise, maintaining productivity while addressing

personal needs. Prompt: "**You are** an HR policy mediator. Draft a conflict resolution script between an employee and a manager over remote work flexibility. The script should include: Opening & Policy Clarification – Outline the reason for the policy without defensiveness. Employee Concerns – Allow the employee to explain how the change impacts their work and personal commitments. Manager's Rationale – Present the need for in-office collaboration with examples. Exploring Middle Ground – Consider trial arrangements (e.g., 2 days in office, 1 remote) or flexible hours. Agreement & Documentation – Confirm the agreed terms and document them for accountability. Review Timeline – Set a date to revisit the arrangement and assess results. **Include** respectful, non-judgmental phrasing to avoid personal attacks." Inputs: Company's hybrid work policy Employee's performance metrics from remote period Team collaboration requirements Possible flexible arrangements allowed by policy



54. Prompt 4 – Cultural Misunderstanding Between Team Members

– Cultural Misunderstanding Between Team Members Backstory: In a multinational IT firm in Hyderabad, a 27-year-old Indian team lead and a 31-year-old foreign colleague have had recurring misunderstandings during project discussions. The foreign team member feels the lead's communication style is too direct and abrupt, while the lead finds the colleague's indirectness frustrating. The tension is starting to impact project delivery timelines. Goal: **Create** a culturally sensitive conflict resolution script to clear misunderstandings and improve collaboration. Prompt: ****You are** an intercultural workplace coach. Draft a conflict resolution script for addressing a cultural communication misunderstanding between two colleagues. The script should include: Neutral Opening – Acknowledge cultural diversity as a strength. Clarification of Concerns – Each person explains their interpretation of specific interactions. Cultural Awareness Briefing – Briefly highlight how cultural norms influence communication styles. Mutual Understanding – Facilitate empathy by having each person reframe the other's intent. Communication Agreement – Define shared communication norms for the team. Ongoing Support Plan – **Suggest** periodic check-ins to ensure improved collaboration. Use language that prevents stereotyping while promoting respect. ****Inputs:** Examples of past misunderstandings Cultural background of both parties Company diversity and inclusion policy Project timeline and urgency



55. Prompt 5 – Disagreement Between Sales and Operations Teams

– Disagreement Between Sales and Operations Teams Backstory: A large FMCG company in Chennai is facing friction between its sales and operations teams. Sales promises quick delivery timelines to clients to close deals, while operations struggles to meet these commitments due to supply chain constraints. The ongoing blame game is affecting customer satisfaction and internal morale. Goal: Draft a conflict resolution script for a joint meeting between sales and operations to establish realistic commitments and improve interdepartmental trust. Prompt: ****You are** a cross-functional collaboration facilitator. Draft a mediation script for resolving recurring conflicts between sales and operations teams. The script should include: Opening & Shared Goal Reminder – Reiterate that both teams aim for customer satisfaction and business growth. Issue Identification – Each team presents their challenges and constraints. Root Cause Analysis – Identify why commitments and execution timelines are misaligned. Solution Brainstorm – Develop mutually acceptable delivery timelines and escalation processes. Commitment Agreement – Document new guidelines for promises made to clients. Follow-Up Mechanism – Set a joint review meeting to monitor improvements. **Provide** phrasing that focuses on problem-solving rather than blame. ****Inputs:** Current sales promises and delivery records Supply chain capacity data Past client

complaints related to delays Company policy on delivery commitments



56. Prompt 6 – Conflict Over Budget Allocation Between Departments

– Conflict Over Budget Allocation Between Departments Backstory: In a mid-sized health-tech company in Pune, the R&D department and the Marketing team are clashing over budget distribution for the next quarter. R&D argues that more funds are needed for product improvements to maintain competitiveness, while Marketing insists on higher budgets for promotional campaigns to boost sales. The CEO has asked the operations head to mediate before the disagreement escalates into open hostility. Goal: **Create** a conflict resolution script that helps both departments understand each other's priorities and reach a balanced allocation decision. Prompt: "You are a corporate budget mediator. Draft a step-by-step script for resolving a dispute between two departments over quarterly budget allocation. **Include**: Opening with Neutral Context – Acknowledge both teams' contributions and importance. Priority Sharing – Let each department present their needs with supporting data. Impact Mapping – Show how each proposed budget allocation affects company-wide goals. Trade-Off Negotiation – Identify areas where each department can compromise. Agreement Summary – Clearly define the final budget split and rationale. Follow-Up Accountability – Assign metrics to track whether the allocation delivers results. **Provide** respectful phrasing to prevent framing the issue as a win/lose battle." Inputs: Current quarterly budget Departmental budget proposals Company's strategic priorities ROI data from previous budgets



57. Prompt 7 – Interpersonal Clash Between New Joiner and Senior Employee

– Interpersonal Clash Between New Joiner and Senior Employee Backstory: A 25-year-old new recruit in a Bengaluru e-commerce startup feels undermined by a senior colleague who often dismisses their ideas in meetings. The senior employee claims the new joiner lacks industry experience and should "learn first, suggest later." The growing tension is creating an unhealthy team environment. Goal: Draft a conflict resolution script that helps bridge the experience gap while fostering respect and collaboration. Prompt: "You are an HR culture coach. Draft a mediation script for addressing tension between a new joiner and a senior team member. **Include**: Opening & Purpose – State the aim is to build mutual respect and collaboration. Perspective Sharing – Allow each party to express their concerns without interruption. Identifying Strengths – Highlight what each brings to the team (fresh perspective vs. experience). Mutual Commitment Plan – Define ways for the senior to mentor and for the junior to contribute ideas constructively. Follow-Up Review – Schedule regular check-ins to ensure improvement. **Include** language tips to prevent defensive reactions from either party." Inputs: Employee tenure and roles Specific incidents causing friction Company values related to teamwork Current performance metrics



58. Prompt 8 – Conflict Between Team Leads Over Resource Sharing

– Conflict Between Team Leads Over Resource Sharing Backstory: In a Gurugram-based SaaS firm, two team leads are at odds over sharing a key software developer between their projects. Each believes their project is more critical to the company's success. The resource allocation dispute has already caused delays in both projects. Goal: **Create** a resolution script to fairly allocate shared resources while minimizing delays and ensuring business priorities are met. Prompt: "You are a project resource allocation mediator. Draft a resolution script for two team leads disputing

over shared resource usage. **Include:** Opening & Context – Outline the importance of both projects without favouritism. Needs Assessment – Have each lead present the scope, timelines, and dependencies. Business Impact Analysis – Discuss potential consequences of delay in either project. Resource Allocation Proposal – **Suggest** a fair division (time split, phased allocation). Agreement Documentation – Define exact hours/days the shared resource will work for each team. Monitoring Plan – **Create** a weekly review process to adapt if priorities shift. **Provide** phrasing that keeps focus on company goals rather than personal project wins." Inputs: Project timelines and deadlines Developer's skill set and availability Business impact projections Current workload of each project team



59. Prompt 9 – Conflict Due to Micromanagement

– Conflict Due to Micromanagement Backstory: A 28-year-old designer in a Jaipur-based branding agency feels suffocated by a manager who constantly checks in on their work progress. The manager argues they are just ensuring quality and meeting deadlines, but the designer perceives it as a lack of trust. The relationship is strained, and productivity is dropping. Goal: Draft a resolution script that addresses concerns over micromanagement while maintaining accountability. Prompt: **"You are** a workplace relationship facilitator. Draft a conflict resolution script for a meeting between a manager and an employee over micromanagement concerns. **Include:** Opening & Framing – **Explain** that the meeting is to improve workflow trust and efficiency. Employee Concerns – Invite the employee to share how frequent check-ins affect their productivity. Manager's Perspective – Allow the manager to explain why they follow up so often. Expectation Alignment – Define clear checkpoints and autonomy boundaries. Trial Period – Implement a 2-week test of the new arrangement. Review Session – Assess if both parties feel the balance has improved. **Include** non-confrontational language to encourage openness." Inputs: Number of check-ins currently happening per week Project complexity level Employee's performance track record Deadlines and quality expectations



60. Prompt 10 – Conflict Between Co-Founders Over Strategic Direction

– Conflict Between Co-Founders Over Strategic Direction Backstory: Two co-founders of a Bengaluru-based edtech startup, both aged 32, are disagreeing on the next growth phase. One believes the company should focus on scaling fast, while the other insists on strengthening the core product first. The ongoing disagreement is confusing the leadership team and stalling decision-making. Goal: **Create** a resolution script to help co-founders align on a unified strategic direction. Prompt: **"You are** a startup strategy mediator. Draft a resolution script for a meeting between two co-founders with differing growth strategies. **Include:** Opening & Vision Reminder – Restate the company's mission and shared long-term goals. Strategic Position Sharing – Allow each founder to present their approach with data-backed reasoning. Risk-Benefit Analysis – Compare potential outcomes of each strategy. Hybrid Strategy Exploration – Identify ways to combine both approaches. Decision Framework – Agree on a decision-making process for future strategic disputes. Execution Agreement – Define next steps and assign responsibilities. **Provide** neutral language to maintain mutual respect."* Inputs: Current company growth metrics Market competition data Product development stage Funding runway and investor expectations



