

**Prompt Portfolio**  
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**HR Tasks Assistance**

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## **Purpose of the Prompt Library (Non GPT)**

### **Why the Prompt Library Exists**

This prompt library was created to support human resource personnel with performing tasks to recruit, hire, and help each specific employee. This library is designed to aid those in a career in Human Resources with creating policies and ensuring employee behavior aligns with company standards and expectations. By tailoring the prompts to the unique challenges and opportunities that come with a career in Human Resources, I aim to aid Human Resource personnel with a tool that is not only able to simplify common HR problems but also assist in the curation of content that enforces company policies and mission statements.

### **Who It Is For**

- Individuals involved with HR practices, specifically focused on helping rural area businesses develop onboarding plans, retention strategies, and helpful exit strategies.
- Professors and students looking to simulate the completion of tasks that HR personnel are required to carry out, through the use of AI.
- Small business owners without a designated HR professional, seeking help with developing fair and legal practices through the use of AI.

### **What It Aims to Achieve**

This prompt library is aimed at assisting HR professionals, or those involved with completing HR tasks, with a tool that will allow them to complete said tasks in a timely manner and do so with the consideration of the company's values and goals throughout the tasks.

### **How It Should Be Used**

This library should be used in the assistance of creating different programs that HR is responsible for implementing. It should be used in the order of the stages that I have provided. This allows for the AI to do the best job at giving you an output that is designed for your specific company. Follow the prompt that best aligns with what you are looking to have as an output and tailor the prompts to your specific company, and this will help ensure you get the best possible output.

**Goal of the Library:** The goal of my prompt library is to allow HR professionals to use their time wisely and be as efficient as possible in the completion of their tasks. This library serves as a basis for the specific output that it provides for each task, and an individual should ensure that they go through and edit the output so that it best reflects their company. This prompt library allows complex tasks to be broken down, and the different stages allow for the output to be tailored to a specific company's mission.

## **Category #1: HR Optimization Prompts**

**Category:** Recruitment & Candidate Sourcing

**Prompt Name:** Optimized Job Description Development

**Definition:** This prompt provides the AI with the start to finish criteria for creating a job description that reflects the specific job and company's needs alike. When completed, this job description will allow a candidate for an overview of a specific role at a company, and how they will fit in within the company as well. It is aimed at providing the candidate with the best possible information to allow them to know just what to expect when joining a company. This allows for a smoother transition for a new employee, as well as aids in reducing the turnover rate at a company.

**Template Prompt:**

**Introduction:** [To inform the GPT of the purpose of the prompt (i.e. produce a high-quality job description tailored to a specific company and role.) Each stage is meant to mimic a step in the real-world recruitment process, from understanding the business context to ensuring compliance and optimizing tone for candidate appeal.

### **Stage #1: Context**

Purpose: Establish the organizational background and job function.

### **Stage #2: Flipped Interaction Pattern**

Purpose: Generate clarity through user-AI collaboration.

### **Stage #3: One-Shot Prompting**

Purpose: Generate a rough draft of a job description.

### **Stage #4: AI Persona Pattern (HR Recruiter)**

Purpose: Write from the perspective of an experienced recruiter.

### **Stage #5: Fact-Check List Pattern**

Purpose: Ensure legal accuracy and inclusivity.

### **Stage #6: Cognitive Verifier Pattern**

Purpose: Align tone, clarity, and relevance with actual job duties.

### **Stage #7: Final Memo Output**

Purpose: Deliver the polished job description.

(Continued on next page)

**Prompt Initial Version:** I want you to produce a job description for a material planner. I am going to be giving you multi-stage prompts to help you craft the description.

**Stage #1: Context**

I am an HR representative for Trail King Industries, which is a company of about 400 employees in Mitchell, South Dakota. This company builds heavy-duty and specialized trailers. I am looking to hire someone to be the material planner for our company. Some of the main tasks that this person will be regularly doing will be inventory management, production planning support, and supplier coordination.

**Stage #2: Flipped Interaction Pattern**

Ask me 5 questions that will help you craft a stronger job description for this particular position

**Stage #3: One-Shot Prompting**

Generate the first draft of the optimized job description for Trail King Industries based on the information from previous stages. Output: A concise, well-structured, and role-specific job description that outlines responsibilities, qualifications, and company background.

**Stage #4: AI Persona Pattern (HR Recruiter)**

Take on the persona of an experienced HR recruiter aiming to highlight culture, career growth, and clarity in language to attract top-tier applicants.

**Stage #5: Fact-Check List Pattern**

Ensure legal compliance, accurate terminology, and inclusive language. Checklist:

- Are all EEO-related statements included?
- Is the language gender-neutral?
- Are essential vs. preferred qualifications clearly separated?
- Is compensation or benefit information legally phrased?
- Are any claims (e.g., “industry leader”) substantiated by fact?

**Stage #6: Cognitive Verifier Pattern**

Review tone, clarity, and alignment with job functions.

Checks:

- Does the tone match Trail King’s culture (e.g., hardworking, team-oriented, practical)?
- Are the responsibilities clearly defined and not too vague or overlapping?
- Do the skills align with the actual tools, tasks, and expectations of the role?

**Stage #7: Final Memo Output**

Produce a final output utilizing all of the information from the stages that we went through together.

**Prompt Version #2:** I want you to produce a job description for a material planner. I am going to be giving you multi-stage prompts to help you craft the description.

**Stage #1: Context**

I am an HR representative for Trail King Industries, which is a company of about 400 employees in Mitchell, South Dakota. This company builds heavy-duty and specialized trailers. I am looking to hire someone to be the material planner for our company. Some of the main tasks that this person will be regularly doing will be inventory management, production planning support, and supplier coordination.

**Stage #2: Flipped Interaction Pattern**

Ask me 5 questions that will help you craft a stronger job description for this particular position

**Stage #3: One-Shot Prompting**

Generate the first draft of the optimized job description for Trail King Industries based on the information from previous stages. Output: A concise, well-structured, and role-specific job description that outlines responsibilities, qualifications, and company background.

**Stage #4: AI Persona Pattern (HR Recruiter)**

Take on the persona of an experienced HR recruiter aiming to highlight culture, career growth, and clarity in language to attract top-tier applicants.

**Stage #5: Fact-Check List Pattern**

Ensure legal compliance, accurate terminology, and inclusive language. Checklist:

- Are all EEO-related statements included?
- Is the language gender-neutral?
- Are essential vs. preferred qualifications clearly separated?
- Is compensation or benefit information legally phrased?
- Are any claims (e.g., “industry leader”) substantiated by fact?

**Stage #6: Cognitive Verifier Pattern**

Review tone, clarity, and alignment with job functions.

Checks:

- Does the tone match Trail King’s culture (e.g., hardworking, team-oriented, practical)?
- Are the responsibilities clearly defined and not too vague or overlapping?
- Do the skills align with the actual tools, tasks, and expectations of the role?

**Stage #7: Final Memo Output**

The final output I want you to give me should be a 1-page PDF file for a job description with detailed titles for each section discussed.



**Prompt Version #3:** I want you to produce a job description for a material planner. I am going to be giving you multi-stage prompts to help you craft the description.

**Stage #1: Context**

I am an HR representative for Trail King Industries, which is a company of about 400 employees in Mitchell, South Dakota. This company builds heavy-duty and specialized trailers. I am looking to hire someone to be the material planner for our company. Some of the main tasks that this person will be regularly doing will be inventory management, production planning support, and supplier coordination.

**Stage #2: Flipped Interaction Pattern**

Ask me 5 questions that will help you craft a stronger job description for this particular position

**Stage #3: One-Shot Prompting**

Generate the first draft of the optimized job description for Trail King Industries based on the information from previous stages. Output: A concise, well-structured, and role-specific job description that outlines responsibilities, qualifications, and company background.

**Stage #4: AI Persona Pattern (HR Recruiter)**

Take on the persona of an experienced HR recruiter aiming to highlight culture, career growth, and clarity in language to attract top-tier applicants.

**Stage #5: Fact-Check List Pattern**

Ensure legal compliance, accurate terminology, and inclusive language. Checklist:

- Are all EEO-related statements included?
- Is the language gender-neutral?
- Are essential vs. preferred qualifications clearly separated?
- Is compensation or benefit information legally phrased?
- Are any claims (e.g., “industry leader”) substantiated by fact?

**Stage #6: Audience Persona Pattern (Mid-Career Material Planner)**

Review tone, relevance, and appeal through the lens of an experienced material planner likely seeking a new challenge or growth opportunity.

Checks:

- Does the description clearly communicate how the role contributes to overall production success and company operations?
- Are the daily responsibilities and tools/platforms familiar, practical, and clearly defined for someone with 5–10 years of experience?
- Is there enough emphasis on autonomy, problem-solving, and collaboration with production teams and suppliers?
- Does the tone convey a culture of respect, professionalism, and operational excellence that would appeal to a seasoned planner?
- Are there signals of potential career growth or stability within the organization?

**Stage #7: Final Memo Output**

The final output I want you to give me should be a 1-page PDF file for a job description with detailed titles for each section discussed.

**Prompt Version #4:** I want you to produce a job description for a material planner. I am going to be giving you multi-stage prompts to help you craft the description.

**Stage #1: Context**

I am an HR representative for Trail King Industries, which is a company of about 400 employees in Mitchell, South Dakota. This company builds heavy-duty and specialized trailers. I am looking to hire someone to be the material planner for our company. Some of the main tasks that this person will be regularly doing will be inventory management, production planning support, and supplier coordination.

**Stage #2: Flipped Interaction Pattern**

Before generating a job description, ask me 5 targeted questions across the following areas:

1. The team this person will work with.
2. The software systems or planning tools they must use.
3. Key challenges they'll help address.
4. What kind of person thrives in this role at Trail King.
5. Any mandatory certifications, shifts, or work conditions.

**Stage #3: One-Shot Prompting**

Generate the first draft of the optimized job description for Trail King Industries based on the information from previous stages. Output: A concise, well-structured, and role-specific job description that outlines responsibilities, qualifications, and company background.

**Stage #4: AI Persona Pattern (HR Recruiter)**

Take on the persona of an experienced HR recruiter aiming to highlight culture, career growth, and clarity in language to attract top-tier applicants.

**Stage #5: Fact-Check List Pattern**

Ensure legal compliance, accurate terminology, and inclusive language. Checklist:

- Are all EEO-related statements included?
- Is the language gender-neutral?
- Are essential vs. preferred qualifications clearly separated?
- Is compensation or benefit information legally phrased?
- Are any claims (e.g., "industry leader") substantiated by fact?

**Stage #6: Audience Persona Pattern (Mid-Career Material Planner)**

Review tone, relevance, and appeal through the lens of an experienced material planner likely seeking a new challenge or growth opportunity.

Checks:

- Does the description clearly communicate how the role contributes to overall production success and company operations?
- Are the daily responsibilities and tools/platforms familiar, practical, and clearly defined for someone with 5–10 years of experience?
- Is there enough emphasis on autonomy, problem-solving, and collaboration with production teams and suppliers?
- Does the tone convey a culture of respect, professionalism, and operational excellence that would appeal to a seasoned planner?

- Are there signals of potential career growth or stability within the organization?

**Stage #7: Final Memo Output**

The final output I want you to give me should be a 1-page PDF file for a job description with detailed titles for each section discussed.

**Prompt Version #5:** I want you to produce a job description for a material planner. I am going to be giving you multi-stage prompts to help you craft the description.

**Stage #1: Context**

I am an HR representative for Trail King Industries, which is a company of about 400 employees in Mitchell, South Dakota. This company builds heavy-duty and specialized trailers. I am looking to hire someone to be the material planner for our company. Some of the main tasks that this person will be regularly doing will be inventory management, production planning support, and supplier coordination.

**Stage #2: Flipped Interaction Pattern**

Before generating a job description, ask me 5 targeted questions across the following areas:

1. The team this person will work with.
2. The software systems or planning tools they must use.
3. Key challenges they will help address.
4. What kind of person thrives in this role at Trail King.
5. Any mandatory certifications, shifts, or work conditions.

**Stage #3: One-Shot Prompting**

Generate the first draft of the optimized job description for Trail King Industries based on the information from previous stages. Output: A concise, well-structured, and role-specific job description that outlines responsibilities, qualifications, and company background.

**Stage #4: AI Persona Pattern (HR Recruiter)**

Take on the persona of an experienced HR recruiter aiming to highlight culture, career growth, and clarity in language to attract top-tier applicants.

Rewrite the description from a recruiter's perspective to improve candidate appeal.

**Stage #5: Fact-Check List Pattern**

Ensure legal compliance, accurate terminology, and inclusive language. Checklist:

- Are all EEO-related statements included?
- Is the language gender-neutral?
- Are essential vs. preferred qualifications clearly separated?
- Is compensation or benefit information legally phrased?
- Are any claims (e.g., "industry leader") substantiated by fact?

**Stage #6: Audience Persona Pattern (Mid-Career Material Planner)**

Review tone, relevance, and appeal through the lens of an experienced material planner likely seeking a new challenge or growth opportunity.

Checks:

- Does the description clearly communicate how the role contributes to overall production success and company operations?
- Are the daily responsibilities and tools/platforms familiar, practical, and clearly defined for someone with 5–10 years of experience?
- Is there enough emphasis on autonomy, problem-solving, and collaboration with production teams and suppliers?

- Does the tone convey a culture of respect, professionalism, and operational excellence that would appeal to a seasoned planner?
- Are there signals of potential career growth or stability within the organization?

### **Stage #7: Final Memo Output**

The final output I want you to give me should be a 1-page PDF file for a job description with detailed titles for each section discussed.

**Prompt Version #5:** I want you to produce a job description for a material planner. I am going to be giving you multi-stage prompts to help you craft the description.

**Stage #1: Context**

I am an HR representative for Trail King Industries, which is a company of about 400 employees in Mitchell, South Dakota. This company builds heavy-duty and specialized trailers. I am looking to hire someone to be the material planner for our company. Some of the main tasks that this person will be regularly doing will be inventory management, production planning support, and supplier coordination.

**Stage #2: Flipped Interaction Pattern**

Before generating a job description, ask me 5 targeted questions across the following areas:

1. The team this person will work with.
2. The software systems or planning tools they must use.
3. Key challenges they'll help address.
4. What kind of person thrives in this role at Trail King.
5. Any mandatory certifications, shifts, or work conditions.
6. What kinds of benefits, advancement opportunities, or work culture features are most likely to attract someone with 5-10 years of material planning experience.

**Stage #3: One-Shot Prompting**

Generate the first draft of the optimized job description for Trail King Industries based on the information from previous stages. Output: A concise, well-structured, and role-specific job description that outlines responsibilities, qualifications, and company background.

**Stage #4: AI Persona Pattern (HR Recruiter)**

Take on the persona of an experienced HR recruiter aiming to highlight culture, career growth, and clarity in language to attract top-tier applicants. Rewrite the description from a recruiter's perspective to improve candidate appeal.

**Stage #5: Fact-Check List Pattern**

Ensure legal compliance, accurate terminology, and inclusive language. Checklist:

- Are all EEO-related statements included?
- Is the language gender-neutral?
- Are essential vs. preferred qualifications clearly separated?
- Is compensation or benefit information legally phrased?
- Are any claims (e.g., "industry leader") substantiated by fact?

**Stage #6: Audience Persona Pattern (Mid-Career Material Planner)**

Review tone, relevance, and appeal through the lens of an experienced material planner likely seeking a new challenge or growth opportunity.

Checks:

- Does the description clearly communicate how the role contributes to overall production success and company operations?
- Are the daily responsibilities and tools/platforms familiar, practical, and clearly defined for someone with 5–10 years of experience?

- Is there enough emphasis on autonomy, problem-solving, and collaboration with production teams and suppliers?
- Does the tone convey a culture of respect, professionalism, and operational excellence that would appeal to a seasoned planner?
- Are there signals of potential career growth or stability within the organization?

### **Stage #7: Final Memo Output**

The final output I want you to give me should be a 1-page PDF file for a job description with detailed titles for each section discussed.



**Prompt Final Version:** I want you to produce a job description for a material planner. I am going to be giving you multi-stage prompts to help you craft the description.

**Stage #1: Context**

I am an HR representative for Trail King Industries, which is a company of about 400 employees in Mitchell, South Dakota. This company builds heavy-duty and specialized trailers. I am looking to hire someone to be the material planner for our company. Some of the main tasks that this person will be regularly doing will be inventory management, production planning support, and supplier coordination.

**Stage #2: Flipped Interaction Pattern**

Before generating a job description, ask me 5 targeted questions across the following areas:

1. The team this person will work with.
2. The software systems or planning tools they must use.
3. Key challenges they'll help address.
4. What kind of person thrives in this role at Trail King.
5. Any mandatory certifications, shifts, or work conditions.
6. What kinds of benefits, advancement opportunities, or work culture features are most likely to attract someone with 5-10 years of material planning experience.

**Stage #3: One-Shot Prompting**

Generate the first draft of the optimized job description for Trail King Industries based on the information from previous stages. Output: A concise, well-structured, and role-specific job description that outlines responsibilities, qualifications, and company background.

**Stage #4: AI Persona Pattern (HR Recruiter)**

Take on the persona of an experienced HR recruiter aiming to highlight culture, career growth, and clarity in language to attract top-tier applicants. Rewrite the description from a recruiter's perspective to improve candidate appeal.

**Stage #5: Fact-Check List Pattern**

Ensure legal compliance, accurate terminology, and inclusive language. Checklist:

- Are all EEO-related statements included?
- Is the language gender-neutral?
- Are essential vs. preferred qualifications clearly separated?
- Is compensation or benefit information legally phrased?
- Are any claims (e.g., "industry leader") substantiated by fact?

**Stage #6: Audience Persona Pattern (Mid-Career Material Planner)**

Review tone, relevance, and appeal through the lens of an experienced material planner likely seeking a new challenge or growth opportunity.

Checks:

- Does the description clearly communicate how the role contributes to overall production success and company operations?
- Are the daily responsibilities and tools/platforms familiar, practical, and clearly defined for someone with 5–10 years of experience?

- Is there enough emphasis on autonomy, problem-solving, and collaboration with production teams and suppliers?
- Does the tone convey a culture of respect, professionalism, and operational excellence that would appeal to a seasoned planner?
- Are there signals of potential career growth or stability within the organization?

### **Stage #7: Final Memo Output**

The final output I want you to give me should be a 1-page PDF file for a recruitment-ready job-description that integrates all prior insights. Format the output using this structuring:

- Job Title and Department
- Summary Statement
- Key Responsibilities (bulleted)
- Required vs. Preferred Qualifications
- Work Conditions or Schedule Information
- EEO Statement and Company Overview
  - Ensure professional formatting, clear section headers, and a tone that balances technical detail with candidate appeal.

## **Final Output**

### Trail King Industries - Job Description

Job Title: Material Planner

Department: Operations / Supply Chain

Location: Mitchell, South Dakota

### Summary Statement

Trail King Industries, a leading manufacturer of heavy-duty and specialized trailers, is seeking an experienced Material Planner. The

Material Planner plays a vital role in ensuring smooth production operations by managing material flow, coordinating with suppliers,

and collaborating with internal teams to meet production schedules and customer needs.

### Key Responsibilities

- Manage material requirements planning to support production schedules
- Collaborate with purchasing, production, and logistics teams
- Maintain accurate inventory levels and supply chain performance
- Use ERP systems to forecast and track material needs
- Communicate with suppliers to ensure timely delivery
- Address supply chain risks proactively
- Support continuous improvement initiatives

### Required Qualifications

- Associate's or Bachelor's degree in Supply Chain Management, Business, or related field
- 5+ years of experience in material planning or supply chain in a manufacturing environment
- Proficiency with ERP systems (e.g., SAP, Oracle)
- Strong analytical, organizational, and communication skills

- Ability to work collaboratively across teams

#### Preferred Qualifications

- APICS CPIM certification
- Experience with domestic and international suppliers
- Knowledge of lean manufacturing and continuous improvement

#### Work Conditions or Schedule Information

- On-site role at Mitchell, South Dakota
- Standard weekday schedule with flexibility as needed
- Minimal travel required

#### EEO Statement and Company Overview

Trail King Industries provides equal employment opportunities to all employees and applicants without regard to race, color, religion,

sex, national origin, age, disability, genetic information, sexual orientation, gender identity, veteran status, or any other legally

protected status.

Company Overview: With over 400 employees and nearly 50 years of manufacturing excellence, Trail King is known for quality,

reliability, and strong Midwestern values. We offer competitive compensation, benefits, and opportunities for professional

development and advancement.

## **Summary of Changes: Key Differences:**

1. Replaced Cognitive Verifier Pattern with Audience Persona
2. Revised Stage #2 to ask clear questions
3. Adjusted the language of Stage #4
4. Enhanced Stage #2
5. Added a formatting instruction to Stage #7

## **Explanation and Justification for Changes**

### **1. Replaced Cognitive Verifier Pattern with Audience Persona**

**Issue:** I wanted the output to be related to mid-career planners as that was the person I was looking to hire.

**Fix:** I replaced Cognitive Verifier Pattern with Audience Persona. This allowed the GPT to relate the output to a mid-career planner.

### **2. Revised Stage #2 to ask clear questions**

**Issue:** I wanted the AI to ask questions to make the output specific to Trail King

**Fix:** I revised Stage #2 to ask specific questions. This allowed the GPT to tailor the output to Trail King specifically.

### **3. Adjusted the language of Stage #4**

**Issue:** The AI was not aware originally of when the voice should shift from internal drafting to language the public would be viewing.

**Fix:** I switched the language within Stage #4 so that the AI was aware of when the language should be adjusted to what is appropriate for the public to view.

### **4. Enhanced Stage #2**

**Issue:** The questions were not bridged between internal voice and external viewpoint.

**Fix:** I Provided Stage #2 with more detail by adding a sixth question. This allowed the GPT to adjust the questions to specifically change from internal voice to being viewed by the public.

### **5. Added a formatting instruction to Stage #7**

**Issue:** The GPT didn't know how I wanted my layout done and my tone to sound.

**Fix:** I added a formatting instruction to Stage #7. This allowed the GPT to know how I specifically wanted the layout to look and the tone to sound.

## Key Lessons from Refinement (Non-GPT):

### 1. Use of Correct Prompt Patterns is Essential

Lesson: Without using prompt patterns that would allow the AI to know the specific position I was wanting to hire someone in, it was not able to tailor the output as specifically to the position I was looking to hire as I wanted to. Application: By replacing Cognitive Verifier Pattern with Audience Persona this allowed the GPT to relate the output to a mid-career planner. When you don't give the AI the specified output you want then it is not able to tailor it to your specific needs.

### 2. Clarifying Context Guides the Deliverable

Lesson: Without the AI knowing specific details about Trail King as a company it was not as easily able to tailor its output to be aligned with what I desired. Application: By revising Stage #2 to ask me specific questions about Trail King and its wants and needs for a job description, I was much more able to have GPT create the outcome that I was looking for.

### 3. Clarifying Context Details Drives Desired Outputs

Lesson: I didn't tell the AI specifically what information the public would be viewing and the information that would just be seen by who was drafting the description. Application: By switching the language within Stage #4 so that the AI was aware of when the language should be adjusted to what is appropriate for the public to view I was able to combat this issue.

### 4. Clarity Within Voice is Crucial

Lesson: Without telling the AI specifically when the voice should shift within the questions from internal voice to external viewpoint, the AI was not aware of this detail. Application: By adding a question to Stage #2 that reminded the GPT of who was going to be viewing the questions, it allowed the GPT to be reminded of when it would shift from an internal voice to being viewed by the public. A lot of times if you don't remind the GPT of this in the most recent section of the prompt, it will not be able to remember that information you want it to utilize.

