

Prompting Strategies

Using AI as your coaching partner

Scenarios	Prompts
Using AI to generate productive questions	<i>“I’m coaching an employee who’s struggling to meet performance metrics. Generate a list of questions to ask to help me better understand the challenges he’s facing, and the underlying obstacles involved. I want to come across as fair, compassionate, and genuinely interested in his situation.”</i> <i>“I’m coaching an employee who recently facilitated a meeting and didn’t achieve the results she expected. What questions can I ask to help her explore different alternatives?”</i> <i>“I’m coaching an employee who feels stagnant in his current role. What questions can I ask to help him identify new opportunities for development and advancement?”</i>
Using AI to guide optimal coaching outcomes	<i>“I want to impress upon a team member the importance of having better time-management skills. Give me a list of the potential benefits and specific outcomes that might result from improved time management within a professional setting.”</i> <i>“I’m preparing to coach an employee who is ready and deserving of advancement. However, opportunities for growth are currently limited. Help me develop an approach for this session that highlights my commitment to her growth and expresses my desire to collaborate on pinpointing strategies that will help her stand out for future opportunities.”</i> <i>“I’m preparing for a coaching session and can’t decide how best to start the conversation. Which of the following will more likely establish a positive and productive atmosphere?”</i> <i>“Give me several options to address the following defensive comments or excuses from my team members during coaching sessions: not having enough time, disagreeing on the goals, blaming others.”</i>

Using AI to refine your coaching techniques	<i>“Simulate a coaching conversation and assume the roles of both the leader and the employee. The remote employee is talented but recently seems disengaged. He is slow to respond to emails and isn’t participating in team meetings. The leader’s goal when coaching this employee is to uncover any issues that might be contributing to the situation and get the employee back on track.”</i> <i>“Continuing from the previous scenario, simulate a dialogue in which the employee expresses feeling overwhelmed due to a high workload and difficulty managing the influx of information. As the leader, get the employee involved in discussing potential solutions for managing the influx and then offer suggestions for handling his responsibilities more effectively.”</i> <i>“How should I handle situations where the employee I’m coaching speaks at length and strays from the topic? What are effective strategies for respectfully redirecting the conversation?”</i>
Setting up coaching role-plays with AI	<i>“Let’s engage in a role-play exercise for a difficult coaching conversation. I’ll respond as the leader. You take the role of the underperforming team member who has failed to turn in some critical reports. As the employee, throw me a curveball at some point in our conversation.”</i> <i>“I’m going to try something different; please play along.”</i>
Using AI to get feedback on your coaching skills	<i>“Here’s a loose transcript from a recent coaching conversation I had with a team member about their underperformance. Could you analyze the effectiveness of my overall communication during this conversation? I’m particularly interested in whether my tone was supportive and encouraging or overly critical.</i> • <i>Did I convey genuine interest in my employee’s perspective?</i> • <i>Was I successful at using open-ended questions to guide the discussion?</i> • <i>Did I provide a clear path for moving forward?”</i> <i>“In the simulated conversation above, provide overall feedback on my responses and evaluate how the coaching conversation outcome was impacted by my engagement.”</i> <i>“Based on the role-play exercise above, how could I have better handled the situation to improve my impact? Or to help my team member feel heard and understood? Or to effectively address this person’s resistance to change?”</i>

Using AI to help you apply coaching feedback for growth	<i>“Please expand on the feedback above about improving my active listening skills. What specific action items would you recommend? Show me how these suggestions and resources will help me create coaching conversations that are engaging, not just informative.”</i> <i>“Based on the feedback, identify 3 focus areas for improvement and develop a simple action plan for each one. Include specific actions I should take, resources that might help, and a realistic timeline for implementing these changes.”</i>
Using AI to create custom employee growth plans	<i>“Create a 3–5 question survey to gather insights about my employees’ strengths, learning preferences, and opportunities for improvement.”</i> <i>“Create a personalized, 6-month development plan for a digital marketing employee who wants to strengthen her data analytics skills. This employee learns best from self-paced learning and hands-on activities.”</i>