61. Prompt 11 – Customer Service & Product Team Misalignment

– Customer Service & Product Team Misalignment Backstory: At a consumer electronics company in Noida, the customer service team blames the product team for frequent issues, while the product team accuses customer service of poor troubleshooting. The constant blame-shifting has resulted in delayed issue resolution and frustrated customers. Goal: Draft a resolution script that improves collaboration and establishes clear roles between the two teams. Prompt: "You are a cross-functional problem-solving facilitator. Draft a script for a joint meeting between customer service and product teams to address recurring customer issue disputes. **Include:** Shared Objective Reminder – Reinforce that customer satisfaction is the joint priority. Issue Mapping – Each team shares recurring challenges they face. Responsibility Clarification – Define which issues belong to which team. Process Agreement – **Create** an escalation workflow for unresolved cases. Feedback Loop Setup – Establish regular review meetings. Positive Closure – End with commitments from both sides to collaborate better. **Include** phrasing that keeps focus on solving customer problems, not assigning blame." Inputs: Examples of recent disputes Current escalation process Customer satisfaction metrics Team performance reports



62. Prompt 12 – Conflict Over Meeting Schedules

– Conflict Over Meeting Schedules Backstory: A project team in Kochi has members working across multiple time zones. A 27-year-old team member feels excluded because most meetings are scheduled late at night in their time zone. The project manager argues the schedule is optimal for the majority. Frustration is building, with the team member threatening to step back from the project. Goal: **Create** a resolution script to find an equitable meeting schedule that accommodates time zones fairly. Prompt: "You are a global team meeting facilitator. Draft a resolution script for addressing time zone meeting conflicts. **Include:** Opening & Acknowledgment – Recognize the challenge of multiple time zones. Current Schedule Review – Assess meeting times and attendance data. Impact Discussion – Allow the affected member to share how the timing impacts them. Rotation Proposal – **Suggest** rotating meeting times to share inconvenience. Documentation – Record the new schedule and agreement. Follow-Up Check – Review after 1 month to assess effectiveness. **Include** inclusive phrasing that makes all members feel valued." Inputs: Current meeting schedule Team members' time zones Project urgency level Company policy on global team scheduling



63. Prompt 13 – Disagreement Between HR and Department Heads on Hiring Needs

– Disagreement Between HR and Department Heads on Hiring Needs Backstory: In a Kolkata manufacturing firm, HR wants to slow down hiring to manage costs, while department heads argue that understaffing is hurting productivity. The standoff is delaying recruitment decisions and increasing stress on existing employees. Goal: Draft a resolution script that balances cost control with operational efficiency. Prompt: "You are a workforce planning mediator. Draft a script for resolving a hiring needs dispute between HR and department heads. **Include:** Opening & Context – Acknowledge both cost concerns and workload issues. Data Presentation – Each side presents relevant data (costs vs. output loss). Scenario Analysis – Explore outcomes of hiring now vs. delaying. Middle Ground – Consider phased hiring or temporary contracts. Final Agreement – Document the hiring plan. Review Mechanism – Assess progress after the first hires are made. **Include** language that reinforces shared company goals." Inputs: Current staffing levels Cost of unfilled positions Productivity data Budget constraints



64. Prompt 14 – Conflict Over Creative Direction in a Marketing Campaign

– Conflict Over Creative Direction in a Marketing Campaign Backstory: In a Delhi-based fashion brand, the marketing head and creative director disagree over the campaign theme for the upcoming season. The marketing head wants a mass-market appeal, while the creative director wants an artistic, niche approach. The launch date is near, and delays are becoming costly. Goal: **Create** a resolution script that aligns creative and business priorities. Prompt: "You are a creative-business alignment coach. Draft a conflict resolution script for a marketing vs. creative team dispute. **Include:** Opening & Project Goal Reminder – Restate campaign objectives. Creative Vision Presentation – Let the creative director explain their approach. Market Perspective Presentation – Allow the marketing head to present market research data. Idea Fusion – Find elements of each approach that can be combined. Decision Confirmation – Agree on the final direction. Execution Plan – Define next steps to meet deadlines. Use language that validates both artistic and commercial priorities." Inputs: Campaign objectives Market research data Brand positioning Timeline for launch



65. Prompt 15 – Dispute Over Performance Metrics

– Dispute Over Performance Metrics Backstory: At a logistics firm in Ahmedabad, the operations team feels the performance metrics set by the management are unrealistic and demotivating. Management insists the targets are achievable based on industry benchmarks. The disagreement has led to a drop in morale and growing friction. Goal: Draft a resolution script to reassess and agree on performance metrics that are both ambitious and fair. Prompt: "You are a performance management facilitator. Draft a mediation script for resolving disputes over performance metrics. **Include:** Opening & Objective Setting – Clarify the aim is to ensure metrics drive motivation, not frustration. Current Metrics Review – Present the existing targets and results. Employee Feedback – Hear concerns about achievability. Benchmark Analysis – Compare with industry data. Metric Adjustment – Agree on revised, realistic targets. Monitoring Plan – Review results after 1 quarter. **Include** non-blaming language to keep discussion constructive." Inputs: Current performance metrics Past achievement data Industry benchmarks Employee workload levels



66. Prompt 16 – Conflict Over Remote Work vs. Office Attendance

– Conflict Over Remote Work vs. Office Attendance Backstory: A Mumbai fintech startup implemented a hybrid work policy, but one team wants to work fully remotely, citing productivity and commute savings. The leadership insists on at least three days in the office for better collaboration. Frustrations are rising, with threats of resignation from some employees. Goal: Draft a resolution script that balances flexibility with team cohesion. Prompt: "You are a workplace flexibility mediator. Draft a resolution script for addressing disputes over remote work vs. office attendance. **Include:** Opening & Context – Recognize both the need for collaboration and flexibility. Productivity Data Review – Present actual performance metrics from remote vs. office work. Employee Concerns – Allow employees to share challenges and benefits of remote work. Hybrid Adjustment Plan – Propose a trial period with flexible arrangements. Accountability Measures – Define KPIs for the trial. Follow-Up – Review after 6 weeks to make a final decision. Use phrasing that frames the solution as a shared experiment, not a mandate." Inputs: Productivity data Current hybrid policy details Employee commute times Project collaboration needs



67. Prompt 17 – Disagreement Between Finance and Operations Over Expense Approvals

– Disagreement Between Finance and Operations Over Expense Approvals Backstory: In a Chennai manufacturing firm, finance insists on strict pre-approval for all expenses, while operations complains that delays in approvals disrupt urgent purchases. The tension is slowing down projects and creating mutual resentment. Goal: **Create** a script to streamline approvals without compromising financial control. Prompt: "You are a process efficiency coach. Draft a conflict resolution script for finance and operations over expense approval delays. **Include:** Opening & Objective – Emphasize balancing speed with accountability. Pain Point Sharing – Let operations explain delays caused by current rules. Risk Awareness – Allow finance to present risks of loose approvals. Process Redesign – **Create** a fast-track system for urgent expenses. Clear Guidelines – Define what qualifies as urgent. Review Plan – Audit the new process after 1 month. **Include** collaborative language that highlights joint ownership of the solution." Inputs: Current approval workflow Number of urgent purchases per month Risks identified by finance Cost implications of delays



68. Prompt 18 – Conflict Over Role Overlap Between Departments

– Conflict Over Role Overlap Between Departments Backstory: In a Hyderabad-based BPO, the sales and account management teams are clashing over client communication responsibilities. Both teams sometimes duplicate efforts or contradict each other in client calls, confusing customers. Goal: Draft a resolution script to clearly define roles and prevent overlap. Prompt: "You are an organizational role clarity consultant. Draft a resolution script for overlapping responsibilities between two teams. **Include:** Opening & Acknowledgment – Appreciate both teams' client dedication. Overlap Identification – Map areas where responsibilities clash. Role Definition – Clearly assign ownership of tasks. Communication Protocol – Establish internal update processes before contacting clients. Documentation – **Create** a shared playbook. Follow-Up – Review after 1 month for smoothness. Use wording that keeps focus on improving client experience." Inputs: Current task lists of each team Client feedback data Frequency of duplicate communications Current reporting lines



69. Prompt 19 – Dispute Over Bonus Allocation

– Dispute Over Bonus Allocation Backstory: In a Pune software firm, the product team believes bonuses should be tied to collective project success, while the sales team insists on individual sales performance. HR is stuck mediating the disagreement before the annual payout. Goal: **Create** a resolution script that establishes a fair, transparent bonus structure. Prompt: "You are a compensation strategy mediator. Draft a resolution script for conflicting views on bonus allocation. **Include:** Opening & Transparency – Outline the current bonus budget and constraints. Perspective Sharing – Let each team explain their preferred model. Pros & Cons Analysis – Compare collective vs. individual performance models. Hybrid Model Proposal – Combine elements from both. Agreement Documentation – Detail final criteria. Future Review – Reassess after one bonus cycle. Use language that frames the final decision as a balance of fairness and motivation." Inputs: Current bonus pool Historical payout data Performance metrics for each team Company profitability