### 5. Restating Structure Creates Desired Outputs

Lesson: Without telling the GPT how I wanted my layout done and my tone to sound, it was not able to give me the desired output I wanted within those areas. Application: By adding a formatting instruction to Stage #7, the GPT was able to know how I specifically wanted the layout to look and the tone to sound. If you don't give GPT specific details such as the formatting and structuring of your document, then it will most likely not produce the type of outcome you are desiring.

## **Category #2: HR Optimization Prompts**

**Category:** Onboarding Memo Development for Trail King Industries

**Prompt Name:** Onboarding Memo Development

**Definition:** (Non GPT) This prompt allows for the seamless and structured integration of Trail Kings mission and values within an onboarding memo for new employees to read when they come to Trail King. It is aimed at giving new hires the background knowledge necessary so that they are able to more smoothly transition to their new role as an employee at Trail King.

### **Template Prompt:**

**Introduction:** To produce a short memo to share knowledge about our company with newly hired employees. I am going to be giving you multi-stage prompts to help you craft the short memo.

#### **Stage #1: Context**

Establishes the organizational background and purpose of the onboarding memo.

#### **Stage #2: Flipped Interaction Pattern**

Ask 5 questions to clarify Trail King-specific onboarding expectations.

#### **Stage #3: Multi-Shot Prompting**

Generate a first draft memo covering: location and roots, core products, quality and innovation, workforce and culture, customer base and reach, and sustainability and community.

#### **Stage #4: One-Shot Prompting**

Generate a first draft memo covering: location and roots, core products, quality and innovation, workforce and culture, customer base and reach, and sustainability and community.

#### **Stage #5: AI Persona Pattern (Onboarding Specialist)**

Adopt the persona of an onboarding specialist with experience design expertise. Focus on emotional reassurance and clarity.

#### **Stage #6: Avoiding Errors Prompt**

Ensure legal and factual accuracy using this checklist:

- Avoid discriminatory or biased language.
- Verify accuracy of company details.
- Use inclusive and welcoming tone.
- Avoid implied promises or guarantees.
- Support all claims with factual basis.
- Align with employee communication legal standards.

**Stage #7: Chain of Thought Prompting**

Explain why each of the six content areas matters to new employees.

**Stage #8: Cognitive Verifier Pattern**

Confirm clarity, tone, and alignment with goals:

- Is tone welcoming and professional?
- Are all six key points clearly presented?
- Is Trail King's culture accurately reflected?
- Is length appropriate for onboarding?
- Are next steps implied in a helpful tone?

**Stage #9: Final Memo Output**

Produce a 1-page onboarding memo that introduces Trail King's mission, operations, and culture.

(Continued on next page)



**Prompt Initial Version:** I want you to produce a short memo to share knowledge about our company with newly hired employees. I am going to be giving you multi-stage prompts to help you craft the short memo.

**Stage #1 Context**

I am an HR representative for Trail King Industries, which is a company of about 400 employees in Mitchell, South Dakota. This company builds heavy-duty and specialized trailers. I am looking to create a seamless onboarding experience by producing a short memo for our new employees. Some of the main points that I want you to highlight within the memo are location and roots (based in the Midwest, strategically positioned for national distribution), core products (specializes in manufacturing durable, high-performance trailers), quality and innovation (reputation for rugged reliability and engineering excellence), workforce and culture (hardworking, team-oriented Midwestern values), customer base and reach (serves clients nationwide, with a strong presence in the construction and logistics sectors), and sustainability and community (committed to sustainable practices and community involvement).

**Stage #2: Flipped Interaction Pattern**

Ask me 5 questions that will help you better understand Trail King-specific onboarding expectations.

**Stage #3: Multi-Shot Prompting**

Look at the attached document, which provides examples of strong short memos. Use this to eventually produce a memo for my company.

**Stage #4 One-Shot Prompting**

Generate the first draft of a memo for new employees at Trail King Industries, based on the information contained in the earlier stages. Output: A clear, professional, yet welcoming, and concise memo that outlines our company's location and roots, core products, quality and innovation, workforce and culture, customer base and reach, and sustainability and community.

**Stage #5 AI Persona Pattern (Onboarding Specialist)**

Take on the persona of an onboarding specialist aiming to highlight our company's company culture, feedback integration, and company values to clarify to our newly hired employees our company's culture. Rewrite the description from an onboarding specialist to improve candidate appeal.

**Stage #6 Avoiding Errors Prompt**

Ensure legal compliance and documentation accuracy.

Checklist:

- Confirm the memo avoids discriminatory, biased, or exclusionary language.
- Ensure all factual company information (size, location, services) is accurate.
- Maintain a welcoming, inclusive tone suitable for a diverse employee audience.
- Avoid making promises that imply guaranteed benefits or employment duration.

- Ensure all claims (e.g., “national distribution”) are accurate and supportable.
- Align with legal standards for employee communication (e.g., honesty, clarity, nondiscrimination).

### **Stage #7 Cognitive Verifier Pattern**

Confirm clarity and alignment with company goals.

Checks:

- Is the tone welcoming and professional?
- Does the memo clearly present all six major points requested?
- Does the language reflect Trail King’s hardworking, team-oriented Midwestern culture?
- Is the length suitable for an initial onboarding communication?
- Are next steps or expectations for new hires implied in a supportive way?

### **Stage #8 Final Memo Output**

The final output I want you to give me should be a 1-page onboarding memo for new employees.

**Prompt Version #2:** I want you to produce a short memo to share knowledge about our company with newly hired employees. I am going to be giving you multi-stage prompts to help you craft the short memo.

**Stage #1 Context**

I am an HR representative for Trail King Industries, which is a company of about 400 employees in Mitchell, South Dakota. This company builds heavy-duty and specialized trailers. I am looking to create a seamless onboarding experience by producing a short memo for our new employees. Some of the main points that I want you to highlight within the memo are location and roots (based in the Midwest, strategically positioned for national distribution), core products (specializes in manufacturing durable, high-performance trailers), quality and innovation (reputation for rugged reliability and engineering excellence), workforce and culture (hardworking, team-oriented Midwestern values), customer base and reach (serves clients nationwide, with a strong presence in the construction and logistics sectors), and sustainability and community (committed to sustainable practices and community involvement).

**Stage #2: Flipped Interaction Pattern**

Ask me 5 questions that will help you better understand Trail King-specific onboarding expectations.

**Stage #3: Multi-Shot Prompting**

Look at the attached document, which provides examples of strong short memos. Use this to eventually produce a memo for my company.

**Stage #4 One-Shot Prompting**

Generate the first draft of a memo for new employees at Trail King Industries, based on the information contained in the earlier stages. Output: A clear, professional, yet welcoming, and concise memo that outlines our company's location and roots, core products, quality and innovation, workforce and culture, customer base and reach, and sustainability and community.

**Stage #5 AI Persona Pattern (Onboarding Specialist)**

Take on the persona of an onboarding specialist aiming to highlight our company's company culture, feedback integration, and company values to clarify to our newly hired employees our company's culture. Rewrite the description from an onboarding specialist to improve candidate appeal.

**Stage #6 Avoiding Errors Prompt**

Ensure legal compliance and documentation accuracy.

Checklist:

- Confirm the memo avoids discriminatory, biased, or exclusionary language.
- Ensure all factual company information (size, location, services) is accurate.
- Maintain a welcoming, inclusive tone suitable for a diverse employee audience.
- Avoid making promises that imply guaranteed benefits or employment duration.

- Ensure all claims (e.g., “national distribution”) are accurate and supportable.
- Align with legal standards for employee communication (e.g., honesty, clarity, nondiscrimination).

### **Stage #7 Cognitive Verifier Pattern**

Confirm clarity and alignment with company goals.

Checks:

- Is the tone welcoming and professional?
- Does the memo clearly present all six major points requested?
- Does the language reflect Trail King’s hardworking, team-oriented Midwestern culture?
- Is the length suitable for an initial onboarding communication?
- Are next steps or expectations for new hires implied in a supportive way?

### **Stage #8 Final Memo Output**

The final output will be a clear, concise 1-page onboarding memo that introduces new employees to Trail King’s mission, operations, and culture.

**Prompt Version #3:** I want you to produce a short memo to share knowledge about our company with newly hired employees. I am going to be giving you multi-stage prompts to help you craft the short memo.

**Stage #1 Context**

I am an HR representative for Trail King Industries, which is a company of about 400 employees in Mitchell, South Dakota. This company builds heavy-duty and specialized trailers. I am looking to create a seamless onboarding experience by producing a short memo for our new employees. Some of the main points that I want you to highlight within the memo are location and roots (based in the Midwest, strategically positioned for national distribution), core products (specializes in manufacturing durable, high-performance trailers), quality and innovation (reputation for rugged reliability and engineering excellence), workforce and culture (hardworking, team-oriented Midwestern values), customer base and reach (serves clients nationwide, with a strong presence in the construction and logistics sectors), and sustainability and community (committed to sustainable practices and community involvement).

**Stage #2: Flipped Interaction Pattern**

Ask me 5 questions that will help you better understand Trail King-specific onboarding expectations.

**Stage #3: Multi-Shot Prompting**

Look at the attached document, which provides examples of strong short memos. Use this to eventually produce a memo for my company.

**Stage #4 One-Shot Prompting**

Generate the first draft of a memo for new employees at Trail King Industries, based on the information contained in the earlier stages. Output: A clear, professional, yet welcoming, and concise memo that outlines our company's location and roots, core products, quality and innovation, workforce and culture, customer base and reach, and sustainability and community.

**Stage #5 AI Persona Pattern (Onboarding Specialist)**

Take on the persona of an onboarding specialist aiming to highlight our company's company culture, feedback integration, and company values to clarify to our newly hired employees our company's culture. Rewrite the memo from the perspective of an onboarding specialist who emphasizes Trail King's values, workplace culture, and support systems to help new hires feel welcomed and informed.

**Stage #6 Avoiding Errors Prompt**

Ensure legal compliance and documentation accuracy.

Checklist:

- Confirm the memo avoids discriminatory, biased, or exclusionary language.
- Ensure all factual company information (size, location, services) is accurate.
- Maintain a welcoming, inclusive tone suitable for a diverse employee audience.

- Avoid making promises that imply guaranteed benefits or employment duration.
- Ensure all claims (e.g., “national distribution”) are accurate and supportable.
- Align with legal standards for employee communication (e.g., honesty, clarity, nondiscrimination).

### **Stage #7 Chain of Thought Prompting**

Explain why each of the six key content areas (location, products, innovation, etc.) is relevant to a new hire.

### **Stage #8 Cognitive Verifier Pattern**

Confirm clarity and alignment with company goals.

Checks:

- Is the tone welcoming and professional?
- Does the memo clearly present all six major points requested?
- Does the language reflect Trail King’s hardworking, team-oriented Midwestern culture?
- Is the length suitable for an initial onboarding communication?
- Are next steps or expectations for new hires implied in a supportive way?

### **Stage #9 Final Memo Output**

The final output will be a clear, concise 1-page onboarding memo that introduces new employees to Trail King’s mission, operations, and culture.

**Prompt Version #4:** I want you to produce a short memo to share knowledge about our company with newly hired employees. I am going to be giving you multi-stage prompts to help you craft the short memo.

#### **Stage #1 Context**

I am an HR representative for Trail King Industries, which is a company of about 400 employees in Mitchell, South Dakota. This company builds heavy-duty and specialized trailers. I am looking to create a seamless onboarding experience by producing a short memo for our new employees. Some of the main points that I want you to highlight within the memo are location and roots (based in the Midwest, strategically positioned for national distribution), core products (specializes in manufacturing durable, high-performance trailers), quality and innovation (reputation for rugged reliability and engineering excellence), workforce and culture (hardworking, team-oriented Midwestern values), customer base and reach (serves clients nationwide, with a strong presence in the construction and logistics sectors), and sustainability and community (committed to sustainable practices and community involvement).

#### **Stage #2: Flipped Interaction Pattern**

Ask me 5 questions that will help you better understand Trail King-specific onboarding expectations.

#### **Stage #3: Multi-Shot Prompting**

Look at the attached document, which provides examples of strong short memos. Use this to eventually produce a memo for my company.

#### **Stage #4 One-Shot Prompting**

Generate the first draft of a memo for new employees at Trail King Industries, based on the information contained in the earlier stages. Output: A clear, professional, yet welcoming, and concise memo that outlines our company's location and roots, core products, quality and innovation, workforce and culture, customer base and reach, and sustainability and community. The output should be one-page and contain all of the information deemed important from the above prompts.

#### **Stage #5 AI Persona Pattern (Onboarding Specialist)**

Take on the persona of an onboarding specialist who is also trained in employee experience design. Your goal is to shape the memo so that it not only informs but also reassures new hires by addressing common emotional needs during the first week of employment.

#### **Stage #6 Avoiding Errors Prompt**

Ensure legal compliance and documentation accuracy.

Checklist:

- Confirm the memo avoids discriminatory, biased, or exclusionary language.
- Ensure all factual company information (size, location, services) is accurate.
- Maintain a welcoming, inclusive tone suitable for a diverse employee audience.

- Avoid making promises that imply guaranteed benefits or employment duration.
- Ensure all claims (e.g., “national distribution”) are accurate and supportable.
- Align with legal standards for employee communication (e.g., honesty, clarity, nondiscrimination).

### **Stage #7 Chain of Thought Prompting**

Explain why each of the six key content areas (location, products, innovation, etc.) is relevant to a new hire.

### **Stage #8 Cognitive Verifier Pattern**

Confirm clarity and alignment with company goals.

Checks:

- Is the tone welcoming and professional?
- Does the memo clearly present all six major points requested?
- Does the language reflect Trail King’s hardworking, team-oriented Midwestern culture?
- Is the length suitable for an initial onboarding communication?
- Are next steps or expectations for new hires implied in a supportive way?

### **Stage #9 Final Memo Output**

The final output will be a clear, concise 1-page onboarding memo that introduces new employees to Trail King’s mission, operations, and culture.



**Prompt Version #5:** I want you to produce a short memo to share knowledge about our company with newly hired employees. I am going to be giving you multi-stage prompts to help you craft the short memo.

#### **Stage #1 Context**

I am an HR representative for Trail King Industries, which is a company of about 400 employees in Mitchell, South Dakota. This company builds heavy-duty and specialized trailers. I am looking to create a seamless onboarding experience by producing a short memo for our new employees. Some of the main points that I want you to highlight within the memo are location and roots (based in the Midwest, strategically positioned for national distribution), core products (specializes in manufacturing durable, high-performance trailers), quality and innovation (reputation for rugged reliability and engineering excellence), workforce and culture (hardworking, team-oriented Midwestern values), customer base and reach (serves clients nationwide, with a strong presence in the construction and logistics sectors), and sustainability and community (committed to sustainable practices and community involvement).

#### **Stage #2: Flipped Interaction Pattern**

Ask me 5 questions that will help you better understand Trail King-specific onboarding expectations.

#### **Stage #3: Multi-Shot Prompting**

Look at the attached document, which provides examples of strong short memos. Use this to eventually produce a memo for my company.

#### **Stage #4 One-Shot Prompting**

Generate the first draft of a memo for new employees at Trail King Industries, based on the information contained in the earlier stages. Output: A clear, professional, yet welcoming, and concise memo that outlines our company's location and roots, core products, quality and innovation, workforce and culture, customer base and reach, and sustainability and community.

#### **Stage #5 AI Persona Pattern (Onboarding Specialist)**

Take on the persona of an onboarding specialist who is also trained in employee experience design. Your goal is to shape the memo so that it not only informs but also reassures new hires by addressing common emotional needs during the first week of employment.

#### **Stage #6 Avoiding Errors Prompt**

Ensure legal compliance and documentation accuracy.

Checklist:

- Confirm the memo avoids discriminatory, biased, or exclusionary language.
- Ensure all factual company information (size, location, services) is accurate.
- Maintain a welcoming, inclusive tone suitable for a diverse employee audience.
- Avoid making promises that imply guaranteed benefits or employment duration.

- Ensure all claims (e.g., “national distribution”) are accurate and supportable.
- Align with legal standards for employee communication (e.g., honesty, clarity, nondiscrimination).

### **Stage #7 Chain of Thought Prompting**

Explain why each of the six key content areas (location, products, innovation, etc.) is relevant to a new hire.

### **Stage #8 Cognitive Verifier Pattern**

Confirm clarity and alignment with company goals.

Checks:

- Is the tone welcoming and professional?
- Does the memo clearly present all six major points requested?
- Does the language reflect Trail King’s hardworking, team-oriented Midwestern culture?
- Is the length suitable for an initial onboarding communication?
- Are next steps or expectations for new hires implied in a supportive way?

### **Stage #9 Final Memo Output**

The final output will be a clear, concise 1-page onboarding memo that introduces new employees to Trail King’s mission, operations, and culture.

**Prompt Final Version:** I want you to produce a short memo to share knowledge about our company with newly hired employees. I am going to be giving you multi-stage prompts to help you craft the short memo.

### **Stage #1 Context**

I am an HR representative for Trail King Industries, which is a company of about 400 employees in Mitchell, South Dakota. This company builds heavy-duty and specialized trailers. I am looking to create a seamless onboarding experience by producing a short memo for our new employees. Some of the main points that I want you to highlight within the memo are location and roots (based in the Midwest, strategically positioned for national distribution), core products (specializes in manufacturing durable, high-performance trailers), quality and innovation (reputation for rugged reliability and engineering excellence), workforce and culture (hardworking, team-oriented Midwestern values), customer base and reach (serves clients nationwide, with a strong presence in the construction and logistics sectors), and sustainability and community (committed to sustainable practices and community involvement).

### **Stage #2: Flipped Interaction Pattern**

Ask me 5 questions that will help you better understand Trail King-specific onboarding expectations.

### **Stage #3: Multi-Shot Prompting**

Look at the attached document, which provides examples of strong short memos. Use this to eventually produce a memo for my company.

### **Stage #4 One-Shot Prompting**

Generate the first draft of a memo for new employees at Trail King Industries, based on the information contained in the earlier stages. Output: A clear, professional, yet welcoming, and concise memo that outlines our company's location and roots, core products, quality and innovation, workforce and culture, customer base and reach, and sustainability and community.

### **Stage #5 AI Persona Pattern (Onboarding Specialist)**

Take on the persona of an onboarding specialist who is also trained in employee experience design. Your goal is to shape the memo so that it not only informs but also reassures new hires by addressing common emotional needs during the first week of employment.

### **Stage #6 Avoiding Errors Prompt**

Ensure legal compliance and documentation accuracy.

Checklist:

- Confirm the memo avoids discriminatory, biased, or exclusionary language.
- Ensure all factual company information (size, location, services) is accurate.
- Maintain a welcoming, inclusive tone suitable for a diverse employee audience.
- Avoid making promises that imply guaranteed benefits or employment duration.

- Ensure all claims (e.g., “national distribution”) are accurate and supportable.
- Align with legal standards for employee communication (e.g., honesty, clarity, nondiscrimination).

### **Stage #7 Chain of Thought Prompting**

Explain why each of the six key content areas (location, core products, innovation, workforce and culture, customer base, and sustainability.) is relevant to a new employee. For each area, describe why it would matter during onboarding and how it helps the new hire understand Trail King Industries' operations and values.

### **Stage #8 Cognitive Verifier Pattern**

Confirm clarity and alignment with company goals.

Checks:

- Is the tone welcoming and professional?
- Does the memo clearly present all six major points requested?
- Does the language reflect Trail King's hardworking, team-oriented Midwestern culture?
- Is the length suitable for an initial onboarding communication?
- Are next steps or expectations for new hires implied in a supportive way?

### **Stage #9 Final Memo Output**

The final output will be a clear, concise 1-page onboarding memo that introduces new employees to Trail King's mission, operations, and culture.

Trail King Industries

Welcome to Trail King

To: New Employees

From: Human Resources

Subject: Your Journey Begins with Trail King Industries

Dear Team Member,

Welcome to Trail King Industries! We are excited to have you join our team of dedicated professionals. We know starting a new role can bring questions, and we are here to help you feel informed and supported from day one.

Who We Are

Trail King Industries is based in Mitchell, South Dakota, with a workforce of approximately 400 employees. Our Midwest location allows us to serve customers nationwide, and our strong community roots reflect our commitment to teamwork, reliability, and respect.

What We Do

We design and manufacture heavy-duty and specialized trailers known for their durability, performance, and engineering excellence. Our products are trusted by customers across multiple industries, including construction and logistics.

Our Culture and Values

At Trail King, we value safety, integrity, respect, and collaboration. We foster an inclusive workplace where every employee plays a critical role and is encouraged to contribute ideas and talents.

Who We Serve

Our trailers support clients across the United States who rely on our products to transport critical loads safely and efficiently.

Commitment to Sustainability and Community

We strive to operate responsibly and sustainably while remaining actively involved in our local communities. We believe in giving back and making a positive impact where we live and work.

What's Next for You

Your supervisor and onboarding team will guide you through your first days and help you access the tools and resources you need to succeed. We encourage you to ask questions, get involved, and enjoy becoming part of the Trail King family.

Thank you for joining us. We look forward to your contributions and to achieving great things together.

Sincerely,

The Trail King Industries Human Resources Team

Trail King Industries is an Equal Opportunity Employer. We are committed to creating a diverse environment and are proud to be an employer of choice.

## **Summary of Changes: Key Differences:**

1. Edited Stage #8 to have a clear output
2. Added in Chain of Thought Prompting
3. Adjusted the language of Stage #4
4. Enhanced Stage #5
5. Added a formatting instruction to Stage #7

## **Explanation and Justification for Changes**

### **1. Replaced Cognitive Verifier Pattern with Audience Persona**

**Issue:** The GPT did not know the exact output I wanted it to create for me.

**Fix:** I edited stage # 8 to say, “The final output will be a clear, concise 1-page onboarding memo that introduces new employees to Trail King’s mission, operations, and culture”.

### **2. Revised Stage #2 to ask clear questions**

**Issue:** The AI did not know the full purpose of what I wanted my prompt to accomplish. The AI was not aware originally of when the voice should shift from internal drafting to language the public would be viewing.

**Fix:** I added in Chain of Thought Prompting in between Stage #6 and #7, to add depth and help the AI internalize purpose before finalizing language.

### **3. Adjusted the language of Stage #4**

**Issue:** The GPT had no clear output for Stage #4.

**Fix:** I Adjusted the language of Stage #4 to include, “The output should be one-page and contain all of the information deemed important from the above prompts.”

### **4. Enhanced Stage #5**

**Issue:** The questions were not bridged between internal voice and external viewpoint.

**Fix:** Within Stage #5 I edited it so that it would be more geared toward improving empathy and appeal without sacrificing clarity. I adjusted it to say, “Take on the persona of an onboarding specialist who is also trained in employee experience design. Your goal is to shape the memo so that it not only informs but also reassures new hires by addressing common emotional needs during the first week of employment.

### **5. Added a formatting instruction to Stage #7**

**Issue:** The GPT did not originally explain the reasons behind why the information would be relevant to a new hire. This is one of the most helpful parts of an

onboarding memo and allows employees to know what they should care about specifically within all of the information they are getting that day.

**Fix:** I edited Stage #7 to say, “Explain why each of the six key content areas (location, core products, innovation, workforce and culture, customer base, and sustainability.) is relevant to a new employee. For each area, describe why it would matter during onboarding and how it helps the new hire understand Trail King Industries’ operations and values.”.



## Key Lessons from Refinement (Non-GPT):

### 1. Clarity and Context Are Foundational

Lesson: With using Audience Persona instead of Cognitive Verifier, I was able to better introduce to the GPT that I wanted the output to be specifically related to a mid-career person looking for a job . Application:. By switching Cognitive Verifier for Audience Persona, it allowed me to accomplish gearing the output towards a mid-career individual. With using Audience Persona in this scenario, it was the best pattern for what I specifically wanted GPT to do.

### 2. Questions are Essential to GPT Learning

Lesson: Without prompting the GPT to ask me questions about Trail King as a specific company, I was not able to foster the culture and values of Trail King within the output as well. Application: When I prompted the GPT to ask me specific questions in Stage #2, I was much more equipped to tailor the output to Trail King specifically.

