

ChatGPT for the Workplace

60 practical prompts

Writing, planning, recruitment, leadership and role-playing exercises.

How to use this guide

Choose a prompt, replace the text in [square brackets] and paste it into ChatGPT. Use approved, fictional or suitably de-identified information.

A simple prompt formula

Task + Context + Requirements + Output format

Add this instruction to any prompt

Use South African English. Do not invent facts, figures, sources or commitments. Flag missing information and distinguish facts from assumptions.

Before you share information

Follow your organisation's policies. Share only what is necessary and authorised. Do not include passwords or unnecessary personal or confidential information. Removing a name alone may not prevent identification.

Before you use an answer

Check facts, figures, sources, tone and confidentiality. Keep human judgement and approval in decisions affecting people or the business.

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Writing and communication

01 Professional email

Draft an email to [recipient/role] about [subject]. My goal is [outcome]. Include [key points], use a [tone] tone and keep it under [number] words.

02 Improve an existing email

Rewrite this email to improve clarity, grammar and flow while preserving its meaning. Keep it professional and natural. Do not add promises or facts: [draft].

03 Tactful follow-up

Write a polite follow-up about [outstanding matter]. My previous message was sent on [date]. Ask for [action] by [date], without sounding confrontational.

04 Difficult conversation

Help me prepare for a conversation with [role] about [issue]. Draft an opening, three factual talking points and questions that invite their perspective. Avoid blame and assumptions about their motives.

05 Customer complaint response

Draft a response to this complaint: [complaint]. Acknowledge the concern, explain only the confirmed facts below and propose the next step. Do not promise compensation or admit unconfirmed fault. Confirmed facts: [facts].

06 Short WhatsApp message

Turn these notes into a professional WhatsApp message of no more than [number] words. Include a clear request and keep the tone friendly: [notes].

07 Executive summary

Summarise this document for a busy decision-maker in 150 words. Include the main issue, supporting facts, recommendation and decision required. Identify missing information: [document].

08 Adjust the tone

Give me three versions of this message: warm and professional, direct and concise, and formal. Preserve the facts and explain briefly when each version would be suitable: [message].

Meetings and administration

09 Meeting agenda

Create a [duration]-minute agenda for a meeting about [topic]. Our desired outcome is [outcome]. Include discussion items, suggested time allocations and decisions needed.

10 Meeting minutes

Convert these approved meeting notes into minutes. Separate discussion, decisions and actions. Use an action table with owner and due date; mark missing details 'To confirm': [notes].

11 Meeting preparation

Help me prepare for a meeting with [stakeholder] about [topic]. Using the background below, identify questions to ask, documents to prepare and decisions to seek: [background].

12 Action tracker

Extract action items from this text into a table with task, responsible person, deadline, dependency and status. Do not infer assignments or dates that are not stated: [text].

13 Standard operating procedure

Turn these process notes into a step-by-step procedure for a new employee. Include purpose, responsible roles, steps and review points. Label suggested improvements separately: [notes].

14 Handover document

Create a handover from these notes. Include ongoing work, deadlines, file locations, responsible roles and unresolved matters. Do not include passwords or access credentials: [notes].

15 Internal FAQ

Create an employee FAQ from this approved information. Use plain language and group related questions. Where the information does not provide an answer, mark it for confirmation: [information].

16 Document comparison

Compare these two versions of a document. Identify additions, removals and changes in meaning. Reference the relevant headings and flag changes requiring human review: [version A] [version B].

Planning and problem-solving

17 Daily work plan

Organise these tasks into a realistic plan for [hours available]. Consider the deadlines and dependencies provided. Include breaks and flag work that will not fit: [tasks].

18 Weekly priorities

Create a weekly plan from these responsibilities: [list]. Separate essential work from optional work, allow time for unexpected tasks and explain your proposed priorities.

19 Project breakdown

Break [project] into stages and manageable tasks. Suggest deliverables, dependencies and review points. Label time estimates as estimates and ask about missing constraints.

20 Decision comparison

Compare [option A], [option B] and [option C] against [criteria]. Use only the facts supplied. Show trade-offs, unknowns and what additional evidence would change the recommendation: [facts].

21 Root-cause exploration

Help me investigate [problem]. Separate observed symptoms from possible causes. Suggest questions and evidence needed to test each explanation before recommending a solution.

22 Risk register

Create a draft risk register for [project]. Include risk, possible impact, warning signs, mitigation and suggested owner role. Label likelihood and impact ratings as provisional.

23 Process improvement

Review this workflow for duplication, delays and unnecessary handovers. Recommend practical improvements, explain their trade-offs and suggest how to measure whether they work: [workflow].

24 Scenario planning

Develop three plausible scenarios for [business decision]: favourable, expected and difficult. State the assumptions behind each and suggest actions that would remain useful across all three.

Research, analysis and learning

25 Research brief

Prepare a research plan for [question]. Identify what we need to know, suitable primary sources, useful search terms and how we should assess the evidence.

26 Current information research

Research [topic] in [location/time period]. If web search is available, use current primary sources and provide links and publication dates. If it is unavailable, say so and do not present information as freshly verified.

27 Evidence check

Review these claims and classify each as supported by the supplied evidence, partly supported, unsupported or unclear. Explain your reasoning and identify what needs independent verification: [claims and evidence].

28 Spreadsheet formula assistance

Help me create an Excel formula for [task]. My columns are [headings], and these are fictional sample rows: [rows]. Explain the formula and provide test cases, including blanks and errors.

29 Data summary

Analyse this approved dataset for trends, outliers and missing values. Explain the method, distinguish observation from interpretation and avoid claiming causation from correlation: [data].

30 Learn a new concept

Explain [concept] to someone with [experience level]. Start with a plain-language explanation, give a workplace example and finish with three questions to check my understanding.