70. Prompt 20 – Disagreement Between Marketing and Legal Over Campaign Messaging

– Disagreement Between Marketing and Legal Over Campaign Messaging Backstory: A Delhi tech startup's marketing team wants edgy, bold messaging for a product launch. The legal team warns some taglines may breach advertising regulations. The launch date is close, and both teams feel the other is being unreasonable. Goal: Draft a resolution script to align creative ambition with legal compliance. Prompt: "**You are** a compliance-creative alignment coach. Draft a resolution script for marketing and legal over ad campaign messaging. **Include:** Opening & Goal – Launch a successful yet compliant campaign. Risk Presentation – Legal shares potential violations with examples. Creative Defense – Marketing presents brand value of the messaging. Alternatives Exploration – Brainstorm legally safe yet impactful wording. Final Approval Process – Decide how final slogans get greenlit. Documentation – Record compliant messaging guidelines. Use language that respects both creativity and risk management." Inputs: Campaign slogans proposed Regulatory guidelines Competitor messaging examples Timeline to launch



71. Prompt 21 – Conflict Over Team Workload Distribution

– Conflict Over Team Workload Distribution Backstory: In a Lucknow digital agency, some team members feel overburdened while others are perceived as underutilized. Resentment is growing, and deadlines are slipping because work is unevenly allocated. Goal: **Create** a script to re-balance workloads fairly. Prompt: "**You are** a workload balancing facilitator. Draft a resolution script for redistributing tasks in a team. **Include:** Opening & Purpose – Clarify the aim is fairness, not criticism. Workload Mapping – Present current distribution of tasks. Input Collection – Hear from each member on capacity and skill match. Reallocation Plan – Adjust tasks for balance. Monitoring – Track progress for 2 weeks. Feedback Round – Reassess after trial. Use inclusive wording to avoid singling out individuals." Inputs: Task allocation chart Project deadlines Skills and availability of each member Productivity reports



72. Prompt 22 – Disagreement Over Tool Adoption

– Disagreement Over Tool Adoption Backstory: An Ahmedabad consulting firm's IT team wants to roll out a new project management tool. The delivery teams resist, citing learning curve and disruption. The standoff is delaying implementation. Goal: Draft a script to resolve resistance and agree on tool adoption. Prompt: "**You are** a change management facilitator. Draft a resolution script for adopting new tools. **Include:** Opening & Vision – **Explain** why the tool is being considered. Concerns Sharing – Let delivery teams list worries. Benefit Demonstration – IT presents long-term gains. Transition Plan – Phase in adoption with training. Support Structure – Assign tool champions. Review – Assess after pilot run. Use wording that emphasizes collaboration and shared benefit." Inputs: Tool features Current pain points in project management Training resources available Project timelines



73. Prompt 23 – Conflict Between Manager and HR Over Disciplinary Action

– Conflict Between Manager and HR Over Disciplinary Action Backstory: In a Jaipur hospitality company, a manager wants to fire an underperforming employee immediately, while HR insists on following a formal improvement process. The disagreement is delaying action and frustrating both

sides. Goal: Draft a resolution script that ensures due process while addressing performance issues. Prompt: "You are an HR-policy mediator. Draft a conflict resolution script for disputes over disciplinary action. **Include:** Opening & Policy Reminder – State legal and policy requirements. Case Review – Manager explains reasons for immediate action. Process Explanation – HR outlines the improvement plan steps. Middle Ground – Agree on a shorter improvement plan if possible. Documentation – Record agreed timeline. Follow-Up – Review progress after agreed period. Use respectful language to keep focus on fairness." Inputs: Employee performance records HR policy documents Legal requirements Manager's specific concerns



74. Prompt 24 – Conflict Over Leadership Style

– Conflict Over Leadership Style Backstory: At a Coimbatore IT firm, a new department head's direct, results-driven style is clashing with a team used to a more collaborative, nurturing leader. Misunderstandings and resignations are becoming a risk. Goal: **Create** a script to bridge leadership style differences. Prompt: "You are a leadership adaptation coach. Draft a resolution script for leadership style clashes. **Include:** Opening & Alignment – Restate team and department goals. Leader's Perspective – New head explains their approach. Team's Experience – Team shares what's working and what's not. Style Blending Plan – Identify ways to adapt leadership style to team needs. Trial Period – Implement adjustments for 1 month. Review Session – Gather feedback and adjust again. Use neutral language to avoid personal criticism." Inputs: Team performance metrics Leader's past leadership track record Team feedback surveys Current department objectives



75. Prompt 25 – Inter-Generational Workplace Conflict

– Inter-Generational Workplace Conflict Backstory: In a Gurgaon design agency, younger employees prefer rapid experimentation, while older employees emphasize tried-and-tested methods. The cultural gap is creating frustration and slowing decision-making. Goal: Draft a resolution script to integrate innovative thinking with proven approaches. Prompt: "You are a workplace culture integrator. Draft a resolution script for inter-generational team conflicts. **Include:** Opening & Common Ground – Highlight shared passion for quality work. Perspective Exchange – Younger employees explain innovation benefits, seniors share risk concerns. Hybrid Approach **Design** – Combine both fast experimentation and risk control steps. Role Assignment – Assign roles that suit strengths of each group. Pilot Project – Test hybrid method on a small project. Review – Assess results and refine approach. Use language that values both tradition and innovation." Inputs: Team demographics Recent project timelines Examples of past successes from both approaches Client feedback



Employee Engagement Ideas

76. Prompt 1 — Festival-Themed Virtual Engagement Plan

Festival-Themed Virtual Engagement Plan Backstory: Priya, 29, leads a fully remote design team across India. The team members work from different cities and rarely meet in person, which has led to a feeling of disconnection. With Diwali approaching, Priya wants to organise a virtual engagement plan that celebrates the festival while boosting team bonding. She is looking for creative activities that combine fun, cultural connection, and light-hearted competition. Goal: **Create**

a detailed festival-themed virtual engagement plan that celebrates Diwali while fostering team spirit, inclusivity, and creativity in a remote setting. Prompt: "You are an HR culture strategist. **Create** a virtual Diwali engagement plan for a remote team of 15 people spread across India. **Include**: A themed activity schedule for 3 days. Games and ice-breakers inspired by Diwali traditions. A 'cultural exchange' segment for team members to share their local customs. A low-cost gift or recognition idea for each participant. Ensure inclusivity for all religions and dietary preferences. **Provide** step-by-step execution guidelines and a budget under ₹5,000." Inputs: Number of team members Festival theme (Diwali, Holi, etc.) Budget limit Duration of celebration (in days)



77. Prompt 2 — Wellness Week for a Corporate Office

Wellness Week for a Corporate Office Backstory: Anil, 33, is an HR executive at a tech company in Bengaluru. Many employees have complained of burnout and back pain due to long hours of sitting. Management wants to address wellness in a way that's fun, not preachy. Anil is tasked with organising a "Wellness Week" that includes both physical and mental health activities. Goal: **Design** a 5-day wellness engagement program that encourages employees to participate without feeling pressured, combining physical fitness, mindfulness, and nutrition. Prompt: "You are a workplace wellness consultant. **Create** a 'Wellness Week' plan for 100 employees in a corporate office. The plan should include: Daily themed activities (e.g., Mindful Monday, Fitness Friday). Interactive workshops (yoga, posture correction, healthy snacking). Friendly competitions with small rewards. A feedback system to measure participation and impact. Keep the budget under ₹20,000 and suggest both in-person and virtual participation options." Inputs: Number of employees Wellness focus areas (physical, mental, nutritional) Budget limit Hybrid or fully in-office



78. Prompt 3 — Cross-Department Collaboration Challenge

Cross-Department Collaboration Challenge Backstory: Meera, 27, recently joined as an engagement coordinator at a mid-sized FMCG company in Mumbai. She noticed that employees mostly interact within their own departments, which limits idea exchange and innovation. She wants to design a fun "Collaboration Challenge" that encourages employees from different teams to work together. Goal: Develop a one-week cross-department collaboration program that fosters idea-sharing, creativity, and healthy competition. Prompt: "You are a corporate engagement specialist. **Create** a 'Collaboration Challenge' for 80 employees across 4 departments. The program should: Assign mixed-department teams. Give them fun, innovation-based tasks (e.g., design a mock product, pitch a marketing campaign). **Include** a scoring system and panel of judges. End with a showcase and prize ceremony. Ensure the challenge builds long-term interdepartmental relationships." Inputs: Number of participants Departments involved Duration (days) Type of tasks (innovation, creative, social impact)