### 3. Structure Supports Coherence

Lesson: Without letting the AI know specifically when the voice would be shifting from internal drafting to language the public would be viewing, it was not able to know exactly where I wanted it to shift language. Application: When I switched the language in Stage #4 so the AI would be aware of when I wanted this language shift to happen, the output became much more tailored to what I wanted.

### 4. Output Framing Drives Relevance

Lesson: Without bridging the questions between internal voice and external viewpoint, there were some things that were on the final output that I thought shouldn't be viewed by the public. Application: By reminding the GPT in Stage #2 as to who this would be viewed by, I was able to much more seamlessly install within the GPT's ideas where I wanted the voice to shift.

### 5. Specific Interpretive Cues Enhance Critical Insight

Lesson: Without letting the GPT how I wanted my layout done and my overall tone to sound, it was unable to bring to life what I wanted everything to look and sound like.. Application: When I added a formatting and instruction to Stage #7, it was able to give me and output that had the layout I provided it with, and it adjusted the tone to be more how I wanted it as well. I wanted it to be more professional, but also say what was needed to say in a short version.

### Category #3: HR Optimization Prompts

**Category:** Performance Management

**Prompt Name:** Constructive Performance Review Writing

**Definition:** (Non-GPT) This prompt aids individuals completing HR tasks, with the creation of performance reviews that are tailored to a specific job. This specific prompt is aimed at guiding HR professionals within Trail King Industries in creating a constructive performance review for someone in a weld man tech position. The performance review is pleasantly aligned with Trail King's values as well as their standards for production.

**Template Prompt:**

**Introduction:** This prompt guides the AI in creating respectful, role-aligned performance reviews that reflect a company's culture and values. Each stage mirrors the real-world HR process of performance evaluation, from gathering review context to crafting motivating, constructive feedback tailored to an employee's specific role.

**Stage #1: Context**

Purpose: Establish the organizational setting, company culture, and the purpose of the performance review.

**Stage #2: Flipped Interaction Pattern**

Purpose: Gather user input on the goals, metrics, and review focus areas to customize the review.

**Stage #3: Reverse Engineering Prompt**

Purpose: Analyze what makes a sample performance review effective, to inform structure and tone before writing.

**Stage #4: One-Shot Prompting**

Purpose: Generate a first draft review paragraph based on Trail King values and reverse-engineered insights.

**Stage #5: AI Persona Pattern (Performance Coach)**

Purpose: Use the voice of a performance coach experienced in industrial operations to align feedback with growth and role duties.

**Stage #6: Avoiding Errors Prompt**

Purpose: Detect and correct issues such as bias, vague language, or unconstructive criticism.

**Stage #7: Cognitive Verifier Pattern**

Purpose: Run checks on tone, clarity, relevance, actionability, and consistency to ensure alignment with HR standards.

**Stage #8: Final Memo Output**

Purpose: Deliver a clean, 1-page, role-specific performance review for a weld man tech at Trail King Industries.

(Continued on next page)

**Prompt Initial Version:** I want you to produce an effective performance review for a current employee in a weld man tech position. I am going to be giving you multi-stage prompts to help you craft the description.

### **Stage #1 Context**

I am an HR representative for Trail King Industries, which is a company of about 400 employees in Mitchell, South Dakota. This company builds heavy-duty and specialized trailers. I am looking to create a clear and constructive performance review template that helps managers provide feedback to employees. The tone should reflect our company's values while supporting employee development and recognition.

### **Stage #2 Multi-Shot Prompting**

Draw from examples of current performance reviews to model the tone, structure, and values-driven language in Trail King Industries' performance reviews. Then generate a version based on our company's profile and employee culture.

### **Stage #3 Flipped Interaction Pattern**

Ask for input on review goals and key metrics to customize the performance review process.

### **Stage #4: One-Shot Prompting**

Using the examples from the multi-shot stage and the values of Trail King Industries (Midwestern work ethic, teamwork, rugged reliability, national reach, and community focus), generate a first draft of a performance review paragraph for a mid-level production employee. The review should:

- Reference specific contributions (e.g., reliability, collaboration, innovation)
- Acknowledge alignment with company culture
- Suggest one area for improvement in a constructive tone
- Maintain professional, clear, and motivational language

### **Stage #5: AI Persona Pattern (Performance Coach)**

Take on the persona of a professional performance coach with experience in industrial operations and employee development. Rewrite the draft performance review so it is tailored to the employee's specific role—whether they are a production line worker, material planner, welder, or supervisor.

As the performance coach, focus on:

- Connecting job duties to company outcomes (e.g., how a welder's precision contributes to rugged reliability)
- Offering role-relevant praise and constructive suggestions
- Reinforcing opportunities for growth, skill-building, or leadership within Trail King Industries
- Ensuring the tone is motivating, respectful, and aligned with the company's team-oriented Midwestern culture

### **Stage #6: Avoiding Errors Prompt**

Before completing the performance review, examine the draft for any of the following issues and revise as needed:

- Is any language unintentionally biased (e.g., gendered terms, cultural assumptions, or subjective personality traits)?
- Are all areas for improvement phrased constructively, focusing on actions and behaviors rather than character?

### **Stage #7: Cognitive Verifier Pattern**

Review the current draft of the performance review using the following cognitive checks:

- **Tone Check:** Does the language reflect Trail King's values—professionalism, teamwork, and respect—while remaining encouraging and constructive?
- **Clarity Check:** Are responsibilities, achievements, and areas for improvement described in plain, unambiguous language?
- **Relevance Check:** Does the feedback directly connect to the employee's role, daily impact, and company goals (e.g., reliability, efficiency, innovation)?
- **Actionability Check:** Are improvement suggestions specific enough to guide future behavior or development?
- **Consistency Check:** Is the feedback consistent with similar reviews across roles and departments in terms of structure, tone, and expectations?

### **Stage #8: Final Memo Output**

The final output will be a clean, role-specific-1page performance review for a weld man tech at Trail King Industries that recognizes strengths, highlights areas for growth, and aligns with company values.

**Prompt Version #2:** I want you to produce an effective performance review for a current employee in a weld man tech position. I am going to be giving you multi-stage prompts to help you craft the description.

### **Stage #1 Context**

I am an HR representative for Trail King Industries, which is a company of about 400 employees in Mitchell, South Dakota. This company builds heavy-duty and specialized trailers. I am looking to create a clear and constructive performance review template that helps managers provide feedback to employees. The tone should reflect our company's values while supporting employee development and recognition.

### **Stage #2 Multi-Shot Prompting**

Draw from examples of current performance reviews to model the tone, structure, and values-driven language in Trail King Industries' performance reviews. Then generate a version based on our company's profile and employee culture.

### **Stage #3 Flipped Interaction Pattern**

Ask for input on review goals and key metrics to customize the performance review process.

### **Stage #4: One-Shot Prompting**

Using the examples from the multi-shot stage and the values of Trail King Industries (Midwestern work ethic, teamwork, rugged reliability, national reach, and community focus), generate a first draft of a performance review paragraph for a mid-level production employee. The review should:

- Reference specific contributions (e.g., reliability, collaboration, innovation)
- Acknowledge alignment with company culture
- Suggest one area for improvement in a constructive tone
- Maintain professional, clear, and motivational language

### **Stage #5: AI Persona Pattern (Performance Coach)**

Take on the persona of a professional performance coach with experience in industrial operations and employee development. Rewrite the draft performance review so it is tailored to the employee's specific role—whether they are a production line worker, material planner, welder, or supervisor.

As the performance coach, focus on:

- Connecting job duties to company outcomes (e.g., how a welder's precision contributes to rugged reliability)
- Offering role-relevant praise and constructive suggestions
- Reinforcing opportunities for growth, skill-building, or leadership within Trail King Industries
- Ensuring the tone is motivating, respectful, and aligned with the company's team-oriented Midwestern culture

### **Stage #6: Avoiding Errors Prompt**

Before completing the performance review, examine the draft for any of the following issues and revise as needed:

- Is any language unintentionally biased (e.g., gendered terms, cultural assumptions, or subjective personality traits)?
- Are all areas for improvement phrased constructively, focusing on actions and behaviors rather than character?

### **Stage #7: Cognitive Verifier Pattern**

Review the current draft of the performance review using the following cognitive checks:

- **Tone Check:** Does the language reflect Trail King's values—professionalism, teamwork, and respect—while remaining encouraging and constructive?
- **Clarity Check:** Are responsibilities, achievements, and areas for improvement described in plain, unambiguous language?
- **Relevance Check:** Does the feedback directly connect to the employee's role, daily impact, and company goals (e.g., reliability, efficiency, innovation)?
- **Actionability Check:** Are improvement suggestions specific enough to guide future behavior or development?
- **Consistency Check:** Is the feedback consistent with similar reviews across roles and departments in terms of structure, tone, and expectations?

### **Stage #8: Final Memo Output**

Generate a clean, structured, and role-specific 1-page performance review for a weld man tech at Trail King Industries that aligns with company values and provides actionable, respectful feedback.

**Prompt Version #3:** I want you to produce an effective performance review for a current employee in a weld man tech position. I am going to be giving you multi-stage prompts to help you craft the description.

### **Stage #1 Context**

I am an HR representative for Trail King Industries, which is a company of about 400 employees in Mitchell, South Dakota. This company builds heavy-duty and specialized trailers. I am looking to create a clear and constructive performance review template that helps managers provide feedback to employees. The tone should reflect our company's values while supporting employee development and recognition.

### **Stage #2 Multi-Shot Prompting**

Draw from examples of current performance reviews to model the tone, structure, and values-driven language in Trail King Industries' performance reviews. Then generate a version based on our company's profile and employee culture.

### **Stage #3 Flipped Interaction Pattern**

Ask for input on review goals and key metrics to customize the performance review process.

### **Stage #4 Reverse Engineering Prompt**

Break down what makes a sample performance review effective, before trying to write one

### **Stage #5: One-Shot Prompting**

Using the examples from the multi-shot stage and the values of Trail King Industries (Midwestern work ethic, teamwork, rugged reliability, national reach, and community focus), generate a first draft of a performance review paragraph for a mid-level production employee. The review should:

- Reference specific contributions (e.g., reliability, collaboration, innovation)
- Acknowledge alignment with company culture
- Suggest one area for improvement in a constructive tone
- Maintain professional, clear, and motivational language

### **Stage #6: AI Persona Pattern (Performance Coach)**

Take on the persona of a professional performance coach with experience in industrial operations and employee development. Rewrite the draft performance review so it is tailored to the employee's specific role—whether they are a production line worker, material planner, welder, or supervisor.

As the performance coach, focus on:

- Connecting job duties to company outcomes (e.g., how a welder's precision contributes to rugged reliability)
- Offering role-relevant praise and constructive suggestions



- Reinforcing opportunities for growth, skill-building, or leadership within Trail King Industries
- Ensuring the tone is motivating, respectful, and aligned with the company's team-oriented Midwestern culture

**Stage #7: Avoiding Errors Prompt**

Before completing the performance review, examine the draft for any of the following issues and revise as needed:

- Is any language unintentionally biased (e.g., gendered terms, cultural assumptions, or subjective personality traits)?
- Are all areas for improvement phrased constructively, focusing on actions and behaviors rather than character?

**Stage #8: Cognitive Verifier Pattern**

Review the current draft of the performance review using the following cognitive checks:

- Tone Check: Does the language reflect Trail King's values—professionalism, teamwork, and respect—while remaining encouraging and constructive?
- Clarity Check: Are responsibilities, achievements, and areas for improvement described in plain, unambiguous language?
- Relevance Check: Does the feedback directly connect to the employee's role, daily impact, and company goals (e.g., reliability, efficiency, innovation)?
- Actionability Check: Are improvement suggestions specific enough to guide future behavior or development?
- Consistency Check: Is the feedback consistent with similar reviews across roles and departments in terms of structure, tone, and expectations?

**Stage #9: Final Memo Output**

Generate a clean, structured, and role-specific 1-page performance review for a weld man tech at Trail King Industries that aligns with company values and provides actionable, respectful feedback.

**Prompt Version #4:** I want you to produce an effective performance review for a current employee in a weld man tech position. I am going to be giving you multi-stage prompts to help you craft the description.

### **Stage #1 Context**

I am an HR representative for Trail King Industries, which is a company of about 400 employees in Mitchell, South Dakota. This company builds heavy-duty and specialized trailers. I am looking to create a clear and constructive performance review template that helps managers provide feedback to employees. The tone should reflect our company's values while supporting employee development and recognition.

### **Stage #2 Multi-Shot Prompting**

Draw from examples of current performance reviews to model the tone, structure, and values-driven language in Trail King Industries' performance reviews. Then generate a version based on our company's profile and employee culture.

### **Stage #3 Flipped Interaction Pattern**

Ask for input on review goals and key metrics to customize the performance review process.

### **Stage #4 Reverse Engineering Prompt**

Break down what makes a sample performance review effective, before trying to write one

### **Stage #5: One-Shot Prompting**

Using the examples from the multi-shot stage and the values of Trail King Industries (Midwestern work ethic, teamwork, rugged reliability, national reach, and community focus), generate a first draft of a performance review paragraph for a mid-level production employee. The review should:

- Reference specific contributions (e.g., reliability, collaboration, innovation)
- Acknowledge alignment with company culture
- Suggest one area for improvement in a constructive tone
- Maintain professional, clear, and motivational language

### **Stage #6: AI Persona Pattern (Performance Coach)**

Take on the persona of a professional performance coach with experience in industrial operations and employee development. Use the expertise of this professional performance coach to refine the review with deeper alignment to role expectations and employee development best practices. Rewrite the draft performance review so it is tailored to the employee's specific role—whether they are a production line worker, material planner, welder, or supervisor.

As the performance coach, focus on:

- Connecting job duties to company outcomes (e.g., how a welder's precision contributes to rugged reliability)

- Offering role-relevant praise and constructive suggestions
- Reinforcing opportunities for growth, skill-building, or leadership within Trail King Industries
- Ensuring the tone is motivating, respectful, and aligned with the company's team-oriented Midwestern culture

#### **Stage #7: Avoiding Errors Prompt**

Before completing the performance review, examine the draft for any of the following issues and revise as needed:

- Is any language unintentionally biased (e.g., gendered terms, cultural assumptions, or subjective personality traits)?
- Are all areas for improvement phrased constructively, focusing on actions and behaviors rather than character?

#### **Stage #8: Cognitive Verifier Pattern**

Review the current draft of the performance review using the following cognitive checks:

- **Tone Check:** Does the language reflect Trail King's values—professionalism, teamwork, and respect—while remaining encouraging and constructive?
- **Clarity Check:** Are responsibilities, achievements, and areas for improvement described in plain, unambiguous language?
- **Relevance Check:** Does the feedback directly connect to the employee's role, daily impact, and company goals (e.g., reliability, efficiency, innovation)?
- **Actionability Check:** Are improvement suggestions specific enough to guide future behavior or development?
- **Consistency Check:** Is the feedback consistent with similar reviews across roles and departments in terms of structure, tone, and expectations?

#### **Stage #9: Final Memo Output**

Generate a clean, structured, and role-specific 1-page performance review for a weld man tech at Trail King Industries that aligns with company values and provides actionable, respectful feedback.

**Prompt Version #5:** I want you to produce an effective performance review for a current employee in a weld man tech position. I am going to be giving you multi-stage prompts to help you craft the description.

### **Stage #1: Context**

I am an HR representative for Trail King Industries, which is a company of about 400 employees in Mitchell, South Dakota. This company builds heavy-duty and specialized trailers. I am looking to create a clear and constructive performance review template that helps managers provide feedback to employees. The tone should reflect our company's values while supporting employee development and recognition.

### **Stage #2: Flipped Interaction Pattern**

Ask for input on review goals and key metrics to customize the performance review process.

### **Stage #3: Reverse Engineering Prompt**

Break down what makes a sample performance review effective, before trying to write one

### **Stage #4: One-Shot Prompting**

Using the examples from the multi-shot stage and the values of Trail King Industries (Midwestern work ethic, teamwork, rugged reliability, national reach, and community focus), generate a first draft of a performance review paragraph for a mid-level production employee. The review should:

- Reference specific contributions (e.g., reliability, collaboration, innovation)
- Acknowledge alignment with company culture
- Suggest one area for improvement in a constructive tone
- Maintain professional, clear, and motivational language

### **Stage #5: AI Persona Pattern (Performance Coach)**

Take on the persona of a professional performance coach with experience in industrial operations and employee development. Use the expertise of this professional performance coach to refine the review with deeper alignment to role expectations and employee development best practices. Rewrite the draft performance review so it is tailored to the employee's specific role—whether they are a production line worker, material planner, welder, or supervisor.

As the performance coach, focus on:

- Connecting job duties to company outcomes (e.g., how a welder's precision contributes to rugged reliability)
- Offering role-relevant praise and constructive suggestions
- Reinforcing opportunities for growth, skill-building, or leadership within Trail King Industries

- Ensuring the tone is motivating, respectful, and aligned with the company's team-oriented Midwestern culture

#### **Stage #6: Avoiding Errors Prompt**

Before completing the performance review, examine the draft for any of the following issues and revise as needed:

- Is any language unintentionally biased (e.g., gendered terms, cultural assumptions, or subjective personality traits)?
- Are all areas for improvement phrased constructively, focusing on actions and behaviors rather than character?

#### **Stage #7: Cognitive Verifier Pattern**

Review the current draft of the performance review using the following cognitive checks:

- **Tone Check:** Does the language reflect Trail King's values—professionalism, teamwork, and respect—while remaining encouraging and constructive?
- **Clarity Check:** Are responsibilities, achievements, and areas for improvement described in plain, unambiguous language?
- **Relevance Check:** Does the feedback directly connect to the employee's role, daily impact, and company goals (e.g., reliability, efficiency, innovation)?
- **Actionability Check:** Are improvement suggestions specific enough to guide future behavior or development?
- **Consistency Check:** Is the feedback consistent with similar reviews across roles and departments in terms of structure, tone, and expectations?

#### **Stage #8: Final Memo Output**

Generate a clean, structured, and role-specific 1-page performance review for a weld man tech at Trail King Industries that aligns with company values and provides actionable, respectful feedback.

**Prompt Final Version:** I want you to produce an effective performance review for a current employee in a weld man tech position. I am going to be giving you multi-stage prompts to help you craft the description.

### **Stage #1: Context**

I am an HR representative for Trail King Industries, which is a company of about 400 employees in Mitchell, South Dakota. This company builds heavy-duty and specialized trailers. I am looking to create a clear and constructive performance review template that helps managers provide feedback to employees. The tone should reflect our company's values while supporting employee development and recognition.

### **Stage #2: Flipped Interaction Pattern**

Ask for input on review goals and key metrics to customize the performance review process.

### **Stage #3: Reverse Engineering Prompt**

Break down what makes a sample performance review effective, before trying to write one

### **Stage #4: One-Shot Prompting**

Using the sample insights from the reverse engineering stage and the values of Trail King Industries (Midwestern work ethic, teamwork, rugged reliability, national reach, and community focus), generate a first draft of a performance review paragraph for a mid-level production employee. The review should:

- Reference specific contributions (e.g., reliability, collaboration, innovation)
- Acknowledge alignment with company culture
- Suggest one area for improvement in a constructive tone
- Maintain professional, clear, and motivational language

### **Stage #5: AI Persona Pattern (Performance Coach)**

Take on the persona of a professional performance coach with experience in industrial operations and employee development. Use the expertise of this professional performance coach to refine the review with deeper alignment to role expectations and employee development best practices. Rewrite the draft performance review so it is tailored to the employee's specific role—whether they are a production line worker, material planner, welder, or supervisor.

As the performance coach, focus on:

- Connecting job duties to company outcomes (e.g., how a welder's precision contributes to rugged reliability)
- Offering role-relevant praise and constructive suggestions
- Reinforcing opportunities for growth, skill-building, or leadership within Trail King Industries

- Ensuring the tone is motivating, respectful, and aligned with the company's team-oriented Midwestern culture

#### **Stage #6: Avoiding Errors Prompt**

Before completing the performance review, examine the draft for any of the following issues and revise as needed:

- Is any language unintentionally biased (e.g., gendered terms, cultural assumptions, or subjective personality traits)?
- Are all areas for improvement phrased constructively, focusing on actions and behaviors rather than character?

#### **Stage #7: Cognitive Verifier Pattern**

Review the current draft of the performance review using the following cognitive checks:

- Tone Check: Does the language reflect Trail King's values—professionalism, teamwork, and respect—while remaining encouraging and constructive?
- Clarity Check: Are responsibilities, achievements, and areas for improvement described in plain, unambiguous language?
- Relevance Check: Does the feedback directly connect to the employee's role, daily impact, and company goals (e.g., reliability, efficiency, innovation)?
- Actionability Check: Are improvement suggestions specific enough to guide future behavior or development?
- Consistency Check: Is the feedback consistent with similar reviews across roles and departments in terms of structure, tone, and expectations?

#### **Stage #8: Final Memo Output**

Generate a clean, structured, and role-specific 1-page performance review for a welder at Trail King Industries that aligns with company values and provides actionable, respectful feedback.

Trail King Industries

Employee Performance Review

Position: Weld Man Tech

Employee Name: \_\_\_\_\_

Reviewer Name & Title: \_\_\_\_\_

Review Period: \_\_\_\_\_

### 1. Core Responsibilities and Performance Overview

John has consistently demonstrated the skills and dependability expected of a Weld Man Tech at Trail King Industries. His precision in welding work directly supports the structural integrity and rugged reliability of our trailers, reinforcing our reputation for excellence nationwide. John's dedication to safety protocols and craftsmanship has resulted in a consistently low rate of rework, contributing to overall production efficiency.

### 2. Contributions to Team and Company Culture

John exemplifies Trail King's team-oriented values. His willingness to collaborate across departments and mentor less-experienced team members has strengthened team cohesion and enhanced production workflows. His professionalism and work ethic reflect our company's commitment to quality and community spirit.

### 3. Opportunities for Development

To continue his growth and impact, John is encouraged to enhance his time management strategies, particularly when working on complex custom builds with tight deadlines. This will help further optimize workflow and prepare him for potential leadership responsibilities within the weld team.

### 4. Overall Performance Rating

(Please check one)

☐ Exceeds Expectations

☐ Meets Expectations

☐ Needs Improvement

### 5. Next Steps and Development Plan



- Consider enrolling in internal time management or production planning workshops.
- Continue mentoring new hires to further build leadership skills.
- Maintain focus on safety and quality standards.

Reviewer Comments

Employee Comments

Signatures

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Summary of Changes: Key Differences:

## Summary of Changes: Key Differences:

1. Edited Stage #8 to have a clear output
2. Added in Chain of Thought Prompting
3. Adjusted the language of Stage #4
4. Enhanced Stage #5
5. Added a formatting instruction to Stage #7

## Explanation and Justification for Changes

### 1. Replaced Cognitive Verifier Pattern with Audience Persona

**Issue:** The GPT did not know the exact output I wanted it to create for me.

**Fix:** I updated Stage #8 to say, “Generate a clean, structures, and role-specific 1-page performance review for a weld man tech at Trail King Industries that aligns with company values and provides actionable, respectful feedback”.

### 2. Revised Stage #2 to ask clear questions

**Issue:** The AI did not know the full purpose of what I wanted my prompt to accomplish. The AI was not aware originally of when the voice should shift from internal drafting to language the public would be viewing.

**Fix:** I added in a Reverse Engineering Prompt in between the Flipped Interaction Pattern and the One-Shot Prompt. This stage says, “Reverse Engineering Prompt: Break down what makes a sample performance review effective, before trying to write one”.

### 3. Adjusted the language of Stage #4

**Issue:** The GPT had no clear output for Stage #4.

**Fix:** I In Stage #6 I added in, “Use the expertise of a professional performance coach to refine the review with deeper alignment to role expectations and employee development best practices” so that the output has a specific focused output.

