

**FRAMEWORK**  
**RTF**

 Prompt Depth: Basic

**BEST FOR**  
Prompts that need clear expertise, a defined task, and structured output.

**TYPICAL USE**

- Reports
- Summaries
- Emails
- Structured advice

**BREAKDOWN**

**R ACT AS A ROLE**  
 Clearly state who the tool should act as (e.g., strategist, advisor). This ensures the response uses the right voice, expertise and viewpoint.

**T CREATE A TASK**  
 Specify what you want done. This keeps the request focused, purposeful and aligned to the challenge.

**F SHOW AS FORMAT**  
 Define how the answer should be delivered (e.g., bullet points, executive summary, action steps). This makes the output structured, usable and easy to apply.

**PROVIDING GUIDANCE**

You are an expert in organisational development and workforce strategy, with experience advising enterprise HR leaders on future skills, critical talent, and leadership capability building.

Provide evidence-based guidance to address gaps in technical and leadership capability, weak pipelines, and at-risk roles. Recommend pragmatic, phased actions, avoiding major structural shifts unless clear readiness conditions are met.

Structure your response into the following sections:

- Key strategic priorities.
- Research-backed actions we can take.
- Recommendations for org-wide adoption and buy-in.
- Summary of short- and long-term impact.

**FRAMEWORK**  
**RACE**

 Prompt Depth: Focused

**BEST FOR**  
Prompts that require data, statistics, or research-backed insights.

**TYPICAL USE**

- Benchmarks
- Evidence gathering
- Trend validation

**BREAKDOWN**

**R SPECIFY THE ROLE**  
 Define who the tool should act as (e.g., analyst, researcher) to ensure a precise, data-focused tone.

**A DESCRIBE ACTION**  
 State what you want to be produced, usually statistics, evidence, or data-backed insights.

**C GIVE THE CONTEXT**  
 Specify the scope or area the data should relate to, so the output stays relevant.

**E DESCRIBE THE EXPECTATION**  
 Describe the quality standard, data must be clear, current, and directly linked to the request.

**STATISTICS & DATA EXTRACTION**

You are a research analyst specialising in workforce and organisational effectiveness, with expertise in interpreting recent trends, benchmarks, and talent-related data.

Provide recent statistics or benchmarks relevant to a consumer goods manufacturer across production, supply chain, sales, and corporate functions, focused on improving retention, workforce capability, and operational performance through effective people practices.

Focus on data that supports trends or strategies related to talent development, critical roles, leadership capability, workforce planning, and employee outcomes. Insights should inform evidence-based workforce decisions. Cite sources where relevant.

The data should be recent (preferably within the last 3-5 years), directly tied to the subject discussed, and presented clearly.

**FRAMEWORK**  
**RISE**

 Prompt Depth: Analytical

**BEST FOR**  
Prompts that require analysis, reflection, or deeper thinking.

**TYPICAL USE**

- Critical thinking questions
- Learning insights
- Problem diagnosis

**BREAKDOWN**

**R SPECIFY THE ROLE**  
 Define who the tool should act as (e.g., educator, coach). This sets the tone and level of guidance.

**I DESCRIBE INPUT**  
 Point to the situation or content the tool should use. This anchors the response in the right context.

**S ASK FOR STEPS**  
 Explain how the tool should approach the task. This directs the flow and structure of the response.

**E DESCRIBE THE EXPECTATION**  
 Describe what good looks like (e.g., challenging, reflective, thought-provoking). This shapes the quality and depth of the output.

**CRITICAL THINKING QUESTIONS**

You are a critical thinking coach and educator.

Our leadership bench is uneven, frontline leaders lack core management skills and our rapid expansion has outpaced our ability to develop leaders effectively. This is creating inconsistent employee experience, avoidable turnover and operational strain.

Generate 5 critical thinking questions that challenge deeper understanding, analysis, or reflection on the ideas presented.

Think through the process step-by-step, ensuring each question is open-ended, thought-provoking, and pushes beyond surface-level understanding. The goal is to help someone engage more deeply with the original ideas, encouraging exploration, skepticism, or application.

**FRAMEWORK**  
**TRACE**

 Prompt Depth: Applied

**BEST FOR**  
Prompts that need practical examples or real-world case studies.

**TYPICAL USE**

- Case studies
- Applied examples
- Illustrating concepts

**BREAKDOWN**

**T CREATE A TASK**  
 State what you want done in clear, direct terms.

**R SPECIFY THE REQUEST**  
 Point to the specific situation or source the response should draw from.

**A DESCRIBE ACTION**  
 Tell the tool what to produce (e.g., relevant case studies, examples).

**C GIVE THE CONTEXT**  
 Explain the purpose or focus so the output aligns with your needs.

**E GIVE THE EXAMPLE \***  
 Provide a sample to show the style, depth, or format you expect. \* An optional step to add further detail.

**CASE STUDY EXTRACTION**

Bring relevant case studies that support or illustrate how we can strengthen our talent processes to address critical future-skills gaps.

The case studies should be clearly tied to the key ideas or recommendations.

Provide 2-3 concise case study summaries, each including who was involved, what was done, and what the outcome was.

These should align with the main points and help someone understand how those ideas play out in practice.

For instance, if you mention prioritising learning and development, you can reference how companies created pathways for employees to acquire required skills.

**FRAMEWORK**  
**ROSES**

 Prompt Depth: Strategic

**BEST FOR**  
Prompts that require designing structured solutions for real-world scenarios.

**TYPICAL USE**

- Strategic plans
- Workshop design
- Executive summaries

**BREAKDOWN**

**R SPECIFY THE ROLE**  
 Define who the tool should act as (e.g., strategic communicator). This ensures the right voice, tone and organisational awareness.

**O STATE THE OBJECTIVE**  
 State why the content is being created. This keeps the output focused on outcomes, not just description.

**S DESCRIBE SCENARIO**  
 Describe where and how the content will be used. This shapes tone, language and level (e.g., executive-facing, internal).

**E EXPECTED SOLUTION**  
 Clarify what a strong result looks like. This sets direction for credibility, usefulness and readiness to share.

**S ASK FOR STEPS**  
 Outline how the response should be built. This guides structure and prevents generic or unfocused output.

**ONE-PAGER OR SUMMARY**

You are the Head of HR overseeing internal training communications.

Create a one-page summary of the key learning points, aligned with HR goals like retention, operational excellence, and the reward framework.

This summary will be used in an internal newsletter or leadership report, and should reflect recent research on training, communication, or employee development.

A clear, well-structured summary that:

- Highlights what was learned and why it matters.
- Integrates 2-3 recent, credible research insights.
- Reads professionally and fits a one-page format.

While extracting:

- Summarise key takeaways.
- Add insights from recent HR or training reports.
- Keep tone professional and concise.
- Structure for easy reading and internal use.
- Ensure alignment with the reward framework.