79. Prompt 4 — Employee Birthday Celebration Calendar

Employee Birthday Celebration Calendar Backstory: Karan, 31, works in HR at a start-up in Gurugram. Employees often forget each other's birthdays due to hectic schedules, which misses opportunities for bonding. Karan wants a simple but memorable birthday engagement plan that makes each employee feel valued without spending much. Goal: **Create** an annual employee birthday celebration plan that is budget-friendly and personalised. Prompt: "You are a workplace culture consultant. **Design** a 12-month employee birthday celebration calendar for a team of 50

people. **Include:** A system for tracking and announcing birthdays. Low-cost yet thoughtful celebration ideas. A virtual option for remote staff. A small personalised gift idea for each month. Budget: ■500 per person annually." Inputs: Number of employees Celebration style (in-person, hybrid, virtual) Budget per employee



80. Prompt 5 — Gamified Learning Program

Gamified Learning Program Backstory: Sonia, 28, is an L&D (Learning and Development) officer in a large IT company in Hyderabad. Many employees attend training sessions but forget most of the content after a few weeks. She wants to make learning fun by gamifying the process and offering rewards for consistent participation. Goal: **Create** a gamified corporate learning plan that encourages employees to actively participate and retain knowledge. Prompt: "You are a corporate learning designer. **Create** a gamified training program for 200 employees that: Converts training modules into interactive challenges. Assigns points for participation and completion. Includes leaderboards, badges, and rewards. Offers a quarterly 'Champion Learner' award. Keep the platform accessible via mobile and desktop. Ensure the plan is engaging for employees aged 20–35." Inputs: Number of employees Training topics Duration of program Budget for rewards



81. Prompt 6 — Office Décor Competition

Office Décor Competition Backstory: Rahul, 30, works at a creative agency in Pune. The office environment has started to feel dull, with blank walls and outdated furniture. Rahul believes a lively, visually stimulating workspace can boost motivation. He wants to run an "Office Décor Competition" where teams can transform their work areas into inspiring zones. Goal: **Design** a team-based office décor challenge that encourages creativity, collaboration, and pride in the workplace. Prompt: "You are a workplace engagement designer. **Create** an 'Office Décor Competition' plan for 60 employees divided into 6 teams. The plan should: **Provide** clear décor guidelines (budget, materials, safety rules). Have a theme (e.g., "Future of Work" or "Sustainable Spaces"). **Include** judging criteria for creativity, functionality, and teamwork. End with a reveal day and award ceremony. Ensure inclusivity for remote teams by allowing them to submit virtual workspace makeovers." Inputs: Number of teams Theme of decoration Budget per team Duration of competition



82. Prompt 7 — 'Lunch & Learn' Knowledge Sharing

'Lunch & Learn' Knowledge Sharing Backstory: Shreya, 32, manages HR at a fintech company in Bengaluru. She wants employees to learn from each other's skills without it feeling like another mandatory training. She envisions short, interactive lunch sessions where employees present topics they're passionate about — from investing tips to photography. Goal: **Create** a monthly "Lunch & Learn" program that encourages peer-to-peer learning in a relaxed, social setting. Prompt: "You are a workplace learning consultant. **Design** a 12-month 'Lunch & Learn' plan for 40 employees. The program should: Feature one volunteer speaker each month. Cover both professional skills and personal hobbies. **Provide** a lunch budget and snacks. **Include** a voting system for the most engaging session, with small rewards. Offer hybrid participation for remote employees." Inputs: Number of employees Budget for lunch per session Preferred session duration Topics allowed (work-only, or personal too)

83. Prompt 8 — CSR Volunteering Day

Backstory: Deepak, 34, is the CSR lead at a manufacturing company in Gujarat. He wants employees to feel more connected to the company's values by participating in a hands-on volunteering day. His challenge is to make it enjoyable and impactful, rather than just another formality. Goal: Plan a corporate volunteering day that blends social impact with team bonding. Prompt: "**You are** a CSR engagement strategist. **Create** a 1-day corporate volunteering plan for 100 employees. The plan should: Partner with local NGOs. **Include** team-based activities (tree plantation, skill workshops for underprivileged youth). **Provide** branded volunteer T-shirts and refreshments. End with a reflection session to discuss learnings. Ensure the plan aligns with the company's sustainability goals." Inputs: Number of volunteers Cause/theme of volunteering Location options Budget limit

84. Prompt 9 — Monthly Recognition Wall

Monthly Recognition Wall Backstory: Tanvi, 26, is an HR associate in a mid-size marketing firm in Delhi. While the company gives annual awards, she notices employees crave more frequent recognition. She wants a visible and interactive way to celebrate small wins every month. Goal: **Create** a recognition system that is public, interactive, and ongoing throughout the year. Prompt: "**You are** a workplace culture consultant. **Design** a 'Monthly Recognition Wall' program for a company of 80 employees. The program should: Allow employees to nominate peers for contributions. Display nominations physically in the office and virtually for remote workers. Feature rotating monthly themes (e.g., Teamwork Star, Innovation Hero). **Include** a small monthly reward for top-voted employees. Keep it budget-friendly and easy to maintain." Inputs: Number of employees Recognition categories Budget per month Display method (physical, digital, hybrid)

85. Prompt 10 — Department Swap Day

Department Swap Day Backstory: Amit, 29, works at a large logistics company in Mumbai. Employees often don't understand what other departments do, leading to miscommunication. Amit wants to introduce a "Department Swap Day" where employees experience a different role for a few hours. Goal: Encourage cross-functional understanding through a fun, role-swapping activity. Prompt: "**You are** a team culture facilitator. **Create** a 'Department Swap Day' plan for 50 employees across 5 departments. The plan should: Match employees with complementary roles. **Include** a guided observation period and a task simulation. Allow a post-activity discussion to share learnings. **Provide** a participation certificate for everyone. Ensure no critical operations are disrupted." Inputs: Number of employees Departments involved Duration of swap Type of roles

86. Prompt 11 — Innovation Pitch Day

Innovation Pitch Day Backstory: Riya, 31, heads the innovation committee at a healthcare start-up in Chennai. She wants employees to feel empowered to share new ideas without fear of rejection. She decides to host a fun "Pitch Day" where anyone can present a business improvement idea. Goal: **Create** a non-intimidating platform for employees to pitch creative ideas. Prompt: "**You are** a workplace innovation coach. **Design** a quarterly 'Innovation Pitch Day' for 70 employees. The plan

should: **Provide** idea submission guidelines. Offer a short presentation slot for each participant. Use a friendly voting system with small prizes. Commit to implementing at least one winning idea each quarter. Keep it casual, inspiring, and supportive." Inputs: Number of participants Type of ideas allowed (product, process, culture) Duration of pitches Budget for prizes



87. Prompt 12 — Fun Friday Game Hour

Fun Friday Game Hour Backstory: Vikram, 25, is the youngest member of HR at a retail company in Kolkata. He believes ending the week with lighthearted fun can improve morale. He wants to host a recurring "Fun Friday" game session. Goal: Boost morale and social connection through regular, casual game sessions. Prompt: "You are a team engagement planner. **Create** a 'Fun Friday' schedule for a company of 40 employees. The plan should: Alternate between online and offline games. **Include** team-based challenges. Keep sessions under 1 hour. Maintain a scoreboard for ongoing friendly competition. Ensure games are inclusive and require no special skills." Inputs: Number of employees Game type preference (online/offline) Frequency of sessions Budget for prizes



88. Prompt 13 — Pet Day at Work

Pet Day at Work Backstory: Nisha, 28, works in HR for a creative agency in Bengaluru. Many employees have pets and often share stories about them. She wants to create a "Pet Day" where employees can bring their pets to the office for a bonding experience. Goal: Strengthen workplace relationships through a pet-friendly event. Prompt: "You are an event engagement specialist. **Create** a 'Pet Day' plan for 30 employees. The plan should: **Include** safety guidelines for pets and people. Feature fun activities like pet fashion shows or obedience challenges. **Provide** treats for both pets and owners. Capture the event in photos for social media. Ensure inclusivity for employees without pets by assigning them as event hosts or judges." Inputs: Number of participants Pet types allowed Space and facilities available Budget limit



89. Prompt 14 — Office Talent Show

Office Talent Show Backstory: Harsh, 35, manages HR at a multinational in Gurugram. He wants employees to showcase their hidden talents beyond work skills. He decides on an annual "Office Talent Show" that welcomes everything from singing to stand-up comedy. Goal: Celebrate employee diversity and creativity through a talent showcase. Prompt: "You are a workplace culture events planner. **Design** an 'Office Talent Show' for 150 employees. The plan should: Offer performance categories (music, dance, comedy, art). Have a registration process with time slots. **Include** live voting by the audience. **Provide** participation certificates and small prizes. Ensure the event runs under 3 hours and is family-friendly." Inputs: Number of employees Talent categories Duration of event Budget for prizes



90. Prompt 15 — Microlearning Challenge

Microlearning Challenge Backstory: Ishaan, 27, works in L&D for a SaaS company in Hyderabad. Employees are too busy for long training sessions, so he wants to introduce "Microlearning Challenges" — short, engaging learning bites. Goal: Enhance skill development through quick, fun,

and competitive learning modules. Prompt: "**You are** a corporate learning strategist. **Create** a 4-week 'Microlearning Challenge' for 100 employees. The plan should: Deliver 5-minute lessons daily via email or app. End each lesson with a mini quiz. Keep a leaderboard and reward the top scorers. Rotate topics weekly (product knowledge, soft skills, industry trends). Ensure mobile-first accessibility." Inputs: Number of employees Duration of challenge Topics covered Budget for rewards