### 4. Enhanced Stage #5

**Issue:** The questions were not bridged between internal voice and external viewpoint.

**Fix:** I reorganized the whole order of prompts and replaced Multi-Shot Prompting with Reverse Engineering Prompting. I did this because I wanted the GPT to analyze examples instead of generating variations at this stage. I reordered the prompts in the order I did, so the prompts would start with context and input gathering, move to analysis, then generation, and finally refinement. This sequence mirrors model first, write second, and refine last. This ensure clarity,

tone, and alignment are in the correct sequence before the final output is produced.

**5. Added a formatting instruction to Stage #7**

**Issue:** The GPT did not update this Stage automatically when I switched out one of the prompts for another, and so it referenced it against my wishes.

**Fix:** I updated stage # 4 to not reference the multi-shot stage because I removed that stage in the last fix. Instead, I adjusted it to say, Using the sample insights from the reverse engineering stage and the values of Trail King Industries...”

## Key Lessons from Refinement (Non-GPT):

### 1. Output Framing Drives Relevance

Lesson: Without letting the GPT know the exact output you want you will most likely not get what you want out of a prompt. Application: I updated Stage #8 to give me a specific output. You can't expect the GPT to read your mind or know what you want from it if you do not give it specific instructions.

### 2. Explaining Purpose Guides Understanding

Lesson: The AI did not know the purpose behind what I was prompting it to do. Application: I added in a Reverse Engineering Prompt that showed the GPT the reason behind why I was asking it to do what I was asking it to do.

### 3. Output Explanation Aids Updated Curation

Lesson: Without giving the GPT an idea of how I wanted the output focused, it was unable to fully give me the output that I wanted. Application: In Stage #6 I added some context so that the GPT was able to focus my output more to what I was desiring. If you don't give GPT context clues, it will not give you the output you are desiring.

### 4. Context is Crucial

Lesson: Without clarifying for the GPT when the questions should be bridged between internal voice and external viewpoint, the outcome was not as tailored to my desired output as I wanted it to be. Application: When I clarified when I wanted the GPT to shift from internal voice to external viewpoint, I did so by reordering the prompts in an order I thought would be best.

### 5. Updating Changes is Detrimental

Lesson: Without updating all of the information within a prompt yourself the GPT isn't going to know what you want it to keep in or switch out when you make an edit. Application: By ensuring that you are checking that all of the prompts have been updated you will be able to combat this issue and ensure everything is updated correctly to give you the best output.

## Category #4: HR Optimization Prompts

**Category:** Employee Retention Strategy

**Prompt Name:** Culturally Aligned Retention Plan

**Definition:** This prompt aids individuals completing HR tasks with an employee retention plan that reflects Trail Kings specific values and company culture. This prompt helps emulate the real-world HR development while maintaining company standards and expectations. This prompt is intended for individuals looking to maintain employees and their company standards and values alike.

### Template Prompt:

**Introduction:** [To inform the GPT of the purpose of the prompt (i.e. produce a retention plan that supports employee engagement and workforce stability at Trail King Industries). Each stage mimics HR strategy development—from understanding culture and feedback to comparing industry norms and finalizing a strategy memo.

#### Stage #1: Context

Purpose: Establish the organizational background, workforce challenges, and retention goals.

#### Stage #2: AI Survey Analysis

Purpose: Extract insights from employee feedback and summarize the top morale or engagement risks and opportunities.

#### Stage #3: Flipped Interaction Pattern

Purpose: Gather key values and cultural traits from the user to personalize the strategy.

#### Stage #4: Chain of Thought Prompting

Purpose: Build initiatives logically from identified problems, values, and realistic implementation options.

#### Stage #5: Comparison & Contrast Pattern

Purpose: Benchmark Trail King's plan against two common industry strategies and highlight cultural alignment.

#### Stage #6: AI Persona Pattern (Engagement Specialist)

Purpose: Refine the plan through the voice of an HR engagement expert with a focus on motivation and belonging.

#### Stage #7: Cognitive Verifier Pattern

Purpose: Check clarity, feasibility, cultural fit, and expected impact of the plan.

#### Stage #8: Final Memo Output

Purpose: Deliver a clear 1-page internal memo that outlines Trail King's employee retention plan and its rationale.

(Continued on next page)

**Prompt Initial Version:** I want you to develop a strategic, culturally aligned employee retention plan for Trail King Industries that uses employee feedback to reduce turnover, strengthen engagement, and support long-term workforce stability.

### **Stage #1: Context**

I am an HR representative at Trail King Industries, a 400-employee trailer manufacturing company in Mitchell, South Dakota. To address rising turnover and strengthen employee engagement, I am developing a retention strategy that uses employee feedback, reflects our Midwestern values, and aligns with our reputation for reliability and teamwork.

### **Stage #2: AI Survey Analysis**

Analyze the following employee feedback data (real or hypothetical). Identify key patterns related to morale, engagement, communication, management, and retention risk. Summarize the top 2–3 issues that may be contributing to turnover and low satisfaction. Highlight any opportunities for improving workplace culture or team cohesion based on the responses.

### **Stage #3: Flipped Interaction Pattern**

Before generating the engagement strategy, please answer the following questions to help customize it to Trail King's culture and goals:

1. What are the top 3 values or behaviors you want your workplace culture to reflect?
2. What employee behaviors or traits are most rewarded or celebrated at Trail King?

### **Stage #4: One-Shot Prompting**

Using the insights from the survey analysis and cultural input, generate a retention strategy for Trail King Industries. This should include 2–3 specific initiatives designed to reduce turnover, improve morale, and align with the company's values. Write in a clear, professional tone, and be sure to tie each initiative to the identified challenges and culture.

### **Stage #5: AI Persona Pattern (Engagement Specialist)**

Take on the persona of an experienced HR engagement specialist. Rewrite the retention strategy with a focus on practical implementation, emotional intelligence, and employee motivation. Ensure that each recommendation is clearly actionable and designed to foster belonging, professional growth, and cultural alignment at Trail King Industries.

### **Stage #6: Comparison & Contrast Pattern**

Compare the Trail King retention strategy with at least two common approaches used in similar industrial or manufacturing environments (e.g., financial incentives, flexible shifts, mentorship programs). For each, identify strengths,

weaknesses, and cultural fit. Highlight what makes the proposed Trail King strategy more effective for the specific workforce it serves.

**Stage #7: Cognitive Verifier Pattern**

Review the finalized retention strategy using the following checks:

- Clarity: Are the initiatives clearly explained and easy to implement?
- Cultural Fit: Do they reflect Trail King's values and workforce identity?
- Feasibility: Are the recommendations realistic given resources and company size?
- Impact: Are the initiatives likely to improve morale, reduce turnover, or enhance engagement?
- Actionability: Are there measurable next steps or feedback loops?

**Stage #8: Final Memo Output**

Summarize the key points in a clear and professional format that could be shared internally.



**Prompt Version #2:** I want you to develop a strategic, culturally aligned employee retention plan for Trail King Industries that uses employee feedback to reduce turnover, strengthen engagement, and support long-term workforce stability.

### **Stage #1: Context**

I am an HR representative at Trail King Industries, a 400-employee trailer manufacturing company in Mitchell, South Dakota. To address rising turnover and strengthen employee engagement, I am developing a retention strategy that uses employee feedback, reflects our Midwestern values, and aligns with our reputation for reliability and teamwork.

### **Stage #2: AI Survey Analysis**

Analyze the following employee feedback data (real or hypothetical). Identify key patterns related to morale, engagement, communication, management, and retention risk. Summarize the top 2–3 issues that may be contributing to turnover and low satisfaction. Highlight any opportunities for improving workplace culture or team cohesion based on the responses.

### **Stage #3: Flipped Interaction Pattern**

Before generating the engagement strategy, please answer the following questions to help customize it to Trail King's culture and goals:

3. What are the top 3 values or behaviors you want your workplace culture to reflect?
4. What employee behaviors or traits are most rewarded or celebrated at Trail King?

### **Stage #4: One-Shot Prompting**

Using the insights from the survey analysis and cultural input, produce a 1-page retention strategy with clearly labeled initiatives and rationale for Trail King Industries. This should include 2–3 specific initiatives designed to reduce turnover, improve morale, and align with the company's values. Write in a clear, professional tone, and be sure to tie each initiative to the identified challenges and culture.

### **Stage #5: AI Persona Pattern (Engagement Specialist)**

Take on the persona of an experienced HR engagement specialist. Rewrite the retention strategy with a focus on practical implementation, emotional intelligence, and employee motivation. Ensure that each recommendation is clearly actionable and designed to foster belonging, professional growth, and cultural alignment at Trail King Industries.

### **Stage #6: Comparison & Contrast Pattern**

Compare the Trail King retention strategy with at least two common approaches used in similar industrial or manufacturing environments (e.g., financial

incentives, flexible shifts, mentorship programs). For each, identify strengths, weaknesses, and cultural fit. Highlight what makes the proposed Trail King strategy more effective for the specific workforce it serves.

**Stage #7: Cognitive Verifier Pattern**

Review the finalized retention strategy using the following checks:

- Clarity: Are the initiatives clearly explained and easy to implement?
- Cultural Fit: Do they reflect Trail King's values and workforce identity?
- Feasibility: Are the recommendations realistic given resources and company size?
- Impact: Are the initiatives likely to improve morale, reduce turnover, or enhance engagement?
- Actionability: Are there measurable next steps or feedback loops?

**Stage #8: Final Memo Output**

Summarize the key points in a clear and professional format that could be shared internally.

**Prompt Version #3:** I want you to develop a strategic, culturally aligned employee retention plan for Trail King Industries that uses employee feedback to reduce turnover, strengthen engagement, and support long-term workforce stability.

### **Stage #1: Context**

I am an HR representative at Trail King Industries, a 400-employee trailer manufacturing company in Mitchell, South Dakota. To address rising turnover and strengthen employee engagement, I am developing a retention strategy that uses employee feedback, reflects our Midwestern values, and aligns with our reputation for reliability and teamwork.

### **Stage #2: AI Survey Analysis**

Analyze the following employee feedback data (real or hypothetical). Identify key patterns related to morale, engagement, communication, management, and retention risk. Summarize the top 2–3 issues that may be contributing to turnover and low satisfaction. Highlight any opportunities for improving workplace culture or team cohesion based on the responses.

### **Stage #3: Flipped Interaction Pattern**

Before generating the engagement strategy, please answer the following questions to help customize it to Trail King's culture and goals:

5. What are the top 3 values or behaviors you want your workplace culture to reflect?
6. What employee behaviors or traits are most rewarded or celebrated at Trail King?

### **Stage #4: Chain of Thought Prompting**

Construct retention strategy initiatives by reasoning step-by-step from identified problems and cultural values. Based on the survey analysis and answers above, generate 2-3 specific initiatives for a Trail King retention strategy. For each initiative:

- Identify the core issue or insight it addresses.
- Explain how it aligns with Trail King's values and culture.
- Detail how the initiative could realistically be implemented.

Use a clear, professional tone.

### **Stage #5: AI Persona Pattern (Engagement Specialist)**

Take on the persona of an experienced HR engagement specialist. Rewrite the retention strategy with a focus on practical implementation, emotional intelligence, and employee motivation. Ensure that each recommendation is clearly actionable and designed to foster belonging, professional growth, and cultural alignment at Trail King Industries.

**Stage #6: Comparison & Contrast Pattern**

Compare the Trail King retention strategy with at least two common approaches used in similar industrial or manufacturing environments (e.g., financial incentives, flexible shifts, mentorship programs). For each, identify strengths, weaknesses, and cultural fit. Highlight what makes the proposed Trail King strategy more effective for the specific workforce it serves.

**Stage #7: Cognitive Verifier Pattern**

Review the finalized retention strategy using the following checks:

- Clarity: Are the initiatives clearly explained and easy to implement?
- Cultural Fit: Do they reflect Trail King's values and workforce identity?
- Feasibility: Are the recommendations realistic given resources and company size?
- Impact: Are the initiatives likely to improve morale, reduce turnover, or enhance engagement?
- Actionability: Are there measurable next steps or feedback loops?

**Stage #8: Final Memo Output**

Summarize the key points in a clear and professional format that could be shared internally.

**Prompt Version #4:** I want you to develop a strategic, culturally aligned employee retention plan for Trail King Industries that uses employee feedback to reduce turnover, strengthen engagement, and support long-term workforce stability.

### **Stage #1: Context**

I am an HR representative at Trail King Industries, a 400-employee trailer manufacturing company in Mitchell, South Dakota. To address rising turnover and strengthen employee engagement, I am developing a retention strategy that uses employee feedback, reflects our Midwestern values, and aligns with our reputation for reliability and teamwork.

### **Stage #2: AI Survey Analysis**

Analyze the following employee feedback data (real or hypothetical). Identify key patterns related to morale, engagement, communication, management, and retention risk. Summarize the top 2–3 issues that may be contributing to turnover and low satisfaction. Highlight any opportunities for improving workplace culture or team cohesion based on the responses.

### **Stage #3: Flipped Interaction Pattern**

Before generating the engagement strategy, please answer the following questions to help customize it to Trail King's culture and goals:

7. What are the top 3 values or behaviors you want your workplace culture to reflect?
8. What employee behaviors or traits are most rewarded or celebrated at Trail King?

### **Stage #4: Chain of Thought Prompting**

Construct retention strategy initiatives by reasoning step-by-step from identified problems and cultural values. Based on the survey analysis and answers above, generate 2-3 specific initiatives for a Trail King retention strategy. For each initiative:

- Identify the core issue or insight it addresses.
- Explain how it aligns with Trail King's values and culture.
- Detail how the initiative could realistically be implemented.

Use a clear, professional tone.

### **Stage #5: AI Persona Pattern (Engagement Specialist)**

Take on the persona of an experienced HR engagement specialist. Rewrite the retention strategy with a focus on practical implementation, emotional intelligence, and employee motivation. Ensure that each recommendation is clearly actionable and designed to foster belonging, professional growth, and cultural alignment at Trail King Industries.

#### **Stage #6: Comparison & Contrast Pattern**

To evaluate the proposed strategy against industry norms and emphasize its cultural fit for Trail King's specific workforce, compare the Trail King retention strategy with at least two common approaches used in similar industrial or manufacturing environments (e.g., financial incentives, flexible shifts, mentorship programs). For each, identify strengths, weaknesses, and cultural fit. Highlight what makes the proposed Trail King strategy more effective for the specific workforce it serves.

#### **Stage #7: Cognitive Verifier Pattern**

Review the finalized retention strategy using the following checks:

- Clarity: Are the initiatives clearly explained and easy to implement?
- Cultural Fit: Do they reflect Trail King's values and workforce identity?
- Feasibility: Are the recommendations realistic given resources and company size?
- Impact: Are the initiatives likely to improve morale, reduce turnover, or enhance engagement?
- Actionability: Are there measurable next steps or feedback loops?

#### **Stage #8: Final Memo Output**

Summarize the key points in a clear and professional format that could be shared internally.

**Prompt Version #5:** I want you to develop a strategic, culturally aligned employee retention plan for Trail King Industries that uses employee feedback to reduce turnover, strengthen engagement, and support long-term workforce stability.

### **Stage #1: Context**

I am an HR representative at Trail King Industries, a 400-employee trailer manufacturing company in Mitchell, South Dakota. To address rising turnover and strengthen employee engagement, I am developing a retention strategy that uses employee feedback, reflects our Midwestern values, and aligns with our reputation for reliability and teamwork.

### **Stage #2: AI Survey Analysis**

Analyze the following employee feedback data (real or hypothetical). Identify key patterns related to morale, engagement, communication, management, and retention risk. Summarize the top 2–3 issues that may be contributing to turnover and low satisfaction. Highlight any opportunities for improving workplace culture or team cohesion based on the responses.

### **Stage #3: Flipped Interaction Pattern**

Before generating the engagement strategy, please answer the following questions to help customize it to Trail King's culture and goals:

9. What are the top 3 values or behaviors you want your workplace culture to reflect?
10. What employee behaviors or traits are most rewarded or celebrated at Trail King?

### **Stage #4: Chain of Thought Prompting**

Construct retention strategy initiatives by reasoning step-by-step from identified problems and cultural values. Based on the survey analysis and answers above, generate 2-3 specific initiatives for a Trail King retention strategy. For each initiative:

- Identify the core issue or insight it addresses.
- Explain how it aligns with Trail King's values and culture.
- Detail how the initiative could realistically be implemented.

Use a clear, professional tone.

### **Stage #5: Comparison & Contrast Pattern**

To evaluate the proposed strategy against industry norms and emphasize its cultural fit for Trail King's specific workforce, compare the Trail King retention strategy with at least two common approaches used in similar industrial or manufacturing environments (e.g., financial incentives, flexible shifts, mentorship programs). For each, identify strengths, weaknesses, and cultural fit. Highlight

what makes the proposed Trail King strategy more effective for the specific workforce it serves.

#### **Stage #6: AI Persona Pattern (Engagement Specialist)**

Take on the persona of an experienced HR engagement specialist. Rewrite the retention strategy with a focus on practical implementation, emotional intelligence, and employee motivation. Ensure that each recommendation is clearly actionable and designed to foster belonging, professional growth, and cultural alignment at Trail King Industries.

#### **Stage #7: Cognitive Verifier Pattern**

Review the finalized retention strategy using the following checks:

- Clarity: Are the initiatives clearly explained and easy to implement?
- Cultural Fit: Do they reflect Trail King's values and workforce identity?
- Feasibility: Are the recommendations realistic given resources and company size?
- Impact: Are the initiatives likely to improve morale, reduce turnover, or enhance engagement?
- Actionability: Are there measurable next steps or feedback loops?

#### **Stage #8: Final Memo Output**

Summarize the key points in a clear and professional format that could be shared internally.



**Prompt Final Version:** I want you to develop a strategic, culturally aligned employee retention plan for Trail King Industries that uses employee feedback to reduce turnover, strengthen engagement, and support long-term workforce stability.

### **Stage #1: Context**

I am an HR representative at Trail King Industries, a 400-employee trailer manufacturing company in Mitchell, South Dakota. To address rising turnover and strengthen employee engagement, I am developing a retention strategy that uses employee feedback, reflects our Midwestern values, and aligns with our reputation for reliability and teamwork.

### **Stage #2: AI Survey Analysis**

Analyze the following employee feedback data (real or hypothetical). Identify key patterns related to morale, engagement, communication, management, and retention risk. Summarize the top 2–3 issues that may be contributing to turnover and low satisfaction. Highlight any opportunities for improving workplace culture or team cohesion based on the responses.

### **Stage #3: Flipped Interaction Pattern**

Before generating the engagement strategy, please answer the following questions to help customize it to Trail King's culture and goals:

11. What are the top 3 values or behaviors you want your workplace culture to reflect?
12. What employee behaviors or traits are most rewarded or celebrated at Trail King?

### **Stage #4: Chain of Thought Prompting**

Construct retention strategy initiatives by reasoning step-by-step from identified problems and cultural values. Based on the survey analysis and answers above, generate 2-3 specific initiatives for a Trail King retention strategy. For each initiative:

- Identify the core issue or insight it addresses.
- Explain how it aligns with Trail King's values and culture.
- Detail how the initiative could realistically be implemented.

Use a clear, professional tone.

### **Stage #5: Comparison & Contrast Pattern**

To evaluate the proposed strategy against industry norms and emphasize its cultural fit for Trail King's specific workforce, compare the Trail King retention strategy with at least two common approaches used in similar industrial or manufacturing environments (e.g., financial incentives, flexible shifts, mentorship programs). For each, identify strengths, weaknesses, and cultural fit. Highlight

what makes the proposed Trail King strategy more effective for the specific workforce it serves.

**Stage #6: AI Persona Pattern (Engagement Specialist)**

Take on the persona of an experienced HR engagement specialist. Rewrite the retention strategy with a focus on practical implementation, emotional intelligence, and employee motivation. Ensure that each recommendation is clearly actionable and designed to foster belonging, professional growth, and cultural alignment at Trail King Industries.

**Stage #7: Cognitive Verifier Pattern**

Review the finalized retention strategy using the following checks:

- Clarity: Are the initiatives clearly explained and easy to implement?
- Cultural Fit: Do they reflect Trail King's values and workforce identity?
- Feasibility: Are the recommendations realistic given resources and company size?
- Impact: Are the initiatives likely to improve morale, reduce turnover, or enhance engagement?
- Actionability: Are there measurable next steps or feedback loops?

**Stage #8: Final Memo Output**

Generate a 1-page internal memo that summarizes Trail King's proposed employee retention strategy. Clearly outline the key initiatives, their rationale, and how they support the company's values and long-term workforce stability. Use clear, persuasive, and practical language suitable for HR leadership or executive review.

Trail King Industries

Human Resources Department

Internal Memo

To: Executive Leadership Team

From: HR Engagement Specialist

Date: May 10, 2025

Subject: Proposed Employee Retention Strategy – Strengthening Engagement and Workforce Stability

As Trail King Industries continues to grow and navigate today's workforce challenges, we face an important opportunity: to proactively strengthen employee engagement and reduce turnover by building on our cultural foundation of teamwork, reliability, and respect. After careful analysis of employee feedback and alignment with industry best practices, I am recommending the following retention strategy for leadership consideration:

### 1. Trail King Mentorship Program

Rationale: Employees seek clear growth paths and connection to experienced colleagues.

Action: Pair new or less experienced employees with seasoned mentors for a structured development period of 6–12 months.

Value Alignment: Supports teamwork, knowledge-sharing, and long-term professional growth.

### 2. Employee Voice Action Panels

Rationale: Employees want a stronger voice in decisions affecting their work experience.

Action: Create quarterly panels across departments to share feedback directly with leadership and receive timely responses.

Value Alignment: Reinforces respect, inclusion, and a culture of transparent communication.

### 3. Reliability Rewards Recognition Program

Rationale: Employees want consistent recognition for their performance and dedication.

Action: Launch monthly and quarterly awards for attendance, quality, teamwork, and safety excellence.

Value Alignment: Celebrates our core value of reliability while motivating continued excellence.

#### 4. Well-Being and Work-Life Support

Rationale: Balancing personal and professional responsibilities remains a key concern.

Action: Expand EAP services, pilot small-scale wellness programs, and explore limited shift flexibility where possible.

Value Alignment: Demonstrates care for employee well-being while respecting operational realities.

#### 5. Continuous Monitoring and Accountability

Rationale: Ongoing evaluation is critical to success.

Action: Track retention metrics quarterly, conduct structured exit interviews, and support department leaders with retention-focused coaching.

Value Alignment: Fosters continuous improvement and accountability.

This strategy is designed to be practical, affordable, and fully aligned with Trail King's identity as a dependable, people-first organization. The expected results include increased morale, lower turnover, and a stronger, more engaged workforce.

I look forward to discussing next steps and implementation planning at our upcoming leadership meeting.

## Summary of Changes: Key Differences:

1. Edited Stage #4 to have a clear output
2. Added in Chain of Thought Prompting in place of One-Shot Prompting
3. Adjusted Stage #6 to have a brief rationale
4. Switched the order of Stage #5 and Stage #6 around
5. Edited Stage #8 to reinforce the desired output

## Explanation and Justification for Changes

### 1. Edited Stage #4 to have a clear output

**Issue:** My initial prompt did not address soon enough the formatting of the desired output that I want for my retention strategy. Without the GPT knowing this information it could either be a half a page or 5 pages. This shows that my prompt was not specific enough.

**Fix:** I changed Stage #4 to say, “Using the insights from the survey analysis and cultural input, produce a 1-page retention strategy with clearly labeled initiatives and rationale. for Trail King Industries. This should include 2–3 specific initiatives designed to reduce turnover, improve morale, and align with the company’s values. Write in a clear, professional tone, and be sure to tie each initiative to the identified challenges and culture”.