Human resources and recruitment

31 Job description

Draft a job description for [role] in [location]. Include purpose, responsibilities, essential requirements and desirable skills. Use job-related criteria and flag anything I must confirm: [brief].

32 Short job advertisement

Turn this approved job specification into a concise advert. Include location, essential skills and application instructions. Keep the employer confidential and do not invent salary or benefits: [specification].

33 Structured interview questions

Create structured interview questions for [role], based on [competencies]. Ask all candidates comparable core questions. Include follow-up probes and a job-related scoring rubric.

34 CV evidence mapping

Map this de-identified CV against the supplied job requirements. For each requirement, show relevant evidence, missing evidence and a follow-up question. Do not infer protected characteristics or make a hiring decision: [CV and requirements].

35 Candidate information request

Draft a short message asking a candidate to confirm [job-related details]. Explain why the information is needed, avoid unnecessary personal information and keep the tone respectful.

36 Employee onboarding

Create a 30-day onboarding plan for [role]. Include introductions, systems training, responsibilities, learning goals and manager check-ins. Use these organisational details: [details].

37 Performance discussion preparation

Help me prepare a fair performance discussion using these documented examples: [examples]. Separate observations from interpretations. Include questions, support options and measurable improvement goals.

38 Succession planning

Create a succession-planning framework for these critical roles: [roles]. Identify required capabilities, evidence of readiness, development opportunities and continuity risks. Do not assume that tenure or current performance alone proves readiness.

Leadership and team development

39 Delegation brief

Help me delegate [task]. Draft a brief stating the outcome, boundaries, available resources, decision-making authority and check-in points. Leave room for the employee to choose an appropriate method.

40 Constructive feedback

Turn these observations into specific, respectful feedback: [observations]. Explain the behaviour and its impact, invite the person's perspective and propose a practical next step.

41 Team conflict preparation

Help me prepare to facilitate a discussion between colleagues about [issue]. Suggest neutral questions, ground rules and ways to identify shared interests. Do not diagnose personalities or decide who is at fault.

42 Change communication

Draft an announcement about [organisational change]. Explain what is changing, why, what remains uncertain, how people will be supported and where they can ask questions. Do not minimise legitimate concerns.

43 Employee recognition

Write a sincere recognition message for [contribution]. Be specific about the action and its value. Avoid exaggerated praise or comparisons with other employees.

44 Leadership self-reflection

Guide me through a reflection on how I handled [situation]. Ask one question at a time about my actions, assumptions, impact and alternatives. Help me identify one practical improvement.

Marketing and business development

45 LinkedIn content plan

Create a four-week LinkedIn content plan for [business] serving [audience]. Use these services and approved facts: [details]. Include educational topics, practical tips and appropriate calls to action.

46 Website service copy

Write a website section for [service]. Explain who it helps, the problem addressed, what we provide and the next step. Keep it under [number] words and avoid unsupported guarantees.

47 Proposal structure

Create a proposal outline for [client need]. Include objectives, scope, deliverables, exclusions, responsibilities and measures of success. Leave pricing and dates as placeholders unless supplied.

48 Sales discovery questions

Prepare questions for a discovery call with [type of business]. Explore their needs, current approach, impact, budget process and decision criteria. Keep the questions conversational and avoid pressure tactics.

Role-playing and simulations

Ask ChatGPT to stay in character during the exercise, then clearly switch to feedback. The role is a simulation, not proof of professional expertise.

49 Job interviewer

Role-play as an interviewer for [role]. Ask one job-related question at a time and wait for my answer. After five questions, give feedback on clarity, relevance and supporting examples.

50 Candidate interview practice

Role-play as a fictional candidate for [role], using this fictional background: [background]. Let me practise interviewing you. Afterwards, assess whether my questions were clear, fair and relevant.

51 Dissatisfied customer

Role-play as a customer who is unhappy about [issue]. Be firm but realistic. Let me respond before continuing. Afterwards, give feedback on listening, empathy, clarity and resolution.

52 Potential client

Role-play as a potential client considering [service]. Ask realistic questions about scope, value and delivery. Raise reasonable objections. Afterwards, identify where my answers were vague or unsupported.

53 Negotiating supplier

Role-play as a supplier negotiating [price, deadline or scope]. Use this fictional scenario: [details]. Respond to each proposal I make, then give feedback on how well I explored trade-offs.

54 Employee receiving feedback

Role-play as an employee receiving feedback about [documented behaviour]. Respond with a plausible perspective without becoming a caricature. Let me practise, then assess my fairness, specificity and listening.

55 Employee concerned about AI

Role-play as an employee worried about [AI-related workplace change]. Raise concerns about workload, job security, training and privacy. Afterwards, assess whether I addressed uncertainty honestly and offered useful support.

56 Sceptical executive

Role-play as a sceptical executive reviewing my proposal for [initiative]. Ask one challenging question at a time about evidence, costs, risks and outcomes. Do not invent company facts. Finish with a list of gaps to address.

57 Coaching conversation

Role-play as a workplace coach helping me think through [goal]. Ask open questions one at a time rather than immediately giving advice. At the end, summarise the actions I chose and questions still unresolved.

58 Presentation audience

Role-play as an audience of [roles] after my presentation on [topic]. Ask questions from different perspectives. After I respond, give feedback on the clarity and completeness of my answers.

59 Panel discussion

Simulate a discussion between an operations manager, HR manager, finance manager and employee representative about [proposal]. Give each a distinct perspective, identify shared concerns and label all assumptions.

60 Constructive challenger

Act as a constructive challenger to this plan: [plan]. Identify weak assumptions, overlooked stakeholders and plausible failure points. Then help me strengthen the plan without criticising it merely for the sake of disagreement.