91. Prompt 16 — Cultural Potluck Day

Cultural Potluck Day Backstory: Sana, 29, works in HR for an ed-tech startup in Delhi with employees from across India. She notices that despite the diversity, most people eat lunch with their immediate team and rarely interact beyond their department. To encourage cultural exchange, she wants to organize a "Cultural Potluck Day" where everyone brings a homemade dish representing their culture or region. The aim is not just about food, but also about storytelling — each participant shares a short story behind their dish. Goal: Foster cross-departmental bonding, cultural appreciation, and informal conversation through a shared food experience. Prompt: "**You are** a workplace culture designer. **Create** a detailed plan for a 'Cultural Potluck Day' for 80 employees from multiple regions of India. Your plan must include: A sign-up sheet categorizing dishes into vegetarian, non-vegetarian, vegan, and dessert options to ensure variety. Guidelines for safe food handling, allergen labeling, and portion sizes. A 2-minute storytelling segment for each participant to share the cultural background of their dish. An optional cooking demo for interested employees. A friendly award segment with titles like 'Most Unique Dish' or 'Best Story'. Ensure inclusion of remote employees by allowing them to share recipes and photos of their dishes virtually." Inputs: Number of participants Office kitchen/facility availability Food categories allowed Budget for decorations and awards



92. Prompt 17 — Reverse Mentorship Program

Reverse Mentorship Program Backstory: Arjun, 34, works at a large IT services firm in Pune. While senior leadership has years of industry knowledge, many are unfamiliar with new tools, Gen Z work culture, or emerging tech trends. Arjun proposes a "Reverse Mentorship Program" where younger employees mentor senior leaders on topics like AI tools, social media, or UX design, while also learning leadership skills in return. Goal: Encourage knowledge exchange between generations, improve digital literacy among senior leaders, and empower young employees. Prompt: "**You are** a workplace mentorship architect. **Design** a 6-month 'Reverse Mentorship Program' for 40 mentor-mentee pairs. Your plan must include: A matching system based on skills offered and skills sought. A structured monthly meeting agenda template. Guidelines for setting mutual learning goals. Tracking metrics for progress (knowledge tests, project outcomes). A final showcase event where pairs present their learnings. Incorporate remote-friendly features like video call templates and shared digital workbooks." Inputs: Number of mentor-mentee pairs Topics to be covered Duration of mentorship Tracking method for progress



93. Prompt 18 — Sustainability Challenge Month

Sustainability Challenge Month Backstory: Neha, 26, is part of the employee engagement committee in a Noida-based e-commerce company. She wants to combine team-building with environmental responsibility. She envisions a "Sustainability Challenge Month" where employees

earn points for eco-friendly actions — carpooling, using reusable bottles, or planting trees. Goal: Promote environmental consciousness while fostering healthy competition between teams. Prompt: "You are an environmental workplace engagement planner. **Create** a 4-week 'Sustainability Challenge' for 120 employees. The plan should: List daily and weekly eco-friendly challenges (public transport days, zero-waste lunches). **Provide** a digital leaderboard updated in real time. **Include** a mid-month awareness workshop with an environmental NGO. End with awards for 'Green Champion' individuals and teams. Offer ideas for documenting participation through photos or short write-ups. Ensure hybrid participation for both on-site and remote workers." Inputs: Number of teams Duration of challenge Types of challenges allowed Budget for awards



94. Prompt 19 — Mystery Coffee Chats

Mystery Coffee Chats Backstory: Ritika, 28, works in HR for a fintech company in Bengaluru. She notices employees tend to network within their own departments, missing opportunities to build wider professional relationships. She wants to introduce "Mystery Coffee Chats" where employees are randomly paired to meet over coffee once a month. Goal: Break silos and encourage casual networking across the company. Prompt: "You are a corporate networking facilitator. **Design** a 12-month 'Mystery Coffee Chats' program for 200 employees. The plan must: Randomly pair employees from different departments each month using a simple tool. **Provide** conversation starter cards (work and personal life topics). Offer coffee vouchers redeemable at the office café or partnered coffee shops. Collect feedback on each meeting to refine pairings over time. **Create** a yearly 'Networking Wall' showcasing the most interesting cross-department collaborations born from these chats." Inputs: Number of participants Meeting frequency Budget for vouchers Preferred coffee venues



95. Prompt 20 — 'Pay It Forward' Week

'Pay It Forward' Week Backstory: Manoj, 33, works in HR for a mid-sized logistics firm in Chennai. He wants to introduce a culture of kindness by encouraging small acts of service among employees. His idea: a "Pay It Forward" week where each person does something thoughtful for a colleague, and that colleague continues the chain. Goal: Strengthen trust, empathy, and interpersonal connection in the workplace. Prompt: "You are a workplace culture strategist. **Design** a 1-week 'Pay It Forward' program for 60 employees. The plan should: **Provide** each participant with a card describing the concept and examples of small acts (helping with a task, bringing a snack, leaving an appreciation note). Set rules to ensure inclusivity and no financial burden. Track the chain by having each recipient sign and pass on the card. Share anonymous stories in a weekly newsletter. Conclude with a group reflection session on how the activity impacted morale." Inputs: Number of participants Duration of activity Examples of allowed acts Tracking method



96. Prompt 21 — Book Club for Professional & Personal Growth

Book Club for Professional & Personal Growth Backstory: Priya, 27, is in L&D for a consulting firm in Mumbai. She believes reading is a powerful way to grow both personally and professionally. She wants to start a company-wide book club that covers leadership books, fiction for empathy building, and Indian business case studies. Goal: Encourage continuous learning, empathy, and cross-functional discussion through a structured book club. Prompt: "You are a workplace learning and engagement consultant. **Create** a quarterly 'Workplace Book Club' program for 50 employees.

The plan should: Alternate between professional books and personal development/fiction. **Provide** discussion guides for each session. Use both physical meetups and online discussion boards. Offer small incentives for completing reading assignments. End each quarter with a summary newsletter featuring member reviews and key takeaways." Inputs: Number of members Genres to cover Meeting frequency Budget for books/incentives



97. Prompt 22 — Themed Dress-Up Days

Themed Dress-Up Days Backstory: Kabir, 25, works in HR at a digital marketing firm in Hyderabad. He wants to inject some fun into the workweek by introducing monthly themed dress-up days, such as Retro Bollywood, Monochrome Monday, or Superhero Day. Goal: Boost employee morale and create lighthearted shared experiences. Prompt: "**You are** a workplace culture creator. **Design** a 12-month 'Themed Dress-Up Day' calendar for 80 employees. Your plan must: **Suggest** monthly themes, ensuring cultural sensitivity. **Provide** photo booth setups for social media sharing. **Include** a mini runway show or best-dressed contest each month. Offer participation badges or points for a leaderboard. Integrate hybrid participation by encouraging remote employees to post themed selfies." Inputs: Number of themes per year Types of themes allowed Budget for photo booth and prizes Participation tracking method



98. Prompt 23 — DIY Skill Swap Fair

DIY Skill Swap Fair Backstory: Ananya, 30, works for a co-working space in Bengaluru. She notices employees have unique personal skills — baking, photography, coding shortcuts — but no platform to share them. She wants to host a "Skill Swap Fair" where employees teach each other in short, hands-on sessions. Goal: Foster peer learning, creativity, and appreciation of colleagues' talents. Prompt: "**You are** a workplace learning event organizer. Plan a 1-day 'DIY Skill Swap Fair' for 100 employees. The plan should: Invite employees to sign up as skill teachers or learners. Organize parallel 30-minute sessions for small groups. **Provide** basic materials or resources for each session. Have a closing ceremony where participants share what they learned. Encourage ongoing skill exchange beyond the event." Inputs: Number of participants Types of skills allowed Venue size and facilities Budget for materials



99. Prompt 24 — Well-being Passport

Well-being Passport Backstory: Megha, 31, works in HR for a large retail chain in Jaipur. She wants to encourage employees to take part in wellness activities — from yoga classes to mindfulness workshops — by gamifying the process through a "Well-being Passport." Goal: Increase employee participation in wellness initiatives through gamification. Prompt: "**You are** a workplace wellness strategist. **Design** a 6-month 'Well-being Passport' program for 150 employees. The plan should: **Provide** each employee with a physical or digital passport to track wellness activities attended. Assign points for each completed activity. Offer tiered rewards (e.g., Bronze, Silver, Gold achievers). **Include** monthly challenges like hydration tracking or 10,000 steps a day. Host a closing wellness carnival with rewards distribution." Inputs: Number of participants Types of wellness activities Reward tiers Tracking method (physical, app-based)