### 2. Added in Chain of Thought Prompting in place of One-Shot Prompting

**Issue:** My initial prompt did not allow for the specification of which initiatives were resolved in each step. As a result of this, I was not very sure of what problem was being addressed with each initiative. I think this was because, if the GPT is not asked to specifically identify which part of the prompt solves which problem then it will not do so. The GPT doesn’t know exactly what you want it to make, so you have to be very clear and explain exactly what you want it to produce.

**Fix:** I swapped out One-Shot Prompting for Chain of Thought Prompting.

### 3. Adjusted Stage #6 to have a brief rationale

**Issue:** The GPT did not have any rationale for why it was analyzing other industry retention strategies. This made it difficult for the GPT to know the reasoning behind comparing the strategy with other strategies. Allowing it to see why I was asking it to compare these strategies helped it to get even more into my reasoning behind what I want it to produce.

**Fix:** I edited Stage #6 to have a brief rationale. Now it says, “To evaluate the proposed strategy against industry norms and emphasize its cultural fit for Trail King’s specific workforce, compare the Trail King...”

**4. Switched the order of Stage #5 and Stage #6 around**

**Issue:** The GPT was first completing Trail King's retention strategy and then comparing it to other industry standards. It would be much more beneficial for the AI to first compare Trail King's plan to other plans within the industry and then let the specialist refine the strategy according to what other companies within the same industry are doing. Clarifying the order of these steps will allow the GPT to develop the best possible strategy for Trail King specifically.

**Fix:** I switched the order of Stage #5 and Stage #6.

**5. Edited Stage #8 to reinforce the desired output**

**Issue:** The GPT did not know how I wanted the final output formatted or how long I wanted it to be right before I prompted it to give me an output. This caused the GPT to lose those specifications with how many times I prompted it. By restating in Stage #8 what I want the GPT to specifically produce, this should help combat this issue.

**Fix:** I edited Stage #8 to say, "Generate a 1-page internal memo that summarizes Trail King's proposed employee retention strategy. Clearly outline the key initiatives, their rationale, and how they support the company's values and long-term workforce stability. Use clear, persuasive, and practical language suitable for HR leadership or executive review".

## Key Lessons from Refinement (Non-GPT):

### 1. Structure Supports Coherence

Lesson: Without clarifying for the GPT the formatting early on, the output will most likely be curated incorrectly. Application: By clarifying what I wanted my output to be specifically in Stage #4 the GPT was able to curate the output based on my insights. If you don't tell the GPT exactly what you want your output to be it will just be guessing and will most likely be wrong.

### 2. Justifying Reasoning is Essential

Lesson: Without specifying which initiatives were resolved in each step the GPT did not have to explain why it was giving the initiatives it did. Application: With the GPT just giving the initiatives it deemed appropriate, there could have been some things that I didn't wish for it to address in the initiatives, as well as some things they missed that I wished they addressed.

### 3. Background Information Curates Desired Outcomes

Lesson: Without providing the GPT with rationale for why it was analyzing other retention strategies, some purpose may have been lost in translation. Application: Explaining to the GPT the purpose behind analyzing other retention strategies could improve the GPT's output immensely.

### 4. Reordering is Essential for Optimizing Outputs

Lesson: The GPT completed the retention strategy and then compared it to other industry standards. Application: This was combatted by switching the order of Stages 5 & 6. By switching these stages around, the GPT was able to better the output based on the instruction I was giving it.

### 5. Context Curates Desired Outputs

Lesson: Without telling the GPT the desired output that I wanted, it was unable to format it or make it the length I wanted. Application: When I clarified with the GPT both the length and the format I wanted it to take on in the final output, it was able to give me an output specifically curated to my wishes.

## Category #5: HR Optimization Prompts

**Category:** Workforce Training & Development

**Prompt Name:** Skill-Aligned Training Program Design

**Definition:** (Non-GPT) This prompt guides HR professionals or those fulfilling HR roles to complete a training program geared to a particular subject. By working through company specific issues and working to combat those challenges, a company will be able to train employees a lot more smoothly. The goal of this library is to create a clear, realistic, and company-specific training program that has the best interest of the company and employees alike.

**Template Prompt:**

**Introduction:** [To inform the GPT of the purpose of the prompt (i.e. to create a practical and skill-focused employee training program tailored to Trail King Industries' workforce and operational needs). Each stage simulates steps taken by an L&D professional or HR consultant when designing industrial training programs.]

### Stage #1: Context

Purpose: Establish the company background, values, and operational challenges requiring targeted workforce training.

### Stage #2: Multi-Shot Prompting

Purpose: Model effective training design using generalized success patterns from other industrial or manufacturing settings.

### Stage #3: Flipped Interaction Pattern (Role-Based Interview)

Purpose: Simulate a training consultant gathering input from HR to customize the program around Trail King's workforce needs, learning constraints, and strategic goals.

### Stage #4: One-Shot Prompting

Purpose: Generate an initial draft of a modular, skill-based training plan that outlines format, content, delivery, and evaluation methods.

### Stage #5: AI Persona Pattern (L&D Manager)

Purpose: Rewrite the program from the perspective of a learning and development professional, ensuring optimal flow, clarity, and employee engagement.

### Stage #6: Fact-Check List Pattern



Purpose: Audit the training plan for safety compliance, legal accuracy, role relevance, and learning accessibility.

**Stage #7: Cognitive Verifier Pattern**

Purpose: Final quality check to ensure alignment with company culture, scalability, and feasibility—then revise as needed for clarity and value.

**Stage #8: Final Memo Output**

Purpose: Deliver a 1-page internal memo summarizing the training strategy's goals, structure, and alignment with Trail King's workforce development priorities.

(Continued on next page)

**Prompt Initial Version:** I want you to create a practical and skill-aligned training program for Trail King Industries that supports workforce development, addresses evolving operational needs, and aligns with our company culture and goals.

### **Stage #1: Context**

I am an HR representative at Trail King Industries, a trailer manufacturing company with approximately 400 employees located in Mitchell, South Dakota. Our company is known for building durable, high-performance trailers and maintaining a workforce grounded in Midwestern values—teamwork, safety, reliability, and hands-on skill development. As we grow and adopt new technologies, we are facing increased demand for upskilling, cross-training, and compliance-based education across our departments. I want to create a practical, engaging training program that strengthens our workforce, supports employee growth, and ensures compliance with industry standards. The program should be realistic to implement, aligned with our operations, and tailored to the learning needs of employees in production, maintenance, logistics, and supervisory roles.

### **Stage #2: Multi-Shot Prompting**

Without referencing specific companies by name, describe 2–3 common elements of effective training programs used in the manufacturing or industrial sector. Focus on what typically makes these programs successful—such as hands-on instruction, mentorship, modular content, safety integration, or performance-based evaluation.

Use these patterns to inspire the design of a Trail King–specific training program that is skill-focused, practical, and easy to adopt in our setting.

### **Stage #3: Flipped Interaction Pattern**

Before generating a training curriculum, please answer the following questions to guide its design:

1. What core skills or competencies are you hoping employees will develop?
2. Which roles or departments will this training be designed for?
3. Are there any regulatory, safety, or compliance topics that must be included?
4. What format will the training take (e.g., in-person, online modules, mentorship)?
5. What are your goals for training outcomes (e.g., improved efficiency, reduced errors, promotion readiness)?

### **Stage #4: One-Shot Prompting**

Using insights from the model examples and your answers above, generate a first draft of a training program for Trail King Industries. Include key modules or sessions, the sequence of learning, instructional format (e.g., hands-on workshops, online materials), and how progress will be evaluated. The tone should be clear, professional, and tailored to a manufacturing environment.

#### **Stage #5: AI Persona Pattern (L&D Manager)**

Take on the persona of a learning and development (L&D) manager who designs workforce training for industrial and production teams. Rewrite the training program to improve learning flow, engagement, and accessibility. Emphasize how each module contributes to skill-building, productivity, and long-term employee growth at Trail King Industries.

#### **Stage #6: Fact-Check List Pattern**

Review the training program using the checklist below to ensure accuracy, compliance, and best practices:

- Are OSHA, safety, or industry-specific standards addressed where relevant?
- Are any job-specific certifications or continuing education components included?
- Is the language clear and appropriate for varying levels of literacy or experience?
- Are legal or HR-mandated training topics (e.g., harassment, DEI, equipment safety) incorporated?
- Are instructional materials sourced from credible or up-to-date resources?

Revise the program to meet any identified gaps.

#### **Stage #7: Cognitive Verifier Pattern**

Evaluate the final training program using the following cognitive checks:

- **Clarity:** Are the learning objectives and module content easy to follow?
- **Alignment:** Does the program reflect Trail King's values, safety culture, and operational goals?
- **Feasibility:** Is the training deliverable with current staff, budget, and tools?
- **Scalability:** Can the program be expanded or adapted for future roles or departments?
- **Engagement:** Will the program keep employees actively involved in their learning?

Make revisions as needed to ensure the training plan is clear, culturally aligned, and outcome driven.

### **Stage #8: Final Memo Output**

Summarize the key points in a clear and professional format that could be shared internally.

**Prompt Version #2:** I want you to create a practical and skill-aligned training program for Trail King Industries that supports workforce development, addresses evolving operational needs, and aligns with our company culture and goals.

### **Stage #1: Context**

I am an HR representative at Trail King Industries, a trailer manufacturing company with approximately 400 employees located in Mitchell, South Dakota. Our company is known for building durable, high-performance trailers and maintaining a workforce grounded in Midwestern values—teamwork, safety, reliability, and hands-on skill development. As we grow and adopt new technologies, we are facing increased demand for upskilling, cross-training, and compliance-based education across our departments. I want to create a practical, engaging training program that strengthens our workforce, supports employee growth, and ensures compliance with industry standards. The program should be realistic to implement, aligned with our operations, and tailored to the learning needs of employees in production, maintenance, logistics, and supervisory roles.

### **Stage #2: Multi-Shot Prompting**

Without referencing specific companies by name, describe 2–3 common elements of effective training programs used in the manufacturing or industrial sector. Focus on what typically makes these programs successful—such as hands-on instruction, mentorship, modular content, safety integration, or performance-based evaluation.

Use these patterns to inspire the design of a Trail King–specific training program that is skill-focused, practical, and easy to adopt in our setting.

### **Stage #3: Flipped Interaction Pattern**

Before generating a training curriculum, please answer the following questions to guide its design:

6. What core skills or competencies are you hoping employees will develop?
7. Which roles or departments will this training be designed for?
8. Are there any regulatory, safety, or compliance topics that must be included?
9. What format will the training take (e.g., in-person, online modules, mentorship)?
10. What are your goals for training outcomes (e.g., improved efficiency, reduced errors, promotion readiness)?

### **Stage #4: One-Shot Prompting**

Using insights from the model examples and your answers above, generate a first draft of a training program for Trail King Industries. Include key modules or sessions, the sequence of learning, instructional format (e.g., hands-on workshops, online materials), and how progress will be evaluated. The tone should be clear, professional, and tailored to a manufacturing environment.

#### **Stage #5: AI Persona Pattern (L&D Manager)**

Take on the persona of a learning and development (L&D) manager who designs workforce training for industrial and production teams. Rewrite the training program to improve learning flow, engagement, and accessibility. Emphasize how each module contributes to skill-building, productivity, and long-term employee growth at Trail King Industries.

#### **Stage #6: Fact-Check List Pattern**

Review the training program using the checklist below to ensure accuracy, compliance, and best practices:

- Are OSHA, safety, or industry-specific standards addressed where relevant?
- Are any job-specific certifications or continuing education components included?
- Is the language clear and appropriate for varying levels of literacy or experience?
- Are legal or HR-mandated training topics (e.g., harassment, DEI, equipment safety) incorporated?
- Are instructional materials sourced from credible or up-to-date resources?

Revise the program to meet any identified gaps.

Your output should be a revised, finalized training program suitable for presentation to HR leadership at Trail King

#### **Stage #7: Cognitive Verifier Pattern**

Evaluate the final training program using the following cognitive checks:

- Clarity: Are the learning objectives and module content easy to follow?
- Alignment: Does the program reflect Trail King's values, safety culture, and operational goals?
- Feasibility: Is the training deliverable with current staff, budget, and tools?
- Scalability: Can the program be expanded or adapted for future roles or departments?
- Engagement: Will the program keep employees actively involved in their learning?

Make revisions as needed to ensure the training plan is clear, culturally aligned, and outcome driven.

Your output should be a revised, finalized training program suitable for presentation to HR leadership at Trail King

#### **Stage #8: Final Memo Output**

Summarize the key points in a clear and professional format that could be shared internally.

**Prompt Version #3:** I want you to create a practical and skill-aligned training program for Trail King Industries that supports workforce development, addresses evolving operational needs, and aligns with our company culture and goals.

### **Stage #1: Context**

I am an HR representative at Trail King Industries, a trailer manufacturing company with approximately 400 employees located in Mitchell, South Dakota. Our company is known for building durable, high-performance trailers and maintaining a workforce grounded in Midwestern values—teamwork, safety, reliability, and hands-on skill development. As we grow and adopt new technologies, we are facing increased demand for upskilling, cross-training, and compliance-based education across our departments. I want to create a practical, engaging training program that strengthens our workforce, supports employee growth, and ensures compliance with industry standards. The program should be realistic to implement, aligned with our operations, and tailored to the learning needs of employees in production, maintenance, logistics, and supervisory roles.

### **Stage #2: Multi-Shot Prompting**

To model the structure, tone, and success factors of effective training programs, and without referencing specific companies by name, describe 2–3 common elements of effective training programs used in the manufacturing or industrial sector. Focus on what typically makes these programs successful—such as hands-on instruction, mentorship, modular content, safety integration, or performance-based evaluation.

Use these patterns to inspire the design of a Trail King-specific training program that is skill-focused, practical, and easy to adopt in our setting. To model the structure, tone, and success factors of effective training programs

### **Stage #3: Flipped Interaction Pattern**

To ensure the training program is tailored to Trail King’s operational realities and training objectives, before generating a training curriculum, please answer the following questions to guide its design:

11. What core skills or competencies are you hoping employees will develop?
12. Which roles or departments will this training be designed for?
13. Are there any regulatory, safety, or compliance topics that must be included?
14. What format will the training take (e.g., in-person, online modules, mentorship)?
15. What are your goals for training outcomes (e.g., improved efficiency, reduced errors, promotion readiness)?



**Stage #4: One-Shot Prompting**

Using insights from the model examples and your answers above, generate a first draft of a training program for Trail King Industries. Include key modules or sessions, the sequence of learning, instructional format (e.g., hands-on workshops, online materials), and how progress will be evaluated. The tone should be clear, professional, and tailored to a manufacturing environment.

**Stage #5: AI Persona Pattern (L&D Manager)**

Take on the persona of a learning and development (L&D) manager who designs workforce training for industrial and production teams. Rewrite the training program to improve learning flow, engagement, and accessibility. Emphasize how each module contributes to skill-building, productivity, and long-term employee growth at Trail King Industries.

**Stage #6: Fact-Check List Pattern**

Review the training program using the checklist below to ensure accuracy, compliance, and best practices:

- Are OSHA, safety, or industry-specific standards addressed where relevant?
- Are any job-specific certifications or continuing education components included?
- Is the language clear and appropriate for varying levels of literacy or experience?
- Are legal or HR-mandated training topics (e.g., harassment, DEI, equipment safety) incorporated?
- Are instructional materials sourced from credible or up-to-date resources?

Revise the program to meet any identified gaps.

**Stage #7: Cognitive Verifier Pattern**

Evaluate the final training program using the following cognitive checks:

- Clarity: Are the learning objectives and module content easy to follow?
- Alignment: Does the program reflect Trail King's values, safety culture, and operational goals?
- Feasibility: Is the training deliverable with current staff, budget, and tools?
- Scalability: Can the program be expanded or adapted for future roles or departments?
- Engagement: Will the program keep employees actively involved in their learning?

Make revisions as needed to ensure the training plan is clear, culturally aligned, and outcome driven.

Your output should be a revised, finalized training program suitable for presentation to HR leadership at Trail King

**Stage #8: Final Memo Output**

Summarize the key points in a clear and professional format that could be shared internally.

**Prompt Version #4:** I want you to create a practical and skill-aligned training program for Trail King Industries that supports workforce development, addresses evolving operational needs, and aligns with our company culture and goals.

### **Stage #1: Context**

I am an HR representative at Trail King Industries, a trailer manufacturing company with approximately 400 employees located in Mitchell, South Dakota. Our company is known for building durable, high-performance trailers and maintaining a workforce grounded in Midwestern values—teamwork, safety, reliability, and hands-on skill development. As we grow and adopt new technologies, we are facing increased demand for upskilling, cross-training, and compliance-based education across our departments. I want to create a practical, engaging training program that strengthens our workforce, supports employee growth, and ensures compliance with industry standards. The program should be realistic to implement, aligned with our operations, and tailored to the learning needs of employees in production, maintenance, logistics, and supervisory roles.

### **Stage #2: Multi-Shot Prompting**

To model the structure, tone, and success factors of effective training programs, and without referencing specific companies by name, describe 2–3 common elements of effective training programs used in the manufacturing or industrial sector. Focus on what typically makes these programs successful—such as hands-on instruction, mentorship, modular content, safety integration, or performance-based evaluation.

Use these patterns to inspire the design of a Trail King-specific training program that is skill-focused, practical, and easy to adopt in our setting. To model the structure, tone, and success factors of effective training programs

### **Stage #3: Flipped Interaction Pattern**

To ensure the training program is tailored to Trail King’s operational realities and training objectives, before generating a training curriculum, please answer the following questions to guide its design:

1. What core skills or competencies are you hoping employees will develop?
2. Which roles or departments will this training be designed for?
3. Are there any regulatory, safety, or compliance topics that must be included?
4. What format will the training take (e.g., in-person, online modules, mentorship)?
5. What are your goals for training outcomes (e.g., improved efficiency, reduced errors, promotion readiness)?

**Stage #4: One-Shot Prompting**

Using insights from the model examples and your answers above, generate a first draft of a training program for Trail King Industries. Include key modules or sessions, the sequence of learning, instructional format (e.g., hands-on workshops, online materials), and how progress will be evaluated. The tone should be clear, professional, and tailored to a manufacturing environment.

**Stage #5: AI Persona Pattern (L&D Manager)**

Take on the persona of a learning and development (L&D) manager who designs workforce training for industrial and production teams. Rewrite the training program to improve learning flow, engagement, and accessibility. Emphasize how each module contributes to skill-building, productivity, and long-term employee growth at Trail King Industries.

**Stage #6: Fact-Check List Pattern**

Review the training program using the checklist below to ensure accuracy, compliance, and best practices:

- Are OSHA, safety, or industry-specific standards addressed where relevant?
- Are any job-specific certifications or continuing education components included?
- Is the language clear and appropriate for varying levels of literacy or experience?
- Are legal or HR-mandated training topics (e.g., harassment, DEI, equipment safety) incorporated?
- Are instructional materials sourced from credible or up-to-date resources?

Revise the program to meet any identified gaps.

**Stage #7: Cognitive Verifier Pattern**

Evaluate the final training program using the following cognitive checks:

- Clarity: Are the learning objectives and module content easy to follow?
- Alignment: Does the program reflect Trail King's values, safety culture, and operational goals?
- Feasibility: Is the training deliverable with current staff, budget, and tools?
- Scalability: Can the program be expanded or adapted for future roles or departments?
- Engagement: Will the program keep employees actively involved in their learning?

Make revisions as needed to ensure the training plan is clear, culturally aligned, and outcome driven.

Your output should be a revised, finalized training program suitable for presentation to HR leadership at Trail King

**Stage #8: Final Memo Output**

Your final output should include both the revised training program and a professionally formatted internal memo summarizing its main structure, purpose, and benefits.

**Prompt Version #5:** I want you to create a practical and skill-aligned training program for Trail King Industries that supports workforce development, addresses evolving operational needs, and aligns with our company culture and goals.

### **Stage #1: Context**

I am an HR representative at Trail King Industries, a trailer manufacturing company with approximately 400 employees located in Mitchell, South Dakota. Our company is known for building durable, high-performance trailers and maintaining a workforce grounded in Midwestern values—teamwork, safety, reliability, and hands-on skill development. As we grow and adopt new technologies, we are facing increased demand for upskilling, cross-training, and compliance-based education across our departments. I want to create a practical, engaging training program that strengthens our workforce, supports employee growth, and ensures compliance with industry standards. The program should be realistic to implement, aligned with our operations, and tailored to the learning needs of employees in production, maintenance, logistics, and supervisory roles.

### **Stage #2: Multi-Shot Prompting**

To model the structure, tone, and success factors of effective training programs, and without referencing specific companies by name, describe 2–3 common elements of effective training programs used in the manufacturing or industrial sector. Focus on what typically makes these programs successful—such as hands-on instruction, mentorship, modular content, safety integration, or performance-based evaluation.

Use these patterns to inspire the design of a Trail King–specific training program that is skill-focused, practical, and easy to adopt in our setting. To model the structure, tone, and success factors of effective training programs

### **Stage #3: Flipped Interaction Pattern**

To ensure the training program is tailored to Trail King’s operational realities and training objectives, before generating a training curriculum, please answer the following questions to guide its design:

1. What core skills or competencies are you hoping employees will develop?
2. Which roles or departments will this training be designed for?
3. Are there any regulatory, safety, or compliance topics that must be included?
4. What format will the training take (e.g., in-person, online modules, mentorship)?
5. What are your goals for training outcomes (e.g., improved efficiency, reduced errors, promotion readiness)?

**Stage #4: One-Shot Prompting**

Using insights from the model examples and your answers above, generate a first draft of a training program for Trail King Industries. Include key modules or sessions, the sequence of learning, instructional format (e.g., hands-on workshops, online materials), and how progress will be evaluated. The tone should be clear, professional, and tailored to a manufacturing environment.

**Stage #5: AI Persona Pattern (L&D Manager)**

Take on the persona of a learning and development (L&D) manager who designs workforce training for industrial and production teams. Rewrite the training program to improve learning flow, engagement, and accessibility. Emphasize how each module contributes to skill-building, productivity, and long-term employee growth at Trail King Industries.

**Stage #6: Fact-Check List Pattern**

Review the training program using the checklist below to ensure accuracy, compliance, and best practices:

- Are OSHA, safety, or industry-specific standards addressed where relevant?
- Are any job-specific certifications or continuing education components included?
- Is the language clear and appropriate for varying levels of literacy or experience?
- Are legal or HR-mandated training topics (e.g., harassment, DEI, equipment safety) incorporated?
- Are instructional materials sourced from credible or up-to-date resources?

Revise the program to meet any identified gaps.

**Stage #7: Cognitive Verifier Pattern**

Evaluate the final training program using the following cognitive checks:

- Clarity: Are the learning objectives and module content easy to follow?
- Alignment: Does the program reflect Trail King's values, safety culture, and operational goals?
- Feasibility: Is the training deliverable with current staff, budget, and tools?
- Scalability: Can the program be expanded or adapted for future roles or departments?
- Engagement: Will the program keep employees actively involved in their learning?

Make revisions as needed to ensure the training plan is clear, culturally aligned, and outcome driven.

Your output should be a revised, finalized training program suitable for presentation to HR leadership at Trail King

### **Stage #8: Final Memo Output**

Generate a 1-page internal memo that summarizes Trail King's proposed employee retention strategy. Clearly outline the key initiatives, their rationale, and how they support the company's values and long-term workforce stability. Use clear, persuasive, and practical language suitable for HR leadership or executive review.



**Prompt Final Version:** I want you to create a practical and skill-aligned training program for Trail King Industries that supports workforce development, addresses evolving operational needs, and aligns with our company culture and goals.