100. Prompt 25 — Annual Gratitude Week

Annual Gratitude Week Backstory: Rohit, 35, leads HR at a mid-sized IT services company in Gurgaon. He wants employees to end the year on a positive note by reflecting on achievements, appreciating colleagues, and recognizing team contributions through a “Gratitude Week.” Goal: Build a culture of appreciation, reflection, and positivity at year-end. Prompt: “**You are** a corporate culture consultant. Plan a 5-day ‘Gratitude Week’ for 200 employees. Your plan should: Assign a theme for each day (Thank a Colleague, Gratitude Wall, Reflect & Reset). **Provide** an online gratitude board for hybrid teams. Encourage handwritten appreciation notes for peers. Host a closing celebration with a slideshow of moments from the year. **Include** a time capsule activity where employees write future hopes.” Inputs: Number of participants Duration of week Themes per day Budget for activities



Remote Team Management SOPs

101. Prompt 1 — Daily Stand-up Protocol for Remote Teams

Daily Stand-up Protocol for Remote Teams Backstory: Ria, 29, is a project manager at a digital marketing agency in Bengaluru. Her remote team spans three time zones — India, Dubai, and Singapore. While the team uses Slack and Trello, updates are inconsistent, causing delays and miscommunication. She wants an SOP for a 15-minute daily stand-up that ensures everyone shares progress, blockers, and priorities in a structured way, without eating into work time. Goal: **Create** a standardized remote daily stand-up SOP that improves communication, accountability, and alignment across time zones. Prompt: “**You are** a remote team operations expert. **Design** a daily stand-up SOP for a 10-member remote marketing team working across India, Dubai, and Singapore. Your SOP should include: The exact daily schedule adjusted for all time zones. A 3-question format (yesterday’s work, today’s priorities, blockers). Rules for keeping updates under 60 seconds per person. A shared Google Doc format for recording stand-up notes. A process for flagging urgent blockers immediately to the project lead. Output the SOP in a clear bullet-point checklist format ready to share with the team.” Inputs: Team size and roles Time zones involved Tools already in use Maximum meeting length



102. Prompt 2 — Remote Onboarding SOP

Remote Onboarding SOP Backstory: Kabir, 26, works in HR for a fintech company that has gone fully remote. He finds that new hires often feel lost during their first week because there’s no clear onboarding process tailored for remote employees. They miss introductions, fail to set up tools properly, and take longer to get productive. Kabir wants an SOP that standardizes remote onboarding so every new hire feels welcome and confident from day one. Goal: Develop a detailed remote onboarding SOP that ensures smooth integration of new hires into the company’s culture and workflow. Prompt: “**You are** a remote work HR consultant. **Create** a remote onboarding SOP for a fintech company with 50% international hires. Your SOP should include: A pre-onboarding checklist (sending equipment, account creation, welcome email). A day-by-day plan for the first week with introductions, tool training, and team bonding. Guidelines for assigning an onboarding buddy. A 30-day success checklist for the new hire. Templates for welcome messages and first-week feedback forms.” Inputs: Company size Roles being onboarded Tools/software required Duration of onboarding

103. Prompt 3 — Communication Cadence SOP

Communication Cadence SOP Backstory: Ananya, 32, leads a product team working remotely from Pune, Jaipur, and Kochi. She's struggling with overcommunication (too many messages) and undercommunication (missed updates). She wants an SOP that sets a predictable communication cadence so the team knows exactly when and how to share updates without micromanagement. Goal: **Create** a communication cadence SOP that balances efficiency, clarity, and team connectivity for remote workers. Prompt: "**You are** a remote communication strategist. **Design** a communication cadence SOP for a 15-person product team. The SOP must: Define which topics go in instant messages, email, and project management tools. Establish meeting frequencies (weekly sync, monthly review). **Include** guidelines for async updates with deadlines. Set rules for response times by channel. Outline quarterly team town halls with clear prep guidelines." Inputs: Team size Number of active projects Tools in use Preferred communication style (formal/informal)

104. Prompt 4 — Performance Review SOP for Remote Teams

Performance Review SOP for Remote Teams Backstory: Vikram, 35, manages a fully remote development team across India. He finds performance reviews difficult because there's no in-person rapport and tracking individual contributions is tricky. He wants an SOP that ensures fair, transparent, and growth-oriented reviews without creating anxiety among team members. Goal: Standardize the performance review process for remote teams, making it transparent, supportive, and data-driven. Prompt: "**You are** a remote HR policy writer. **Create** a performance review SOP for a 12-member remote software team. **Include**: A quarterly review schedule with deadlines for self-assessments and manager feedback. KPIs tailored for remote performance (output quality, collaboration, responsiveness). A process for collecting 360-degree peer feedback. Templates for review forms. Guidelines for delivering feedback constructively over video calls." Inputs: Team size Review frequency Key performance metrics Feedback channels

105. Prompt 5 — Conflict Resolution SOP for Remote Teams

Conflict Resolution SOP for Remote Teams Backstory: Meera, 30, manages a hybrid marketing team where half the staff work remotely from Mumbai, Delhi, and Ahmedabad. She notices conflicts often get escalated because tone is misinterpreted over text, and there's no standard way to resolve disagreements. She needs an SOP that helps managers identify, address, and resolve remote team conflicts quickly and respectfully. Goal: **Create** a conflict resolution SOP specifically for remote and hybrid teams to maintain trust and team cohesion. Prompt: "**You are** a workplace conflict management specialist. Write a conflict resolution SOP for a hybrid marketing team of 20 members. **Include**: A system for flagging conflicts early. Steps for private one-on-one discussions before group escalation. Video call etiquette for conflict resolution. Guidelines for involving HR when needed. A conflict log template for tracking issues and outcomes." Inputs: Team size Nature of work (collaborative/individual) Preferred conflict resolution style HR escalation process

106. Prompt 6 — Task Handoff SOP for Multi-Time Zone Teams

Task Handoff SOP for Multi-Time Zone Teams Backstory: Shreya, 28, works as a project lead at a SaaS company where developers are spread across Bengaluru, Warsaw, and Toronto. Because of the time differences, handoffs often get delayed or incomplete, which causes bottlenecks. She needs an SOP that makes sure task handoffs are seamless, fully documented, and ready for the next person to pick up without confusion. Goal: Develop a task handoff SOP that ensures no work stalls due to unclear communication across time zones. Prompt: "You are a remote workflow consultant. **Create** a task handoff SOP for a SaaS development team across three time zones. The SOP must include: A standard template for task handoff notes, including current status, pending items, blockers, and next steps. Guidelines for recording short Loom or video walkthroughs when handing off complex work. A shared folder structure for storing related documentation. Time zone-aware scheduling tips to maximize overlap hours. A responsibility tracker (e.g., in Notion or Jira) to log each handoff." Inputs: Number of time zones involved Task complexity level Tools used for documentation Overlap hours available



107. Prompt 7 — Remote Security & Data Access SOP

Remote Security & Data Access SOP Backstory: Manish, 31, manages a distributed finance team handling sensitive client data. Employees work from different cities in India, and he's concerned about security breaches and unauthorized file sharing. He needs an SOP that balances easy access for authorized team members with strong security measures to protect confidential data. Goal: **Create** a security and data access SOP that ensures safe handling of sensitive files while maintaining productivity. Prompt: "You are a cybersecurity policy writer. Draft a remote security SOP for a distributed finance team. The SOP must: Define secure login procedures (VPN, MFA). Specify approved file-sharing platforms and encryption standards. Outline monthly password update rules. **Include** steps for immediate revocation of access for departing employees. **Add** a protocol for reporting suspected breaches within 2 hours." Inputs: Type of data handled Security tools in use Compliance requirements (e.g., ISO, GDPR) Number of employees with access



108. Prompt 8 — Remote Brainstorming Session SOP

Remote Brainstorming Session SOP Backstory: Aisha, 27, leads the creative team of an ad agency. Since going remote, brainstorming sessions feel dull, with only a few people speaking while others remain passive. She needs an SOP that turns remote brainstorming into a dynamic, idea-rich, and collaborative process. Goal: **Design** a remote brainstorming SOP that encourages participation, creativity, and actionable outcomes. Prompt: "You are a creative facilitation expert. Write a remote brainstorming SOP for a 10-person creative team. **Include**: Pre-session prep tasks and inspiration decks to be sent 24 hours before. A structure for a 60-minute session with icebreakers, breakout rooms, and voting rounds. Tools to use (e.g., Miro, MURAL) and access setup steps. A rotating facilitator role for each session. A follow-up process to turn ideas into project briefs within 48 hours." Inputs: Team size Meeting length Creative tools available Nature of projects



109. Prompt 9 — Async Project Update SOP

Async Project Update SOP Backstory: Rohit, 30, manages a hybrid product design team that struggles with scheduling live meetings due to different work hours. He wants an SOP that ensures asynchronous project updates are clear, timely, and tracked, so no one is left out of the loop. Goal: **Create** an asynchronous update SOP to replace unnecessary live meetings and keep projects

moving smoothly. Prompt: "**You are** a remote productivity expert. **Create** an async update SOP for a product design team. **Include**: A standard update format with key milestones, blockers, and next actions. Weekly deadlines for posting updates in the shared project board. Use of short recorded video updates for visual work. Guidelines for tagging relevant stakeholders. Archiving rules to keep update history searchable." Inputs: Project type Tools for async communication Update frequency Level of stakeholder involvement