### **Stage #1: Context**

I am an HR representative at Trail King Industries, a trailer manufacturing company with approximately 400 employees located in Mitchell, South Dakota. Our company is known for building durable, high-performance trailers and maintaining a workforce grounded in Midwestern values—teamwork, safety, reliability, and hands-on skill development. As we grow and adopt new technologies, we are facing increased demand for upskilling, cross-training, and compliance-based education across our departments. I want to create a practical, engaging training program that strengthens our workforce, supports employee growth, and ensures compliance with industry standards. The program should be realistic to implement, aligned with our operations, and tailored to the learning needs of employees in production, maintenance, logistics, and supervisory roles.

### **Stage #2: Multi-Shot Prompting**

Describe 2–3 common elements of effective training programs in the manufacturing or industrial sector, without referencing specific companies by name. Focus on the structural and instructional features that contribute to their success—such as hands-on learning, mentorship, modular content, safety integration, or performance-based evaluation.

Use these examples to model the structure, tone, and success factors that should guide the development of a Trail King–specific training program that is practical, skill-based, and easy to implement.

### **Stage #3: Flipped Interaction Pattern (Role-Based Interview)**

To ensure the training program is tailored to Trail King’s workforce and operational priorities, take on the role of a training consultant conducting a brief interview with the HR representative. Ask 3–4 focused, high-impact questions that will guide the creation of the training program. Base your questions on areas such as:

- Skill development priorities
- Role-specific learning needs
- Delivery constraints (e.g., budget, format, time)

Organizational outcomes tied to training success

### **Stage #4: One-Shot Prompting**

Using insights from the model examples and your answers above, generate a first draft of a training program for Trail King Industries. Include key modules or sessions, the sequence of learning, instructional format (e.g., hands-on workshops, online materials), and how progress will be evaluated. The tone should be clear, professional, and tailored to a manufacturing environment.

#### **Stage #5: AI Persona Pattern (L&D Manager)**

Take on the persona of a learning and development (L&D) manager who designs workforce training for industrial and production teams. Rewrite the training program to improve learning flow, engagement, and accessibility. Emphasize how each module contributes to skill-building, productivity, and long-term employee growth at Trail King Industries.

#### **Stage #6: Fact-Check List Pattern**

Review the training program using the checklist below to ensure accuracy, compliance, and best practices:

- Are OSHA, safety, or industry-specific standards addressed where relevant?
- Are any job-specific certifications or continuing education components included?
- Is the language clear and appropriate for varying levels of literacy or experience?
- Are legal or HR-mandated training topics (e.g., harassment, DEI, equipment safety) incorporated?
- Are instructional materials sourced from credible or up-to-date resources?

Revise the program to meet any identified gaps.

#### **Stage #7: Cognitive Verifier Pattern**

Evaluate the final training program using the following cognitive checks:

- **Clarity:** Are the learning objectives and module content easy to follow?
- **Alignment:** Does the program reflect Trail King's values, safety culture, and operational goals?
- **Feasibility:** Is the training deliverable with current staff, budget, and tools?
- **Scalability:** Can the program be expanded or adapted for future roles or departments?
- **Engagement:** Will the program keep employees actively involved in their learning?

Make revisions as needed to ensure the training plan is clear, culturally aligned, and outcome driven.

Your output should be a revised, finalized training program suitable for presentation to HR leadership at Trail King

**Stage #8: Final Memo Output**

Generate a 1-page internal memo that summarizes Trail King's proposed employee retention strategy. Clearly outline the key initiatives, their rationale, and how they support the company's values and long-term workforce stability. Use clear, persuasive, and practical language suitable for HR leadership or executive review.

## Finalized Trail King Industries Workforce Training Program

Ready for Presentation to HR Leadership

## Trail King Industries Workforce Training & Development Program

Version 2025 | Final Leadership-Approved Draft

### Program Purpose

To build a safe, skilled, and engaged workforce by providing structured learning opportunities that directly support operational excellence and employee career growth, fully aligned with Trail King's culture of teamwork, safety, and reliability.

### Training Program Phases

#### Phase 1: Foundation – Onboarding & Safety Orientation

Goal: Create a confident, safety-conscious, and culturally aligned workforce from day one.

#### Key Topics:

- Trail King culture, values, and expectations
- OSHA and company-specific safety standards
- PPE use and emergency response protocols
- Workplace conduct and harassment prevention
- DEI (Diversity, Equity, and Inclusion) awareness

#### Delivery:

- Classroom sessions, plant tours, video modules, and interactive drills

#### Evaluation:

- Safety quiz and supervisor observation checklist

#### Phase 2: Skill Mastery – Role-Specific Technical Training

Goal: Equip employees with the core competencies to excel in their specific job functions.

#### Examples by Role:

#### Production/Welders

- Blueprint reading, MIG/TIG welding certifications, quality control standards

#### Maintenance Technicians

- Preventive maintenance, troubleshooting, lockout/tagout certification

#### Logistics Staff

- Forklift and crane operation certifications, inventory systems, load securement

#### Delivery:

- Hands-on workshops, peer coaching, online refresher modules

#### Evaluation:

- Practical skills demonstration and supervisor verification

#### Phase 3: Agility – Cross-Training & Upskilling

Goal: Build workforce flexibility and support internal career progression.

#### Content:

- Rotational assignments across departments
- Shadowing under experienced mentors
- Micro-learning modules for supplemental skills

#### Delivery:

- On-the-job learning and bite-sized training integrated into workday

#### Evaluation:

- Mentor and supervisor task checklist review

#### Phase 4: Leadership – Supervisor & Continuous Improvement Development

Goal: Develop internal leaders and drive a culture of operational excellence.

#### Key Learning Areas:

- Communication, coaching, and conflict resolution
- Lean manufacturing principles and Kaizen event facilitation
- Active participation in cross-functional improvement projects

Delivery:

- Workshops, simulations, coaching sessions

Evaluation:

- Documented project contributions and leadership competency assessments

Program Design Features

- Modular: Tailored pathways by department and role
- Flexible: Accommodates shift patterns and operational demands
- Hands-On Focused: Reinforces real-world application
- Measurable: Tracks individual progress with clear checkpoints

Program Success Indicators

- Reduction in safety incidents and quality errors
- Improved employee engagement and satisfaction scores
- Higher internal promotion and retention rates
- Regular employee feedback loops for continuous program improvement

## Summary of Changes: Key Differences:

1. Edited Stage #7 to produce a specific output
2. Added purpose statements to Stages #2 & #3
3. Edited Stage #8 to produce a training program and a memo
4. Adjusted Stage #8 to produce a specific memo deliverable
5. Edited Stage #2 to know the purpose behind pulling from other examples.

## Explanation and Justification for Changes

### 1. Edited Stage #7 to produce a specific output

**Issue:** The GPT did not know exactly what the purpose was behind me prompting it to evaluate the training program. By providing it with the statement that clarified what I desired my final outcome to be, it was a lot more tailored to my personal company's goals and values. Allowing the GPT to know what you are desiring, allows it to get an understanding of what you need as a company.

**Fix:** I edited Stage #7 to add, "Your output should be a revised, finalized training program suitable for presentation to HR leadership at Trail King". This crafted the deliverable to be a more practical and skill-aligned training program for Trail King Industries.

### 2. Added purpose statements to Stages #2 & #3

**Issue:** The GPT did not know what the particular purpose of Stages #2 & #3 were. Without it knowing exactly what my goal was within these two stages, it was unclear what the end goal was. Without specifying what the clear end goal is, the GPT really doesn't know how to tailor this to my specific company's needs and wants.

**Fix:** I added to Stages #2 & #3 so that they had explicit purpose statements.

### 3. Edited Stage #8 to produce a training program and a memo

**Issue:** The output is not clear as to what I want. I want the GPT to produce both a training program and an internal memo. Without it knowing the specific things I want within my output, the GPT really has no clear idea of what I want or am asking for.

**Fix:** I edited Stage #8 to say, "Your final output should include both the revised training program and a professionally formatted internal memo summarizing its main structure, purpose, and benefits".

### 4. Adjusted Stage #8 to produce a specific memo deliverable

**Issue:** The GPT ended up producing a memo that was not the length that I wanted it to be. It also is not listing the key points I want to be discussed within the

memo. This is because I did not specifically ask it to produce a memo of a specific length or language. The GPT does not know the specific output I want if I do not give it that information.

**Fix:** I edited Stage #8 to say, “Generate a 1-page internal memo that summarizes Trail King’s proposed employee retention strategy. Clearly outline the key initiatives, their rationale, and how they support the company’s values and long-term workforce stability. Use clear, persuasive, and practical language suitable for HR leadership or executive review”.

**5. Edited Stage #2 to know the purpose behind pulling from other examples.**

**Issue:** The GPT was not aware of the reason that I wanted it to complete this training program. Without it being aware of why I wanted it to complete this program, it didn’t know the things that I wanted it to pull from the examples of other company training programs. Not giving it this information caused the output to not be focused on the main aspects of what other companies are doing right without mentioning them.

**Fix:** I edited Stage #2 to add, “To model the structure, tone, and success factors of effective training programs, and without referencing specific companies by name,”.



## Key Lessons from Refinement (Non-GPT):

### 1. Purpose Drives Outputs

Lesson: Without letting the GPT know the purpose behind me asking it to evaluate the training program, it was giving me an outcome that I did not want. Application: By letting GPT know the reason behind why I was asking it to do this, the output was much more tailored to what I was desiring.

### 2. Background Information is Foundational

Lesson: When I didn't let the GPT know my goals behind Stages 2 & 3, it was unclear of what the end goal was. Application: When I clarified with it the purpose behind each Stage, it produced outputs that were much more similar to what I was wanting in the output. If you don't let the GPT know the purpose behind your prompts, it will sometimes engrain something within the output that doesn't align with what you wanted the output to contain.

### 3. Output Clarifying Creates Success

Lesson: I didn't give the GPT a clear output as far as producing both an internal memo and a revised training program. Application: When I did clarify what I wanted it to produce, it gave me exactly what I was desiring. The GPT doesn't know exactly what you want until you tell it most of the time.

### 4. Context and Clarity are Key to Curating Outputs

Lesson: Without giving GPT the clear outline of the output that I want, it produced a memo that was the wrong length. You have to let the GPT know exactly the desired outcome you want, otherwise it will produce something undesired. Application: By clarifying with the GPT the specific output that I wanted, I was able to prompt it to produce something much more geared toward what I wanted. It was the length and language vibe that I wanted.

### 5. Purpose Behind Output Creates Success

Lesson: Without letting the GPT know the reason I wanted it to create this training program, it did not have the inner purpose behind why I was asking it to create the things I was. Application: I edited Stage #2 to have the structure, tone and success factors I wanted in my training programs because they were successful elsewhere.

## Category #6: HR Optimization Prompts

**Category:** Workplace Policy Design

**Prompt Name:** Remote Work Policy Development

**Definition:** (Non-GPT) This prompts main goal is to build an employee remote work policy based on Trail King Industries specific values and goals as a company. It allows the AI to compare different successful remote work policies, and pull positive aspects of those to use in Trail King's training program. By assessing what other companies are doing right, Trail King's specific desired output, and refining the policy to align with these things, the AI will be equipped to produce the best possible outcome as a draft for Trail King's specific remote work policy.

**Template Prompt:**

**Introduction:** [To inform the GPT of the purpose of the prompt (i.e. to create a practical remote/hybrid work policy tailored to Trail King Industries). Each stage simulates a step in policy design, including input gathering, model comparison, tone refinement, and final output formatting.]

### Stage #1: Context

Purpose: Outline the business need for remote flexibility, relevant job functions, and the cultural framework within which the policy must operate.

### Stage #2: Multi-Shot Prompting

Purpose: Model effective remote or hybrid policies from manufacturing-adjacent companies to provide structure and inspiration for Trail King's approach.

### Stage #3: Flipped Interaction Pattern

Purpose: Ask key customization questions to align the policy with Trail King's productivity expectations, tech tools, team dynamics, and tone preferences.

### Stage #4: Comparison & Contrast Pattern

Purpose: Weigh the pros and cons of remote versus hybrid models in the Trail King context. Recommend the model best suited for operational alignment and culture fit.

### Stage #5: One-Shot Prompting

Purpose: Draft a structured remote work policy (in bullet format) including eligibility, communication, availability, productivity expectations, tools, and security.

**Stage #6: AI Persona Pattern (Remote Work Strategist)**

Purpose: Refine the policy from the perspective of a specialist in remote work models for industrial companies. Ensure enforceability, practicality, and cultural consistency.

**Stage #7: Cognitive Verifier Pattern**

Purpose: Apply cognitive checks for clarity, fairness, feasibility, productivity alignment, and built-in accountability. Revise the policy to meet these standards.

**Stage #8: Final Output (HR Memo)**

Purpose: Deliver a 1-page internal memo summarizing Trail King's finalized remote/hybrid policy. Present key policy elements, rationale, and cultural alignment in clear and practical language suitable for executive review.

(Continued on next page)

**Prompt Initial Version:** I want you to develop a practical and productivity-focused remote work policy for Trail King Industries that balances flexibility with accountability. The policy should draw from proven examples, align with company goals, and offer clarity for both remote and hybrid team members.

### **Stage #1: Context**

I am an HR representative at Trail King Industries, a trailer manufacturing company with approximately 400 employees based in Mitchell, South Dakota. As our company grows and evolves, we've seen increased interest in flexible work options, particularly from employees in administrative, engineering, and support roles. While most of our production work must remain on-site, we want to develop a practical, well-structured remote work policy for eligible team members.

This policy needs to strike a balance between flexibility and accountability, clearly outlining expectations around communication, availability, performance, and use of company tools. It should reflect Trail King's team-oriented, hardworking Midwestern values while also adopting proven practices from similar industrial or manufacturing-adjacent workplaces. The final deliverable should be a clear, bulleted policy that can be easily shared with employees and reviewed by leadership.

### **Stage #2: Multi-Shot Prompting**

Review the following examples of remote and hybrid work policies used by companies in industrial or manufacturing-adjacent sectors. Identify what makes each one effective in terms of structure, productivity standards, communication expectations, and cultural alignment. Then, use these examples as a model to inform the remote work policy you'll generate for Trail King Industries.

### **Stage #3: Flipped Interaction Pattern**

Before generating a remote work policy, please answer the following questions to help align it with Trail King's culture and operational needs:

1. What are your top productivity goals for remote and hybrid team members?
2. Are there specific roles or departments eligible for remote or hybrid work?
3. How important is collaboration, response time, or shift coordination in these roles?
4. What tools or platforms does your team currently use to manage workflows and communication?
5. What tone should the policy strike—strict, flexible, or somewhere in between?

**Stage #4: One-Shot Prompting**

Using the structure modeled in Stage #1 and your input from Stage #2, generate a clear, professional remote work policy for Trail King Industries. The policy should include eligibility, expectations for availability and communication, performance tracking, and any equipment or security guidelines. Keep the tone aligned with Trail King's team-oriented and practical culture.

**Stage #5: AI Persona Pattern (Remote Work Strategist)**

Take on the persona of a remote work strategist with experience designing hybrid and remote models for manufacturing companies. Rewrite the draft policy to improve its clarity, enforceability, and alignment with HR best practices. Emphasize team productivity, accountability, and long-term sustainability for remote operations.

**Stage #6: Comparison & Contrast Pattern**

Compare the remote work model proposed for Trail King Industries with a hybrid approach that combines in-office and at-home work schedules. Evaluate each based-on productivity, communication quality, team cohesion, and alignment with Trail King's operational needs. Recommend which model—or combination—is likely to be most effective for Trail King's specific workforce and culture.

**Stage #7: Cognitive Verifier Pattern**

Review the finalized remote or hybrid work policy using the following cognitive checks:

- Clarity: Are expectations around availability, output, and communication clearly defined?
- Consistency: Does the policy apply fairly across eligible roles and teams?
- Feasibility: Can the policy be realistically implemented given Trail King's structure and tools?
- Productivity Support: Does the policy enable employees to meet performance goals while maintaining flexibility?
- Accountability: Are there built-in review mechanisms or feedback loops?

Revise the policy based on this review to ensure clarity, fairness, and alignment with company productivity goals.

**Stage #8: Final Output**

Generate a 1-page internal HR memo summarizing Trail King's finalized remote or hybrid work policy. The memo should outline key policy components (e.g., eligibility, communication standards, productivity expectations, and tools),

explain the rationale behind the chosen model, and highlight how the policy supports Trail King's values, culture, and operational goals. The tone should be clear, persuasive, and practical—appropriate for HR leadership or executive review.

**Prompt Version #2:** I want you to develop a practical and productivity-focused remote work policy for Trail King Industries that balances flexibility with accountability. The policy should draw from proven examples, align with company goals, and offer clarity for both remote and hybrid team members.

### **Stage #1: Context**

I am an HR representative at Trail King Industries, a trailer manufacturing company with approximately 400 employees based in Mitchell, South Dakota. As our company grows and evolves, we've seen increased interest in flexible work options, particularly from employees in administrative, engineering, and support roles. While most of our production work must remain on-site, we want to develop a practical, well-structured remote work policy for eligible team members.

This policy needs to strike a balance between flexibility and accountability, clearly outlining expectations around communication, availability, performance, and use of company tools. It should reflect Trail King's team-oriented, hardworking Midwestern values while also adopting proven practices from similar industrial or manufacturing-adjacent workplaces. The final deliverable should be a clear, bulleted policy that can be easily shared with employees and reviewed by leadership.

### **Stage #2: Multi-Shot Prompting**

Based on your knowledge of remote and hybrid work practices in industrial or manufacturing-adjacent companies, describe 2–3 example policies or models that have proven effective. Focus on how they address structure, productivity standards, communication expectations, and cultural alignment. Use these examples to guide the structure and tone of the remote work policy you'll generate for Trail King Industries.

### **Stage #3: Flipped Interaction Pattern**

Before generating a remote work policy, please answer the following questions to help align it with Trail King's culture and operational needs:

6. What are your top productivity goals for remote and hybrid team members?
7. Are there specific roles or departments eligible for remote or hybrid work?
8. How important is collaboration, response time, or shift coordination in these roles?
9. What tools or platforms does your team currently use to manage workflows and communication?

10. What tone should the policy strike—strict, flexible, or somewhere in between?

#### **Stage #4: One-Shot Prompting**

Using the structure modeled in Stage #1 and your input from Stage #2, generate a clear, professional remote work policy for Trail King Industries. Format the remote work policy as a bulleted list, clearly organizing sections such as eligibility, communication expectations, availability requirements, productivity tracking, tools/platforms used, and any equipment or security protocols. Keep the tone aligned with Trail King's team-oriented and practical culture.

#### **Stage #5: AI Persona Pattern (Remote Work Strategist)**

Take on the persona of a remote work strategist with experience designing hybrid and remote models for manufacturing companies. Rewrite the draft policy to improve its clarity, enforceability, and alignment with HR best practices. Emphasize team productivity, accountability, and long-term sustainability for remote operations.

#### **Stage #6: Comparison & Contrast Pattern**

Compare the remote work model proposed for Trail King Industries with a hybrid approach that combines in-office and at-home work schedules. Evaluate each based on productivity, communication quality, team cohesion, and alignment with Trail King's operational needs. Recommend which model—or combination—is likely to be most effective for Trail King's specific workforce and culture.

#### **Stage #7: Cognitive Verifier Pattern**

Review the finalized remote or hybrid work policy using the following cognitive checks:

- Clarity: Are expectations around availability, output, and communication clearly defined?
- Consistency: Does the policy apply fairly across eligible roles and teams?
- Feasibility: Can the policy be realistically implemented given Trail King's structure and tools?
- Productivity Support: Does the policy enable employees to meet performance goals while maintaining flexibility?
- Accountability: Are there built-in review mechanisms or feedback loops?

Revise the policy based on this review to ensure clarity, fairness, and alignment with company productivity goals.

#### **Stage #8: Final Output**



Generate a 1-page internal HR memo summarizing Trail King's finalized remote or hybrid work policy. The memo should outline key policy components (e.g., eligibility, communication standards, productivity expectations, and tools), explain the rationale behind the chosen model, and highlight how the policy supports Trail King's values, culture, and operational goals. The tone should be clear, persuasive, and practical—appropriate for HR leadership or executive review.

**Prompt Version #3:** I want you to develop a practical and productivity-focused remote work policy for Trail King Industries that balances flexibility with accountability. The policy should draw from proven examples, align with company goals, and offer clarity for both remote and hybrid team members.

### **Stage #1: Context**

I am an HR representative at Trail King Industries, a trailer manufacturing company with approximately 400 employees based in Mitchell, South Dakota. As our company grows and evolves, we've seen increased interest in flexible work options, particularly from employees in administrative, engineering, and support roles. While most of our production work must remain on-site, we want to develop a practical, well-structured remote work policy for eligible team members.

This policy needs to strike a balance between flexibility and accountability, clearly outlining expectations around communication, availability, performance, and use of company tools. It should reflect Trail King's team-oriented, hardworking Midwestern values while also adopting proven practices from similar industrial or manufacturing-adjacent workplaces. The final deliverable should be a clear, bulleted policy that can be easily shared with employees and reviewed by leadership.

### **Stage #2: Multi-Shot Prompting**

Based on your knowledge of remote and hybrid work practices in industrial or manufacturing-adjacent companies, describe 2–3 example policies or models that have proven effective. Focus on how they address structure, productivity standards, communication expectations, and cultural alignment. Use these examples to guide the structure and tone of the remote work policy you'll generate for Trail King Industries.

### **Stage #3: Flipped Interaction Pattern**

Before generating a remote work policy, please answer the following questions to help align it with Trail King's culture and operational needs:

11. What are your top productivity goals for remote and hybrid team members?
12. Are there specific roles or departments eligible for remote or hybrid work?
13. How important is collaboration, response time, or shift coordination in these roles?
14. What tools or platforms does your team currently use to manage workflows and communication?

15. What tone should the policy strike—strict, flexible, or somewhere in between?

#### **Stage #4: Comparison & Contrast Pattern**

Compare the remote work model proposed for Trail King Industries with a hybrid approach that combines in-office and at-home work schedules. Evaluate each based on productivity, communication quality, team cohesion, and alignment with Trail King’s operational needs. Recommend which model—or combination—is likely to be most effective for Trail King’s specific workforce and culture.

#### **Stage #5: One-Shot Prompting**

Using the structure modeled in Stage #1 and your input from Stage #2, generate a clear, professional remote work policy for Trail King Industries. Format the remote work policy as a bulleted list, clearly organizing sections such as eligibility, communication expectations, availability requirements, productivity tracking, tools/platforms used, and any equipment or security protocols. Keep the tone aligned with Trail King’s team-oriented and practical culture.

#### **Stage #6: AI Persona Pattern (Remote Work Strategist)**

Take on the persona of a remote work strategist with experience designing hybrid and remote models for manufacturing companies. Rewrite the draft policy to improve its clarity, enforceability, and alignment with HR best practices. Emphasize team productivity, accountability, and long-term sustainability for remote operations.

#### **Stage #7: Cognitive Verifier Pattern**

Review the finalized remote or hybrid work policy using the following cognitive checks:

- Clarity: Are expectations around availability, output, and communication clearly defined?
- Consistency: Does the policy apply fairly across eligible roles and teams?
- Feasibility: Can the policy be realistically implemented given Trail King’s structure and tools?
- Productivity Support: Does the policy enable employees to meet performance goals while maintaining flexibility?
- Accountability: Are there built-in review mechanisms or feedback loops?

Revise the policy based on this review to ensure clarity, fairness, and alignment with company productivity goals.

#### **Stage #8: Final Output (HR Memo)**

Generate a 1-page internal HR memo summarizing Trail King's finalized remote or hybrid work policy. The memo should outline key policy components (e.g., eligibility, communication standards, productivity expectations, and tools), explain the rationale behind the chosen model, and highlight how the policy supports Trail King's values, culture, and operational goals. The tone should be clear, persuasive, and practical—appropriate for HR leadership or executive review.

**Prompt Version #4:** I want you to develop a practical and productivity-focused remote work policy for Trail King Industries that balances flexibility with accountability. The policy should draw from proven examples, align with company goals, and offer clarity for both remote and hybrid team members.

### **Stage #1: Context**

I am an HR representative at Trail King Industries, a trailer manufacturing company with approximately 400 employees based in Mitchell, South Dakota. As our company grows and evolves, we've seen increased interest in flexible work options, particularly from employees in administrative, engineering, and support roles. While most of our production work must remain on-site, we want to develop a practical, well-structured remote work policy for eligible team members.

This policy needs to strike a balance between flexibility and accountability, clearly outlining expectations around communication, availability, performance, and use of company tools. It should reflect Trail King's team-oriented, hardworking Midwestern values while also adopting proven practices from similar industrial or manufacturing-adjacent workplaces. The final deliverable should be a clear, bulleted policy that can be easily shared with employees and reviewed by leadership.

### **Stage #2: Multi-Shot Prompting**

Based on your knowledge of remote and hybrid work practices in industrial or manufacturing-adjacent companies, describe 2–3 example policies or models that have proven effective. Focus on how they address structure, productivity standards, communication expectations, and cultural alignment. Use these examples to guide the structure and tone of the remote work policy you'll generate for Trail King Industries.

### **Stage #3: Flipped Interaction Pattern**

Before generating a remote work policy, please answer the following questions to help align it with Trail King's culture and operational needs:

16. What are your top productivity goals for remote and hybrid team members?
17. Are there specific roles or departments eligible for remote or hybrid work?
18. How important is collaboration, response time, or shift coordination in these roles?
19. What tools or platforms does your team currently use to manage workflows and communication?

20. What tone should the policy strike—strict, flexible, or somewhere in between?

#### **Stage #4: Comparison & Contrast Pattern**

Compare the remote work model proposed for Trail King Industries with a hybrid approach that combines in-office and at-home work schedules. Evaluate each based on productivity, communication quality, team cohesion, and alignment with Trail King’s operational needs. Recommend which model—or combination—is likely to be most effective for Trail King’s specific workforce and culture.

#### **Stage #5: One-Shot Prompting**

Using the structure modeled in Stage #1 and your input from Stage #2, generate a clear, professional remote work policy for Trail King Industries. Format the remote work policy as a bulleted list, clearly organizing sections such as eligibility, communication expectations, availability requirements, productivity tracking, tools/platforms used, and any equipment or security protocols. Keep the tone aligned with Trail King’s team-oriented and practical culture.

#### **Stage #6: AI Persona Pattern (Remote Work Strategist)**

Take on the persona of a remote work strategist with experience designing hybrid and remote models for manufacturing companies. Rewrite the draft policy to improve its clarity, enforceability, and alignment with HR best practices. Emphasize team productivity, accountability, and long-term sustainability for remote operations. This comparison is useful not just for evaluation, but to build internal buy-in by showing that the other models were considered.

#### **Stage #7: Cognitive Verifier Pattern**

Review the finalized remote or hybrid work policy using the following cognitive checks:

- Clarity: Are expectations around availability, output, and communication clearly defined?
- Consistency: Does the policy apply fairly across eligible roles and teams?
- Feasibility: Can the policy be realistically implemented given Trail King’s structure and tools?
- Productivity Support: Does the policy enable employees to meet performance goals while maintaining flexibility?
- Accountability: Are there built-in review mechanisms or feedback loops?

Revise the policy based on this review to ensure clarity, fairness, and alignment with company productivity goals.

#### **Stage #8: Final Output (HR Memo)**

Generate a 1-page internal HR memo summarizing Trail King's finalized remote or hybrid work policy. The memo should outline key policy components (e.g., eligibility, communication standards, productivity expectations, and tools), explain the rationale behind the chosen model, and highlight how the policy supports Trail King's values, culture, and operational goals. A big proponent of this output should be that the tone is clear, persuasive, and practical—appropriate for HR leadership or executive review.

**Prompt Version #5:** I want you to develop a practical and productivity-focused remote work policy for Trail King Industries that balances flexibility with accountability. The policy should draw from proven examples, align with company goals, and offer clarity for both remote and hybrid team members.

### **Stage #1: Context**

I am an HR representative at Trail King Industries, a trailer manufacturing company with approximately 400 employees based in Mitchell, South Dakota. As our company grows and evolves, we've seen increased interest in flexible work options, particularly from employees in administrative, engineering, and support roles. While most of our production work must remain on-site, we want to develop a practical, well-structured remote work policy for eligible team members.

This policy needs to strike a balance between flexibility and accountability, clearly outlining expectations around communication, availability, performance, and use of company tools. It should reflect Trail King's team-oriented, hardworking Midwestern values while also adopting proven practices from similar industrial or manufacturing-adjacent workplaces. The final deliverable should be a clear, bulleted policy that can be easily shared with employees and reviewed by leadership.

### **Stage #2: Multi-Shot Prompting**

Based on your knowledge of remote and hybrid work practices in industrial or manufacturing-adjacent companies, describe 2–3 example policies or models that have proven effective. Focus on how they address structure, productivity standards, communication expectations, and cultural alignment. Use these examples to guide the structure and tone of the remote work policy you'll generate for Trail King Industries.

### **Stage #3: Flipped Interaction Pattern**

Before generating a remote work policy, please answer the following questions to help align it with Trail King's culture and operational needs:

1. What are your top productivity goals for remote and hybrid team members?
2. Are there specific roles or departments eligible for remote or hybrid work?
3. How important is collaboration, response time, or shift coordination in these roles?
4. What tools or platforms does your team currently use to manage workflows and communication?



5. What tone should the policy strike—strict, flexible, or somewhere in between?

#### **Stage #4: Comparison & Contrast Pattern**

Compare the remote work model proposed for Trail King Industries with a hybrid approach that combines in-office and at-home work schedules. Evaluate each based on productivity, communication quality, team cohesion, and alignment with Trail King's operational needs. Recommend which model—or combination—is likely to be most effective for Trail King's specific workforce and culture.

#### **Stage #5: One-Shot Prompting**

Using the structure modeled in Stage #1 and your input from Stage #2, generate a clear, professional remote work policy for Trail King Industries. Format the remote work policy as a bulleted list, clearly organizing sections such as eligibility, communication expectations, availability requirements, productivity tracking, tools/platforms used, and any equipment or security protocols. Keep the tone aligned with Trail King's team-oriented and practical culture.

#### **Stage #6: AI Persona Pattern (Remote Work Strategist)**

Take on the persona of a remote work strategist with experience designing hybrid and remote models for manufacturing companies. Rewrite the draft policy to improve its clarity, enforceability, and alignment with HR best practices. Emphasize team productivity, accountability, and long-term sustainability for remote operations. This comparison is useful not just for evaluation, but to build internal buy-in by showing that the other models were considered.

#### **Stage #7: Cognitive Verifier Pattern**

Review the finalized remote or hybrid work policy using the following cognitive checks:

- Clarity: Are expectations around availability, output, and communication clearly defined?
- Consistency: Does the policy apply fairly across eligible roles and teams?
- Feasibility: Can the policy be realistically implemented given Trail King's structure and tools?
- Productivity Support: Does the policy enable employees to meet performance goals while maintaining flexibility?
- Accountability: Are there built-in review mechanisms or feedback loops?

Revise the policy based on this review to ensure clarity, fairness, and alignment with company productivity goals.

#### **Stage #8: Final Output (HR Memo)**

Generate a 1-page internal HR memo summarizing Trail King's finalized remote or hybrid work policy. The memo should outline key policy components (e.g., eligibility, communication standards, productivity expectations, and tools), explain the rationale behind the chosen model, and highlight how the policy supports Trail King's values, culture, and operational goals. A big proponent of this output should be that the tone is clear, persuasive, and practical—appropriate for HR leadership or executive review.

**Prompt Final Version:** I want you to develop a practical and productivity-focused remote work policy for Trail King Industries that balances flexibility with accountability. The policy should draw from proven examples, align with company goals, and offer clarity for both remote and hybrid team members.

### **Stage #1: Context**

I am an HR representative at Trail King Industries, a trailer manufacturing company with approximately 400 employees based in Mitchell, South Dakota. As our company grows and evolves, we've seen increased interest in flexible work options, particularly from employees in administrative, engineering, and support roles. While most of our production work must remain on-site, we want to develop a practical, well-structured remote work policy for eligible team members.

This policy needs to strike a balance between flexibility and accountability, clearly outlining expectations around communication, availability, performance, and use of company tools. It should reflect Trail King's team-oriented, hardworking Midwestern values while also adopting proven practices from similar industrial or manufacturing-adjacent workplaces. The final deliverable should be a clear, bulleted policy that can be easily shared with employees and reviewed by leadership.

### **Stage #2: Multi-Shot Prompting**

Based on your knowledge of remote and hybrid work practices in industrial or manufacturing-adjacent companies, describe 2–3 example policies or models that have proven effective. Focus on how they address structure, productivity standards, communication expectations, and cultural alignment. Use these examples to guide the structure and tone of the remote work policy you'll generate for Trail King Industries.

### **Stage #3: Flipped Interaction Pattern**

Before generating a remote work policy, please answer the following questions to help align it with Trail King's culture and operational needs:

1. What are your top productivity goals for remote and hybrid team members?
2. Are there specific roles or departments eligible for remote or hybrid work?
3. How important is collaboration, response time, or shift coordination in these roles?
4. What tools or platforms does your team currently use to manage workflows and communication?

5. What tone should the policy strike—strict, flexible, or somewhere in between?

#### **Stage #4: Comparison & Contrast Pattern**

Compare the remote work model proposed for Trail King Industries with a hybrid approach that combines in-office and at-home work schedules. Evaluate each based on productivity, communication quality, team cohesion, and alignment with Trail King's operational needs. Recommend which model—or combination—is likely to be most effective for Trail King's specific workforce and culture.

#### **Stage #5: One-Shot Prompting**

Using the structure modeled in Stage #1 and informed by your inputs from Stage #2 (policy examples), Stage #3 (Trail King-specific priorities), and Stage #4 (model comparison), generate a clear, professional remote work policy for Trail King Industries. Format the policy as a bulleted list, clearly organizing sections such as eligibility, communication expectations, availability requirements, productivity tracking, tools/platforms used, and any equipment or security protocols. Maintain a tone that aligns with Trail King's team-oriented, practical Midwestern values.

#### **Stage #6: AI Persona Pattern (Remote Work Strategist)**

Take on the persona of a remote work strategist with experience designing hybrid and remote models for manufacturing companies. Rewrite the draft policy to improve its clarity, enforceability, and alignment with HR best practices. Emphasize team productivity, accountability, and long-term sustainability for remote operations. This comparison is useful not just for evaluation, but to build internal buy-in by showing that the other models were considered.

#### **Stage #7: Cognitive Verifier Pattern**

Review the finalized remote or hybrid work policy using the following cognitive checks:

- Clarity: Are expectations around availability, output, and communication clearly defined?
- Consistency: Does the policy apply fairly across eligible roles and teams?
- Feasibility: Can the policy be realistically implemented given Trail King's structure and tools?
- Productivity Support: Does the policy enable employees to meet performance goals while maintaining flexibility?
- Accountability: Are there built-in review mechanisms or feedback loops?

Revise the policy based on this review to ensure clarity, fairness, and alignment with company productivity goals.

**Stage #8: Final Output (HR Memo)**

Generate a 1-page internal HR memo summarizing Trail King's finalized remote or hybrid work policy. The memo should outline key policy components (e.g., eligibility, communication standards, productivity expectations, and tools), explain the rationale behind the chosen model, and highlight how the policy supports Trail King's values, culture, and operational goals. A big proponent of this output should be that the tone is clear, persuasive, and practical—appropriate for HR leadership or executive review.

Trail King Industries

Internal Memorandum

To: All Staff

From: Human Resources Department

Date: [Insert Date]

Subject: Launch of Trail King's Structured Hybrid Remote Work Policy

At Trail King Industries, our people are our strength. In response to evolving workplace needs and after careful evaluation of fully remote, fully on-site, and hybrid work models across the manufacturing sector, Trail King is pleased to introduce our Structured Hybrid Remote Work Policy. This model provides flexibility for eligible roles while reinforcing our strong culture of teamwork, dependability, and operational excellence.

Why a Structured Hybrid Model?

This decision reflects what works best for our company and culture:

- Maximizes productivity and accountability by balancing focused remote work with in-person collaboration.
- Preserves team cohesion and communication, which are critical to our success.
- Aligns with our values of reliability, responsiveness, and a team-first mindset.
- Supports workforce sustainability by offering flexibility to attract and retain top administrative and technical talent.

Key Policy Components

Eligibility

- Applies to designated administrative, engineering, HR, sales, marketing, and customer service roles.
- Determined by role suitability and employee performance, with quarterly reviews by managers and HR.

Work Expectations

- Standard schedule: 2–3 in-office days per week with the remainder remote, based on business needs.

- Mandatory availability during core business hours (8:00 a.m. to 4:30 p.m. CST).

#### Communication & Collaboration

- Immediate responsiveness within 1 business hour during working hours.
- Daily updates through Microsoft Teams or Asana.
- Attendance at all scheduled virtual and in-person meetings.
- Bi-monthly manager check-ins to ensure alignment and address any concerns.

#### Productivity & Tools

- Performance standards for remote and on-site employees remain identical.
- Company-issued devices and licensed software are required; secure internet connectivity is mandatory.
- Strict adherence to Trail King's cybersecurity and data privacy policies.

#### Commitment to Our People

This policy is designed to be practical, clear, and enforceable. We believe it offers the best balance of flexibility and accountability to support Trail King's long-term operational goals and strong Midwestern culture. As with any initiative, we will continue to evaluate its effectiveness and adapt as needed.

For questions, employees should contact their supervisor or Human Resources.

Thank you for your continued dedication and teamwork.

#### Commitment to Our People

This policy is designed to be practical, clear, and enforceable. We believe it offers the best balance of flexibility and accountability to support Trail King's long-term operational goals and strong Midwestern culture. As with any initiative, we will continue to evaluate its effectiveness and adapt as needed.

For questions, employees should contact their supervisor or Human Resources.

Thank you for your continued dedication and teamwork.

## Summary of Changes: Key Differences:

1. Reorganized the order of the prompts
2. Edited Stage #6 & Stage #8 to have more tightened language
3. Edited Stage #8 to have a specific output
4. Swapped Stages #3 & #4 around
5. Edited Stage #5 to be more tailored to Trail King

## Explanation and Justification for Changes

### 1. Reorganized the order of the prompts

**Issue:** The GPT was not very clear on what specific things I wanted to be within my output before I asked it to create one. The order of the stages are not entirely able to be justified, and a reorganizing of the prompts would improve the flow and overall output. The output is not entirely justifiable either.

**Fix:** I reorganized the prompts to improve the flow.

### 2. Edited Stage #6 & #8 to have more tightened language

**Issue:** Stage #6 and #8 are not producing the specific output I want. I gave GPT the reason I was prompting it and why I wanted it to produce a specific output. This allowed it to tailor the output a lot better to me specifically.

**Fix:** I edited Stage #6 and #8 to include language more tailored to my desired output.

### 3. Edited Stage #8 to have a specific output

**Issue:** The GPT is just producing me a memo including an overview of a training program. I want the GPT to produce both a company tailored memo as well as a revised training program.

**Fix:** I edited Stage #8 to say, “Your final output should include both the revised training program and a professionally formatted internal memo summarizing its main structure, purpose, and benefits”.

### 4. Switched Stages #3 & #4 around

**Issue:** The GPT is producing an output before it fully knows Trail King’s specific wants and needs out of a training program. Without the GPT being able to clarify what Trail King specifically desires in a training program, it is impossible for the GPT to tailor the output to Trail King’s specific needs.

**Fix:** I then switched stages #3 and #4 around, so that the GPT can learn Trail King’s specific needs before it is asked to make a comparison.

### 5. Edited Stage #5 to be more tailored to Trail King



**Issue:** The output in Stage #5 did not have quite the specific tailor to Trail King's needs that I wanted it to and it is related to Trail King but it could be a lot more geared to the company to allow a fully tailored output to be produced.

**Fix:** I edited Stage #5 to give more examples and added, "Maintain a tone that aligns with Trail King's team-oriented, practical Midwestern values."

## Key Lessons from Refinement (Non-GPT):

### 1. Correcting Order Optimizes Success

Lesson: Without letting the GPT know the specific requirements for what had to be in my output, it was unable to give me an output I was happy with. I also had an issue with how the prompts were ordered, and I reordered them after analyzing the output. Application: Providing the GPT with what I wanted the output to have in it allowed it to give me the exact output I desired. When I reorganized the prompts, it fixed some organization errors and just made the output more structured as well. You have to give GPT these specific insights so it is able to make your output what you want.

### 2. Value/Goal Alignment is Essential

Lesson: Without letting the GPT know the reason behind my company's need for this output, it was not able to match the output with my company's specific values and goals. Application: When I edited Stages #6 & #8 to include language tailored to my desired output I was giving GPT more context to what I wanted and it allowed it to optimize my outputs desired outcome.

### 3. Specification of Input Determines Optimization of Output

Lesson: Without letting the GPT know I want both a company tailored memo and a revised training program, it was unable to give me my desired output. Application: When you don't provide GPT with certain context, it kind of allows the GPT to make its own inference on what you are wanting as an output, and a lot of times that output can be incorrect. That is why it is important to give the GPT these inferences to better support your desired output.

### 4. Correct Order Allows for Needs to be Met

Lesson: The GPT was producing an output before it knew what Trail King's specifically wanted and needed. Without the GPT knowing these things, it is very difficult for it to curate the output to Trail King's specific asks as a company. Application: When I switched Stages #3 & #4 around, the GPT was able to learn Trail King's specific needs before it made a comparison. It is important to clarify this with the GPT so it has as much context as possible.

### 5. Relate the Output to Company Values

Lesson: The output in Stage #5 didn't have the relation to Trail King's needs that I wanted it to. The output could be a lot more tailored to the needs of Trail King specifically and it is important to emphasize that to the GPT. Application: I edited Stage #5 to give more examples and added that it should maintain a tone that aligns with Trail King's specific values. When you give GPT this background information it is able to confirm the output matches your wishes.

## Category #7: HR Optimization Prompts

**Category:** Leadership Continuity & Talent Development

**Prompt Name:** Succession Planning Strategy Design

**Definition:** (Non-GPT) This prompt was created to assist individuals in HR roles or completing a succession planning strategy with the tools needed to optimize time and resources alike. The goal of this prompt is to make a succession planning strategy that reflects Trail Kings' values and mission, while maintaining that professional flow. While tailoring the succession planning strategy to Trail King's mission and values, it will also be able to find the strengths that Trail King has as a company and work with those to allow for a more seamless transfer of leadership.

**Template Prompt:**

**Introduction:** [To inform the GPT of the purpose of the prompt (i.e. to create a forward-looking succession plan for Trail King Industries that ensures leadership continuity and strengthens internal promotion pathways). Each stage is modeled after key phases in HR succession planning.

### Stage #1: Context

Purpose: Define the company's succession planning need, operational focus, and cultural values. Establish tone and audience (executive leadership).

### Stage #2: Multi-Shot Prompting

Purpose: Examine examples of successful and failed succession plans from comparable industries. Extract best practices and pitfalls to model Trail King's strategy.

### Stage #3: Flipped Interaction Pattern

Purpose: Gather strategic input by asking focused questions about critical roles, internal promotion criteria, existing development programs, and leadership readiness tracking.

### Stage #4: One-Shot Prompting

Purpose: Generate a clear succession roadmap that outlines target leadership roles, development strategies, talent tracking systems, and timelines for implementation.

### Stage #5: AI Persona Pattern (Succession Planner)

Purpose: Refine the roadmap through the lens of a professional succession strategist. Emphasize long-term organizational health, internal pipeline growth, and proactive leadership development.

**Stage #6: Comparison & Contrast Pattern**

Purpose: Analyze the trade-offs between internal promotion and external hiring for key roles. Recommend the approach that best suits Trail King's operational and cultural needs.

**Stage #7: Cognitive Verifier Pattern**

Purpose: Apply strategic checks for clarity, feasibility, leadership continuity, cultural alignment, and adaptability. Revise to ensure a robust, actionable final plan.

**Stage #8: Final Output (Executive Memo)**

Purpose: Draft a professional memo for Trail King's leadership team summarizing the finalized succession strategy. Emphasize urgency, key initiatives, and cultural alignment in language tailored for an executive audience.

(Continued on next page)

**Prompt Initial Version:** I want you to develop a succession planning strategy for Trail King Industries that identifies future leaders, supports internal promotion pathways, and ensures long-term leadership continuity aligned with our company's values and workforce structure.

### **Stage #1: Context**

I am an HR representative at Trail King Industries, a trailer manufacturing company with approximately 400 employees based in Mitchell, South Dakota. As our workforce matures and leadership transitions become more likely, we need a proactive succession planning strategy. This strategy should reflect our team-oriented Midwestern culture, recognize high-potential talent from within, and provide a clear roadmap for developing future leaders across operations, logistics, and production management.

### **Stage #2: Multi-Shot Prompting**

Review the following examples of both successful and unsuccessful succession planning efforts from companies in industrial or operational sectors. Identify the key factors that contributed to smooth transitions (e.g., internal training pipelines, mentorship) as well as the mistakes that led to leadership gaps or morale issues. Use these examples to model a better succession planning approach for Trail King Industries.

### **Stage #3: Flipped Interaction Pattern**

Before generating a succession roadmap, please answer the following questions to guide its structure:

1. Which roles are most critical to your operations and at highest risk of turnover or retirement?
2. What are your top priorities when promoting internally (e.g., tenure, performance, cultural fit)?
3. Are there existing employees who are being considered for advancement?
4. Do you have formal mentorship, leadership development, or cross-training programs in place?
5. How do you currently track leadership readiness or promotion eligibility?

### **Stage #4: One-Shot Prompting**

Using your responses and the modeled examples, generate a succession plan roadmap for Trail King Industries. The roadmap should outline key leadership roles, identify internal talent development strategies, and propose systems for monitoring readiness over time. Use a professional, strategic tone with a focus on long-term leadership continuity.

### **Stage #5: AI Persona Pattern (Succession Planner)**

Take on the persona of a professional succession planner with experience in workforce strategy for manufacturing companies. Rewrite the roadmap to emphasize leadership pipeline development, internal growth opportunities, and proactive talent assessment. Ensure the strategy supports Trail King's long-term organizational health and values-based leadership culture.

### **Stage #6: Comparison & Contrast Pattern**

Compare the benefits and drawbacks of internal promotion versus external recruitment for key leadership roles at Trail King Industries. Use dimensions such as company knowledge, culture fit, training investment, innovation potential, and morale. Recommend which approach—or blend—is best suited for Trail King's current and future leadership needs.

### **Stage #7: Cognitive Verifier Pattern**

Review the finalized succession strategy using the following checks:

- **Clarity:** Is the roadmap easy to follow, with clearly defined roles, actions, and timelines?
- **Feasibility:** Can the plan be realistically implemented with Trail King's current resources and structure?
- **Continuity:** Does the strategy ensure stable leadership across departments and shifts?
- **Alignment:** Is the plan consistent with Trail King's culture, values, and internal talent pipeline?
- **Adaptability:** Can the roadmap evolve as the workforce or business needs change?

Make revisions based on this evaluation to finalize the succession plan.

### **Stage #8: Final Output**

Write a short internal memo addressed to Trail King Industries' leadership team that summarizes the finalized succession planning strategy. The memo should briefly explain why succession planning is important at this time, highlight the key elements of the proposed strategy (such as internal talent development and leadership continuity), and emphasize alignment with Trail King's values and workforce structure. Use a professional and strategic tone suitable for an executive audience. The final memo should feel actionable, forward-looking, and culturally grounded.

**Prompt Version #2:** I want you to develop a succession planning strategy for Trail King Industries and summarize it in a short internal memo to company leadership. The output should identify future leaders, support internal promotion pathways, and ensure long-term leadership continuity aligned with our company's values and workforce structure.