110. Prompt 10 — Remote Cultural Integration SOP for New Hires

Remote Cultural Integration SOP for New Hires Backstory: Priya, 33, leads HR for a growing startup. While technical onboarding is smooth, new hires often take months to feel connected to the company culture, especially when working remotely. She wants an SOP that speeds up cultural integration through deliberate remote activities. Goal: **Create** a cultural integration SOP that helps remote employees feel like part of the team quickly. Prompt: "**You are** an organizational culture consultant. **Design** a cultural integration SOP for a fully remote startup. **Include**: Virtual coffee chats with different team members in the first month. A digital 'culture handbook' with values, traditions, and team rituals. Monthly virtual team-building games. An internal social media channel for casual conversations. A 60-day culture check-in survey." Inputs: Company values Size of team Budget for activities Available digital tools



111. Prompt 11 — Remote Leave Management SOP

Remote Leave Management SOP Backstory: Arjun, 29, runs a content marketing team where members take leave without enough notice, causing delivery delays. He needs a transparent SOP so all leave requests and approvals are tracked and visible without micromanaging. Goal: Build a leave management SOP that ensures fair, clear, and timely leave planning for remote teams. Prompt: "**You are** an HR process designer. Draft a leave management SOP for a remote content team. **Include**: Minimum notice period for leave requests. A shared leave calendar visible to all members. Steps for arranging coverage during absences. Emergency leave protocol. Monthly leave report format for managers." Inputs: Team size Leave policies (paid/unpaid) Coverage options Communication tools



112. Prompt 12 — Remote Mentorship Program SOP

Remote Mentorship Program SOP Backstory: Sanya, 26, is an L&D coordinator for a tech company. She wants to launch a mentorship program for remote employees to support career growth and skill development. Without in-person interaction, she needs a structured SOP to make mentorship engaging and impactful. Goal: **Create** a mentorship program SOP for remote employees to foster skill growth and engagement. Prompt: "**You are** an employee development strategist. Write a mentorship program SOP for a 100-member remote tech company. **Include**: Mentor-mentee matching process. Monthly one-on-one meeting schedule. Goal-setting templates for mentorship. Mid-program feedback loops. End-of-program impact assessment." Inputs: Number of participants Mentorship goals Available mentors Duration of program



113. Prompt 13 — Remote Work Wellness SOP

Remote Work Wellness SOP Backstory: Varun, 34, is a department head who notices remote employees facing burnout from long screen hours. He wants an SOP that encourages wellness habits without feeling forced. Goal: **Create** a wellness SOP for remote employees that promotes mental and physical health. Prompt: "You are a workplace wellness consultant. Draft a wellness SOP for remote teams. **Include**: Weekly optional meditation or yoga sessions. Guidelines for regular screen breaks. Ergonomic setup recommendations. Mental health day policy. Wellness challenges with incentives." Inputs: Team size Wellness budget Available facilitators Frequency of sessions



114. Prompt 14 — Virtual Performance Incentive SOP

Virtual Performance Incentive SOP Backstory: Deepak, 32, leads a sales team spread across India. He wants a fair SOP for rewarding top performers remotely, with transparent criteria and easy disbursement. Goal: **Design** an incentive SOP that motivates remote employees without causing resentment. Prompt: "You are a sales performance consultant. **Create** an incentive SOP for a remote sales team. **Include**: Performance tracking metrics. Monthly leaderboard format. Incentive tiers and rewards. Announcement protocols. Annual review and recalibration." Inputs: Team size KPI metrics Incentive budget Reward preferences



115. Prompt 15 — Remote Crisis Management SOP

Remote Crisis Management SOP Backstory: Nidhi, 30, manages customer support for an ed-tech platform. When a sudden platform outage happened, her remote team scrambled without a clear plan. She needs an SOP that outlines exactly what to do during crises. Goal: **Create** a crisis management SOP for remote teams to handle emergencies smoothly. Prompt: "You are a business continuity expert. Draft a crisis management SOP for a remote support team. **Include**: Crisis classification system. Immediate communication protocols. Escalation matrix. Tools and backups to use. Post-crisis review process." Inputs: Type of crises expected Team structure Escalation contacts Communication channels



116. Prompt 16 — Remote Client Handoff SOP for Multi-Department Projects

Remote Client Handoff SOP for Multi-Department Projects Backstory: Ritika, 33, works as an account manager in a mid-sized digital agency with remote teams spread across India, Singapore, and Dubai. Her projects involve multiple departments — design, development, content, and client servicing — all working in different time zones and schedules. Whenever a client project moves from one department to another, essential information is often missed, resulting in client dissatisfaction and scope creep. Ritika wants a clear, replicable SOP that outlines exactly how client handoffs between departments should be done in a remote environment, ensuring that all necessary files, instructions, and updates are passed without loss of context. The system also needs to work even if a key person is unavailable due to leave or illness. Goal: **Create** a remote client handoff SOP that ensures a smooth, fully documented, and accountable transfer of work between departments without any information gaps. Prompt: "You are a remote operations process expert. Develop a Client Handoff SOP for multi-department remote projects that ensures continuity, zero data loss, and accountability. The SOP must include: Pre-Handoff Checklist — detailing exact documents, files, and notes that must be provided before the handoff is considered complete. Communication Protocol — how and where handoff details must be communicated (email, Slack, Microsoft Teams, etc.)." Inputs: Project scope and requirements Handoff frequency and timeline

project management tools) and the standard format to follow. Handoff Meeting Guidelines — a short, structured video call or async Loom recording explaining the current status, blockers, and next steps. Ownership Tracker — a shared document or dashboard showing who is responsible for which stage of the project post-handoff. Fallback Protocol — what happens if the primary point of contact is unavailable, including backup personnel and escalation steps. Audit Trail Requirement — a system for recording handoff details for compliance and quality assurance." Inputs: Number of departments involved Type of projects handled Preferred communication platforms File storage tools in use Client reporting requirements Level of confidentiality and NDA restrictions



117. Prompt 17 — Remote Knowledge Base Maintenance SOP

Remote Knowledge Base Maintenance SOP Backstory: Kabir, 29, manages a fully remote software support team for an enterprise SaaS product. The team maintains a knowledge base (KB) used by both employees and customers, but updates are inconsistent. Some articles are outdated, others are duplicated, and certain crucial troubleshooting guides are buried deep in folders. Because of this, employees waste time searching for the right answer, and customers get conflicting information. Kabir needs a structured SOP to keep the KB accurate, searchable, and up-to-date, with clear accountability assigned to specific roles in the team. Goal: Develop a knowledge base maintenance SOP that ensures every document is reviewed, updated, and tagged regularly so remote teams can find accurate information quickly. Prompt: "**You are** a documentation workflow consultant. Write a Knowledge Base Maintenance SOP for a remote SaaS support team. This SOP must include: Ownership Assignments — define who is responsible for each category/topic. Update Frequency Rules — exact timelines for mandatory reviews (e.g., every 90 days). Approval Process — workflow for fact-checking and approving changes. Version Control Guidelines — how to track and store previous document versions. Search Optimization — rules for tags, keywords, and titles to make documents easy to find. Retirement Protocol — process for archiving or deleting outdated content. Emergency Update Protocol — for urgent changes like security patches or major product updates." Inputs: Size of knowledge base (number of articles) Team roles involved in KB maintenance KB platform in use (Confluence, Notion, Zendesk) Compliance requirements (if any) Frequency of major product changes



118. Prompt 18 — Remote Performance Review SOP

Remote Performance Review SOP Backstory: Nandita, 31, is the HR manager for a 120-person IT company that went fully remote after the pandemic. While quarterly performance reviews are scheduled, the process is inconsistent across teams. Some managers conduct detailed evaluations, while others send vague feedback emails. Employees feel demotivated and unclear about their growth path. Nandita wants a unified, transparent performance review SOP tailored for remote teams, with guidelines for collecting peer feedback, reviewing goals, and documenting the discussion digitally for easy reference. Goal: **Create** a remote performance review SOP that standardizes evaluations across the company, promotes growth, and documents progress effectively. Prompt: "**You are** an HR policy specialist. **Create** a Performance Review SOP for a remote IT company. The SOP must detail: Pre-Review Preparation — employee self-assessment templates and manager data-gathering guidelines. Review Meeting Structure — step-by-step agenda for a 45–60 minute virtual review. Goal-Setting Protocol — setting and documenting SMART goals for the next quarter. Feedback Documentation — storing review notes securely in HR systems. Peer & Client Feedback Integration — process for gathering and incorporating third-party insights. Follow-Up Actions — scheduling check-ins and tracking progress toward goals." Inputs:

Review frequency (quarterly/half-yearly) Number of employees per manager Tools for performance tracking Feedback sources (peers, clients, managers) Specific KPIs used



119. Prompt 19 — Remote Onboarding SOP for High-Volume Hiring

Remote Onboarding SOP for High-Volume Hiring Backstory: Sameer, 28, runs talent acquisition for a rapidly scaling ed-tech company. They hire 20–30 new employees per month across sales, operations, and tech roles. Since the team is fully remote, onboarding is done via Zoom calls and shared Google Docs, but the process is chaotic. New hires don't know where to start, and managers are overwhelmed with repetitive questions. Sameer needs a detailed onboarding SOP that scales for high-volume remote hiring while ensuring every new employee feels welcomed, trained, and productive quickly. Goal: Develop a high-volume remote onboarding SOP that delivers a consistent experience, reduces manager workload, and accelerates new hire productivity.