### **Stage #1: Context**

I am an HR representative at Trail King Industries, a trailer manufacturing company with approximately 400 employees based in Mitchell, South Dakota. As our workforce matures and leadership transitions become more likely, we need a proactive succession planning strategy. This strategy should reflect our team-oriented Midwestern culture, recognize high-potential talent from within, and provide a clear roadmap for developing future leaders across operations, logistics, and production management.

### **Stage #2: Multi-Shot Prompting**

Review the following examples of both successful and unsuccessful succession planning efforts from companies in industrial or operational sectors. Identify the key factors that contributed to smooth transitions (e.g., internal training pipelines, mentorship) as well as the mistakes that led to leadership gaps or morale issues. Use these examples to model a better succession planning approach for Trail King Industries.

### **Stage #3: Flipped Interaction Pattern**

Before generating a succession roadmap, please answer the following questions to guide its structure:

6. Which roles are most critical to your operations and at highest risk of turnover or retirement?
7. What are your top priorities when promoting internally (e.g., tenure, performance, cultural fit)?
8. Are there existing employees who are being considered for advancement?
9. Do you have formal mentorship, leadership development, or cross-training programs in place?
10. How do you currently track leadership readiness or promotion eligibility?

### **Stage #4: One-Shot Prompting**

Using your responses and the modeled examples, generate a succession plan roadmap for Trail King Industries. The roadmap should outline key leadership roles, identify internal talent development strategies, and propose systems for monitoring readiness over time. Use a professional, strategic tone with a focus on long-term leadership continuity.

**Stage #5: AI Persona Pattern (Succession Planner)**

Take on the persona of a professional succession planner with experience in workforce strategy for manufacturing companies. Rewrite the roadmap to emphasize leadership pipeline development, internal growth opportunities, and proactive talent assessment. Ensure the strategy supports Trail King's long-term organizational health and values-based leadership culture.

**Stage #6: Comparison & Contrast Pattern**

Compare the benefits and drawbacks of internal promotion versus external recruitment for key leadership roles at Trail King Industries. Use dimensions such as company knowledge, culture fit, training investment, innovation potential, and morale. Recommend which approach—or blend—is best suited for Trail King's current and future leadership needs.

**Stage #7: Cognitive Verifier Pattern**

Review the finalized succession strategy using the following checks:

- Clarity: Is the roadmap easy to follow, with clearly defined roles, actions, and timelines?
- Feasibility: Can the plan be realistically implemented with Trail King's current resources and structure?
- Continuity: Does the strategy ensure stable leadership across departments and shifts?
- Alignment: Is the plan consistent with Trail King's culture, values, and internal talent pipeline?
- Adaptability: Can the roadmap evolve as the workforce or business needs change?

Make revisions based on this evaluation to finalize the succession plan.

**Stage #8: Final Output**

Write a short internal memo addressed to Trail King Industries' leadership team that summarizes the finalized succession planning strategy. The memo should briefly explain why succession planning is important at this time, highlight the key elements of the proposed strategy (such as internal talent development and leadership continuity), and emphasize alignment with Trail King's values and workforce structure. Use a professional and strategic tone suitable for an executive audience. The final memo should feel actionable, forward-looking, and culturally grounded.



**Prompt Version #3:** I want you to develop a succession planning strategy for Trail King Industries and summarize it in a short internal memo to company leadership. The output should identify future leaders, support internal promotion pathways, and ensure long-term leadership continuity aligned with our company's values and workforce structure.

### **Stage #1: Context**

I am an HR representative at Trail King Industries, a trailer manufacturing company with approximately 400 employees based in Mitchell, South Dakota. As our workforce matures and leadership transitions become more likely, we need a proactive succession planning strategy. This strategy should reflect our team-oriented Midwestern culture, recognize high-potential talent from within, and provide a clear roadmap for developing future leaders across operations, logistics, and production management.

### **Stage #2: Multi-Shot Prompting**

Review the following examples of both successful and unsuccessful succession planning efforts from companies in industrial or operational sectors. Identify the key factors that contributed to smooth transitions (e.g., internal training pipelines, mentorship) as well as the mistakes that led to leadership gaps or morale issues. Use these examples to model a better succession planning approach for Trail King Industries.

### **Stage #3: Flipped Interaction Pattern**

Before generating a succession roadmap, please answer the following questions to guide its structure:

11. Which roles are most critical to your operations and at highest risk of turnover or retirement?
12. What are your top priorities when promoting internally (e.g., tenure, performance, cultural fit)?
13. Are there existing employees who are being considered for advancement?
14. Do you have formal mentorship, leadership development, or cross-training programs in place?
15. How do you currently track leadership readiness or promotion eligibility?

### **Stage #4: One-Shot Prompting**

Using your responses and the modeled examples, generate a bullet-point draft of key recommendations for a succession plan roadmap for Trail King Industries.

The roadmap should outline key leadership roles, identify internal talent development strategies, and propose systems for monitoring readiness over time. Use a professional, strategic tone with a focus on long-term leadership continuity.

**Stage #5: AI Persona Pattern (Succession Planner)**

Take on the persona of a professional succession planner with experience in workforce strategy for manufacturing companies. Rewrite the roadmap to emphasize leadership pipeline development, internal growth opportunities, and proactive talent assessment. Ensure the strategy supports Trail King's long-term organizational health and values-based leadership culture.

**Stage #6: Comparison & Contrast Pattern**

Compare the benefits and drawbacks of internal promotion versus external recruitment for key leadership roles at Trail King Industries. Use dimensions such as company knowledge, culture fit, training investment, innovation potential, and morale. Recommend which approach—or blend—is best suited for Trail King's current and future leadership needs.

**Stage #7: Cognitive Verifier Pattern**

Review the finalized succession strategy using the following checks:

- Clarity: Is the roadmap easy to follow, with clearly defined roles, actions, and timelines?
- Feasibility: Can the plan be realistically implemented with Trail King's current resources and structure?
- Continuity: Does the strategy ensure stable leadership across departments and shifts?
- Alignment: Is the plan consistent with Trail King's culture, values, and internal talent pipeline?
- Adaptability: Can the roadmap evolve as the workforce or business needs change?

Make revisions based on this evaluation to finalize the succession plan.

**Stage #8: Final Output**

Write a short internal memo addressed to Trail King Industries' leadership team that summarizes the finalized succession planning strategy. The memo should briefly explain why succession planning is important at this time, highlight the key elements of the proposed strategy (such as internal talent development and leadership continuity), and emphasize alignment with Trail King's values and workforce structure. Use a professional and strategic tone suitable for an executive audience. The final memo should feel actionable, forward-looking, and culturally grounded.

**Prompt Version #4:** I want you to develop a succession planning strategy for Trail King Industries and summarize it in a short internal memo to company leadership. The output should identify future leaders, support internal promotion pathways, and ensure long-term leadership continuity aligned with our company's values and workforce structure.

### **Stage #1: Context**

I am an HR representative at Trail King Industries, a trailer manufacturing company with approximately 400 employees based in Mitchell, South Dakota. As our workforce matures and leadership transitions become more likely, we need a proactive succession planning strategy. This strategy should reflect our team-oriented Midwestern culture, recognize high-potential talent from within, and provide a clear roadmap for developing future leaders across operations, logistics, and production management.

### **Stage #2: Multi-Shot Prompting**

Review the following examples of both successful and unsuccessful succession planning efforts from companies in industrial or operational sectors. Identify the key factors that contributed to smooth transitions (e.g., internal training pipelines, mentorship) as well as the mistakes that led to leadership gaps or morale issues. Use these examples to model a better succession planning approach for Trail King Industries.

### **Stage #3: Flipped Interaction Pattern**

Before generating a succession roadmap, please answer the following questions to guide its structure:

16. Which roles are most critical to your operations and at highest risk of turnover or retirement?
17. What are your top priorities when promoting internally (e.g., tenure, performance, cultural fit)?
18. Are there existing employees who are being considered for advancement?
19. Do you have formal mentorship, leadership development, or cross-training programs in place?
20. How do you currently track leadership readiness or promotion eligibility?

### **Stage #4: One-Shot Prompting**

Using your responses and the modeled examples, generate a succession plan roadmap for Trail King Industries. The roadmap should outline key leadership roles, identify internal talent development strategies, and propose systems for monitoring readiness over time. Use a professional, strategic tone with a focus on long-term leadership continuity.

### **Stage #5: Comparison & Contrast Pattern**

Compare the benefits and drawbacks of internal promotion versus external recruitment for key leadership roles at Trail King Industries. Use dimensions such as company knowledge, culture fit, training investment, innovation potential, and morale. Recommend which approach—or blend—is best suited for Trail King’s current and future leadership needs.

### **Stage #6: AI Persona Pattern (Succession Planner)**

Take on the persona of a professional succession planner with experience in workforce strategy for manufacturing companies. Rewrite the roadmap to emphasize leadership pipeline development, internal growth opportunities, and proactive talent assessment. Ensure the strategy supports Trail King’s long-term organizational health and values-based leadership culture.

### **Stage #7: Cognitive Verifier Pattern**

Review the finalized succession strategy using the following checks:

- Clarity: Is the roadmap easy to follow, with clearly defined roles, actions, and timelines?
- Feasibility: Can the plan be realistically implemented with Trail King’s current resources and structure?
- Continuity: Does the strategy ensure stable leadership across departments and shifts?
- Alignment: Is the plan consistent with Trail King’s culture, values, and internal talent pipeline?
- Adaptability: Can the roadmap evolve as the workforce or business needs change?

Make revisions based on this evaluation to finalize the succession plan.

### **Stage #8: Final Output**

Write a short internal memo addressed to Trail King Industries’ leadership team that summarizes the finalized succession planning strategy. The memo should briefly explain why succession planning is important at this time, highlight the key elements of the proposed strategy (such as internal talent development and leadership continuity), and emphasize alignment with Trail King’s values and workforce structure. Use a professional and strategic tone suitable for an executive audience. The final memo should feel actionable, forward-looking, and culturally grounded.

**Prompt Version #5:** I want you to develop a succession planning strategy for Trail King Industries and summarize it in a short internal memo to company leadership. The output should identify future leaders, support internal promotion pathways, and ensure long-term leadership continuity aligned with our company's values and workforce structure.

### **Stage #1: Context**

I am an HR representative at Trail King Industries, a trailer manufacturing company with approximately 400 employees based in Mitchell, South Dakota. As our workforce matures and leadership transitions become more likely, we need a proactive succession planning strategy. This strategy should reflect our team-oriented Midwestern culture, recognize high-potential talent from within, and provide a clear roadmap for developing future leaders across operations, logistics, and production management.

### **Stage #2: Multi-Shot Prompting**

Review the following examples of both successful and unsuccessful succession planning efforts from companies in industrial or operational sectors. Identify the key factors that contributed to smooth transitions (e.g., internal training pipelines, mentorship) as well as the mistakes that led to leadership gaps or morale issues. Use these examples to model a better succession planning approach for Trail King Industries.

### **Stage #3: Flipped Interaction Pattern**

Before generating a succession roadmap, please answer the following questions to guide its structure:

21. Which roles are most critical to your operations and at highest risk of turnover or retirement?
22. What are your top priorities when promoting internally (e.g., tenure, performance, cultural fit)?
23. Are there existing employees who are being considered for advancement?
24. Do you have formal mentorship, leadership development, or cross-training programs in place?
25. How do you currently track leadership readiness or promotion eligibility?

### **Stage #4: One-Shot Prompting**

Using your responses and the modeled examples, generate a succession plan roadmap for Trail King Industries. The roadmap should outline key leadership roles, identify internal talent development strategies, and propose systems for monitoring readiness over time. Use a professional, strategic tone with a focus on long-term leadership continuity.

### **Stage #5: AI Persona Pattern (Succession Planner)**

Take on the persona of a professional succession planner with experience in workforce strategy for manufacturing companies. Rewrite the roadmap to emphasize leadership pipeline development, internal growth opportunities, and proactive talent assessment. Ensure the strategy supports Trail King's long-term organizational health and values-based leadership culture.

### **Stage #6: Comparison & Contrast Pattern**

Compare the benefits and drawbacks of internal promotion versus external recruitment for key leadership roles at Trail King Industries. Use dimensions such as company knowledge, culture fit, training investment, innovation potential, and morale. Recommend which approach—or blend—is best suited for Trail King's current and future leadership needs.

### **Stage #7: Cognitive Verifier Pattern**

Review the finalized succession strategy using the following checks:

- Clarity: Is the roadmap easy to follow, with clearly defined roles, actions, and timelines?
- Feasibility: Can the plan be realistically implemented with Trail King's current resources and structure?
- Continuity: Does the strategy ensure stable leadership across departments and shifts?
- Alignment: Is the plan consistent with Trail King's culture, values, and internal talent pipeline?
- Adaptability: Can the roadmap evolve as the workforce or business needs change?

Make revisions based on this evaluation to finalize the succession plan.

### **Stage #8: Final Output**

Write a short internal memo addressed to Trail King Industries' leadership team that summarizes the finalized succession planning strategy. The memo should briefly explain why succession planning is important at this time, highlight the key elements of the proposed strategy (such as internal talent development and leadership continuity), and emphasize alignment with Trail King's values and workforce structure. Use a professional and strategic tone suitable for an executive audience. The final memo should feel actionable, forward-looking, and culturally grounded. Structure your memo as follows:

- Subject line or title
- Brief introduction to the issue

- 3-4 bullet points summarizing key strategy elements
- Closing paragraph reinforcing cultural alignment and action ability

**Prompt Final Version:** I want you to develop a succession planning strategy for Trail King Industries and summarize it in a short internal memo to company leadership. The output should identify future leaders, support internal promotion pathways, and ensure long-term leadership continuity aligned with our company's values and workforce structure.

### Stage #1: Context

I am an HR representative at Trail King Industries, a trailer manufacturing company with approximately 400 employees based in Mitchell, South Dakota. As our workforce matures and leadership transitions become more likely, we need a proactive succession planning strategy. This strategy should reflect our team-oriented Midwestern culture, recognize high-potential talent from within, and provide a clear roadmap for developing future leaders across operations, logistics, and production management. Throughout this process, adopt a tone and vocabulary appropriate for an executive leadership audience—clear, concise, strategic, and culturally aligned with Trail King's Midwestern values.

### Stage #2: Multi-Shot Prompting

Review the following examples of both successful and unsuccessful succession planning efforts from companies in industrial or operational sectors. Identify the key factors that contributed to smooth transitions (e.g., internal training pipelines, mentorship) as well as the mistakes that led to leadership gaps or morale issues. Use these examples to model a better succession planning approach for Trail King Industries.

### Stage #3: Flipped Interaction Pattern

Before generating a succession roadmap, please answer the following questions to guide its structure:

26. Which roles are most critical to your operations and at highest risk of turnover or retirement?
27. What are your top priorities when promoting internally (e.g., tenure, performance, cultural fit)?
28. Are there existing employees who are being considered for advancement?
29. Do you have formal mentorship, leadership development, or cross-training programs in place?
30. How do you currently track leadership readiness or promotion eligibility?

### Stage #4: One-Shot Prompting

Using your responses and the modeled examples, generate a succession plan roadmap for Trail King Industries. The roadmap should outline key leadership roles, identify internal talent development strategies, and propose systems for



monitoring readiness over time. Use a professional, strategic tone with a focus on long-term leadership continuity.

#### **Stage #5: AI Persona Pattern (Succession Planner)**

Take on the persona of a professional succession planner with experience in workforce strategy for manufacturing companies. Rewrite the roadmap to emphasize leadership pipeline development, internal growth opportunities, and proactive talent assessment. Ensure the strategy supports Trail King's long-term organizational health and values-based leadership culture.

#### **Stage #6: Comparison & Contrast Pattern**

Compare the benefits and drawbacks of internal promotion versus external recruitment for key leadership roles at Trail King Industries. Use dimensions such as company knowledge, culture fit, training investment, innovation potential, and morale. Recommend which approach—or blend—is best suited for Trail King's current and future leadership needs.

#### **Stage #7: Cognitive Verifier Pattern**

Review the finalized succession strategy using the following checks:

- **Clarity:** Is the roadmap easy to follow, with clearly defined roles, actions, and timelines?
- **Feasibility:** Can the plan be realistically implemented with Trail King's current resources and structure?
- **Continuity:** Does the strategy ensure stable leadership across departments and shifts?
- **Alignment:** Is the plan consistent with Trail King's culture, values, and internal talent pipeline?
- **Adaptability:** Can the roadmap evolve as the workforce or business needs change?

Make revisions based on this evaluation to finalize the succession plan.

#### **Stage #8: Final Output**

Write a short internal memo addressed to Trail King Industries' leadership team that summarizes the finalized succession planning strategy. The memo should briefly explain why succession planning is important at this time, highlight the key elements of the proposed strategy (such as internal talent development and leadership continuity), and emphasize alignment with Trail King's values and workforce structure. Use a professional and strategic tone suitable for an executive audience. The final memo should feel actionable, forward-looking, and culturally grounded.

- Subject line or title
- Brief introduction to the issue
- 3-4 bullet points summarizing key strategy elements

Closing paragraph reinforcing cultural alignment and action ability

## Trail King Industries

### Succession Planning Roadmap – Final Version

#### Building a Sustainable Leadership Pipeline for Long-Term Organizational Health

##### Introduction

As a leader in trailer manufacturing with a proud Midwestern heritage, Trail King Industries is committed to proactively developing the next generation of company leaders. This roadmap provides a clear, actionable framework to build an internal leadership pipeline, strengthen organizational stability, and sustain cultural excellence.

##### 1. Key Leadership Roles for Succession Focus

- Plant Manager
- Production Supervisor
- Welding Department Lead
- Supply Chain & Logistics Manager
- Quality Control Manager

Timeline: Identification of successors for these roles to begin immediately and be reviewed biannually.

##### 2. Internal Talent Development Strategy

###### A. Leadership Pipeline Framework

Develop a structured, transparent model defining the key skills and behaviors required for each leadership level.

###### B. Talent Identification & Assessment

- Annual talent reviews with department heads.
- Standardized leadership readiness scorecards.
- Alignment with Trail King's values of teamwork, accountability, and operational excellence.

###### C. Leadership Development Programs

- Mentorship Program: Launch within 6 months. Pair experienced leaders with emerging talent.
- Rotational Assignments & Stretch Projects: Begin with pilot program within 12 months.
- Trail King Leadership Academy: Develop curriculum within 18 months to deliver structured leadership training.

#### D. Career Path Transparency

- Formalize internal job posting system.
- Communicate growth opportunities company-wide.

### 3. Leadership Readiness Monitoring System

- Pipeline Dashboard: Real-time tracking of readiness levels and pipeline strength.
- Biannual Pipeline Reviews: Ensure ongoing alignment with business needs and adjust development plans accordingly.
- Succession Bench Strength Targets: Identify at least two ready-now candidates for every critical role by year three.

### 4. Contingency and Risk Mitigation

- Document emergency succession plans for each critical role.
- Establish institutional knowledge documentation protocols to prevent loss of critical operational information.

### 5. Cultural and Strategic Alignment

- All leadership development and promotions will be anchored in Trail King's values-driven culture.
- Evaluation of candidates will include cultural fit and leadership behaviors, not just technical capability.

### 6. Adaptability and Continuous Improvement

- Annual strategy reviews to assess the roadmap's relevance as business needs and workforce demographics change.
- Feedback mechanisms embedded in mentorship, reviews, and employee engagement surveys to inform continuous program refinement.

## Conclusion

This finalized roadmap provides Trail King Industries with a practical, scalable, and culturally aligned system for long-term leadership development and organizational stability. Its phased implementation allows for immediate action within current resources while maintaining flexibility to evolve with the company's future needs.

## Summary of Changes: Key Differences:

1. Edited the initial instruction line
2. Edited Stage #4 to be bullet-pointed
3. Switched Stage #5 & #6 around
4. Edited Stage #8 to produce a specific output
5. Edited Stage #1 to have a specific tone

## Explanation and Justification for Changes

### 1. Edited the initial instruction line

**Issue:** The output isn't what I want it to be it is just a memo. I want the output to be both an internal memo to company leadership as well as a succession planning strategy tailored to Trail King's specific needs as a company.

**Fix:** I edited the initial instruction line so that it says, "I want you to develop a succession planning strategy for Trail King Industries and summarize it in a short internal memo to company leadership."

### 2. Edited Stage #4 to be bullet-pointed

**Issue:** The GPT was not producing the final output in the format that I wanted it to. I wanted it to include a subject line, a brief intro to the issue, and 3-4 bullet points summarizing key strategy elements.

**Fix:** I edited Stage #4 to be a bullet-point draft of key recommendations.

### 3. Switched Stage #5 & #6 around

**Issue:** I was not sure whether internal or external hiring was best for this succession plan, and so in GPT's output, it did not clarify which it thought was better. If you don't specifically ask GPT to tell you which one it thinks is best, then it is not going to know and won't be able to give you the best output or advice.

**Fix:** I switched Stage #5 and Stage #6 around. This allowed the GPT to know if internal or external hiring was best and then allowed the persona to rewrite the memo.

### 4. Edited Stage #8 to produce a specific output

**Issue:** The specific output was not clearly defined within my prior prompts. This led ChatGPT to give me an output based on what it thought I would want not what I actually wanted. If you don't tell GPT exactly what deliverable you want then you will not be able to get the deliverable specifically tailored to your desired output.

**Fix:** I edited Stage #8 to say, “Generate a 1-page internal memo that summarizes Trail King’s proposed employee retention strategy. Clearly outline the key initiatives, their rationale, and how they support the company’s values and long-term workforce stability. Use clear, persuasive, and practical language suitable for HR leadership or executive review.”

#### **5. Edited Stage #1 to have a specific tone**

**Issue:** The tone of the output up to this point has been a little off for my liking. It has not been very to the point or strategic, and this could cause readers to read a small amount and then check out after having read and understood what they can retain.

**Fix:** Finally, I edited Stage #1 to say, “Throughout this process, adopt a tone and vocabulary appropriate for an executive leadership audience—clear, concise, strategic, and culturally aligned with Trail King’s Midwestern values.”

## Key Lessons from Refinement (Non-GPT):

### 1. Clarifying the Desired Output is Essential

Lesson: Without letting the GPT know exactly what you want as an output can cause an undesired result. Application: I edited the initial instruction line to give the GPT context about exactly what I wanted within my output. Clarifying with the GPT the exact desired output you want leaves no room for error.

### 2. Output Development Supports Structure

Lesson: Without coaching the GPT to produce an exact final output in the format I wanted it to, it gave me an output that didn't match my expectations. Application: When I edited Stage #4 to give me the exact type of output that I wanted in the format I wanted it in, it was able to produce something I really liked. When you give GPT this context it is much better equipped to produce you an output aligned with your wishes.

### 3. Specification Leaves no Room for Misinterpretation

Lesson: I wasn't sure whether internal or external hiring was best and when I didn't specify that I wanted Chat GPT to tell me which one it thought was best it didn't. Application: When I switched Stage #5 & #6 around it allowed the GPT to know if the internal or external hiring of an individual was best. When you ask GPT to give you insight on a subject, it is very useful but if you don't ask it it will most likely not give you its opinion.

### 4. Clarity is Key to Success

Lesson: Without the specific output being clearly defined within prior prompts, the GPT just assumed what it thought I would want as an output. Application: When I specified what I wanted my output to have within it, GPT was able to create me an output much more like the output I was hoping for as far as formatting and language.

### 5. Specific Interpretive Cues Enhance Critical Insight

Lesson: The tone of the output was not what I was desiring, and it just did not fit the vibe I was going for. I wanted the outputs to be a little more concise and to the point while still remaining professional. Application: When I edited Stage #1 to adopt this tone, the output was much more optimized to my specific hope for the output. If you don't give GPT the context of what you want the tone to be or other aspects of the output, it will most likely just guess what you want and possibly give you something you don't think will work