Prompt: "**You are** an employee experience designer. Draft a High-Volume Remote Onboarding SOP for a fast-growing company. The SOP must include: Pre-Onboarding Checklist — tools, accounts, and welcome kits sent before Day 1. First Week Structure — daily agendas with training sessions, team introductions, and culture orientation. Role-Specific Tracks — separate onboarding paths for sales, tech, and ops roles. Resource Hub Setup — centralized location for FAQs, guides, and recorded trainings. Buddy System Protocol — pairing each new hire with a peer mentor. First 90 Days Milestone Map — clear expectations and progress checkpoints." Inputs: Number of hires per month Roles being hired Onboarding tools available Cultural onboarding requirements Language preferences for training



120. Prompt 20 — Remote Meeting Recording & Archiving SOP

Remote Meeting Recording & Archiving SOP Backstory: Aravind, 35, leads operations for a consultancy that conducts multiple remote client calls daily. Often, key decisions made in meetings are forgotten or misremembered, leading to disputes. While they record meetings, the storage is disorganized and retrieval is difficult. Aravind needs a proper SOP that ensures every meeting is recorded, summarized, tagged, and stored in a way that makes it easy to retrieve at any point in the future. Goal: **Create** a remote meeting recording and archiving SOP that ensures secure, searchable, and easy-to-access meeting history. Prompt: "**You are** a remote knowledge management specialist. **Create** a Meeting Recording & Archiving SOP for a consultancy handling multiple daily client calls. The SOP must specify: Recording Standards — when to record, what tools to use, and consent protocols. File Naming Conventions — standardized format with client name, date, and meeting type. Storage Structure — folder hierarchy by client, project, and date. Meeting Summaries — quick bullet-point notes stored alongside recordings. Access Control — who can view/download recordings. Archival Policy — retention period and deletion protocols." Inputs: Number of meetings per day Storage platform in use (Google Drive, Dropbox, SharePoint) Client confidentiality requirements Access permissions hierarchy File retention policies



121. Prompt 21 — Remote Escalation & Crisis Management SOP

Remote Escalation & Crisis Management SOP Backstory: Priya, 34, is the project director of a marketing agency with remote teams in Mumbai, Delhi, and Bengaluru. Recently, a high-profile client campaign almost failed because a critical issue was not escalated on time — team members assumed someone else was handling it. This caused last-minute chaos, unnecessary overtime, and

strained client relations. Priya wants a crystal-clear SOP that defines exactly when and how to escalate an issue in a remote setting, who to contact, and how to document actions taken, ensuring no crisis slips through unnoticed. Goal: **Create** a remote escalation and crisis management SOP that eliminates ambiguity, reduces downtime, and ensures swift coordinated action during emergencies. Prompt: "You are a remote operations strategist. Draft a Crisis Management & Escalation SOP for a distributed marketing agency. This SOP must include: Escalation Triggers — clear criteria for when an issue qualifies for escalation (e.g., missed deadlines, client dissatisfaction, legal risks). Escalation Levels — step-by-step hierarchy of who to contact at each severity level. Communication Protocol — approved channels (Slack, Zoom, WhatsApp) and message templates for urgency. Incident Documentation — creating a time-stamped log with actions taken and outcomes. Post-Mortem Review — a standardized debrief template to capture lessons learned and process improvements. Business Continuity Plan — backup steps to keep client work on track during crisis." Inputs: Team size & structure Time zones covered Communication platforms in use Client SLA requirements Legal/regulatory compliance needs



122. Prompt 22 — Remote Time Zone Coordination SOP

Remote Time Zone Coordination SOP Backstory: Aditya, 30, manages a SaaS development team with members in India, Germany, and Canada. Coordinating meetings and deadlines across time zones is a constant headache — some members are forced into late-night calls, and others miss updates entirely. Deadlines are often misunderstood due to different local times. Aditya needs a repeatable SOP to ensure smooth time zone management, minimizing burnout and missed communication. Goal: **Create** a time zone coordination SOP that standardizes meeting scheduling, deadline setting, and asynchronous communication for global remote teams. Prompt: "You are a global remote workflow consultant. Write a Time Zone Coordination SOP for a SaaS team. **Include:** Preferred Working Hours Overlap — guidelines for finding 2–4 hours of common availability. Asynchronous Update Protocol — how to structure daily updates for those who can't attend live meetings. Deadline Setting Rules — always specify deadlines in UTC and local time. Scheduling Tools Usage — standardized use of tools like World Time Buddy or Google Calendar with time zone conversion enabled. Meeting Rotation Policy — rotating inconvenient meeting times fairly across time zones. Holiday Awareness System — tracking public holidays for all team regions." Inputs: Team locations and time zones Meeting frequency Collaboration tools used Client-facing vs internal project types Flexibility level in work hours



123. Prompt 23 — Remote Task Handover for Leave & Absence SOP

Remote Task Handover for Leave & Absence SOP Backstory: Meera, 32, is a senior content strategist working with a remote editorial team. Every time someone goes on vacation or medical leave, their ongoing work is left in limbo, causing delays and confusion. Meera wants an SOP that ensures smooth task handovers before any planned absence and a clear plan for unplanned absences, so deadlines are met without overloading other team members. Goal: **Design** a remote task handover SOP that covers both planned and unplanned absences, ensuring work continuity and accountability. Prompt: "You are a workflow process designer. **Create** a Remote Task Handover SOP for a distributed editorial team. **Include:** Pre-Leave Handover Checklist — mandatory status updates, file links, and next-step instructions. Emergency Absence Protocol — who gets notified and how work is reassigned. Knowledge Transfer Guidelines — short Loom videos or written briefs explaining context. Task Tracker Updates — marking ownership changes in project management tools. Return-to-Work Briefing — a catch-up process to get the returning

employee back up to speed quickly." Inputs: Team size Nature of tasks (creative/technical) Project management tools in use Backup staffing capacity Leave policy details



124. Prompt 24 — Remote Feedback Loop SOP for Continuous Improvement

Remote Feedback Loop SOP for Continuous Improvement Backstory: Vikram, 29, is a product lead managing a hybrid engineering team. While feedback is encouraged, most suggestions get lost in chat threads or buried in emails. Team members feel unheard, and the same mistakes repeat across sprints. Vikram wants an SOP to formalize a feedback loop system so that every suggestion, bug report, and improvement idea is logged, reviewed, prioritized, and acted upon — even in a fully remote setup. Goal: Establish a structured feedback loop SOP that ensures continuous improvement in processes, products, and team communication. Prompt: "**You are** an agile process consultant. Draft a Remote Feedback Loop SOP for a hybrid engineering team. **Include:** Feedback Submission Format — standard template with problem, evidence, and suggestion. Centralized Logging Tool — using Jira/Trello/Notion to track all feedback items. Review Cadence — weekly or sprint-end review meetings for feedback prioritization. Action Assignment — clearly documenting who will address each feedback item and by when. Tracking Improvements — updating the log once feedback is implemented and sharing results. Anonymous Feedback Option — to encourage honesty without fear of backlash." Inputs: Team's workflow methodology (Agile/Scrum/Kanban) Tools used for project tracking Feedback review frequency Types of feedback encouraged (process, product, culture)



125. Prompt 25 — Remote Security & Data Protection SOP

Remote Security & Data Protection SOP Backstory: Rohit, 35, is CTO of a fintech startup working entirely remotely. Given the sensitive nature of financial data, they face strict compliance requirements under Indian IT laws and GDPR for overseas clients. Team members work from personal laptops, coffee shops, and co-working spaces — increasing the risk of security breaches. Rohit needs a robust SOP that ensures maximum data protection while enabling productivity. Goal: Develop a security and data protection SOP for a remote fintech team that prevents breaches, ensures compliance, and promotes safe work habits. Prompt: "**You are** a cybersecurity policy expert. Write a Remote Security & Data Protection SOP for a fintech startup. **Include:** Device Security Requirements — antivirus, encryption, and automatic locking protocols. Network Security Rules — mandatory VPN use and restrictions on public Wi-Fi. Access Control — least-privilege principle for data access. Password & Authentication Guidelines — MFA, rotation schedules, and storage rules. Incident Response Plan — what to do in case of a suspected data breach. Compliance Checklist — aligning with Indian IT Act, GDPR, and any client-specific policies." Inputs: Compliance frameworks applicable Tools for secure file sharing Number of remote employees Types of sensitive data handled Current security infrastructure

