

Top ChatGPT prompts for administrators

ChatGPT helps streamline repetitive tasks like drafting responses, summarizing meetings, and preparing updates.

Team managers are responsible for keeping projects on track, guiding subordinates, and aligning team outputs with business goals. They juggle multiple tasks like daily check-ins, status updates, performance reviews, and cross-departmental coordination—often with limited time for in-depth work. ChatGPT helps managers streamline repetitive tasks like drafting responses, summarizing meetings, and preparing updates.

Planning and adjusting strategies

ChatGPT helps shape future-oriented goals, allocate resources, and align the story with the organization's strategy.

Use cases	Prompt
Draft quarterly goals	Draft clear and measurable quarterly goals for my team. Here's the business context, company goals, and recent performance: [insert context]. Come up with 3 goals with 3-4 key results for each goal, in a simple bullet point format.
Perform discussion point updates	I need to summarize the team's progress for the Vice President. Based on this weekly summary: [insert note], create concise discussion points grouped into achievements, obstacles, and requirements.
Conduct a skills gap analysis	I am trying to assess the skills gaps in my team. Here is a current skills matrix and desired future state: [insert information]. Identify key gaps and recommend training or hiring solutions. Report the results in a summary table.
Planning your recruitment roadmap	I need to create a hiring plan for the next two quarters. Here is our current team structure and projected growth: [insert information]. Propose a phased hiring plan, with reasons for hiring for each position and projected timeline.
Re-target after a pivotal point in strategy	We have just gone through a strategic shift. The following changes: [add details]. Please help me reshape the team's goals and story to align with the new direction. Provide 2-3 talking points and a revised team goal statement.

Management training & performance improvement

ChatGPT assists managers in guiding feedback, developing discussions, and resolving conflicts.

Use cases	Prompt
Create 1:1 template	Draft a 1:1 meeting template for my direct report. I want it to include progress checks, challenges, career development, and feedback. Format the meeting template in a bulleted format with guiding questions.
Improve feedback delivery	I want to give constructive feedback on a report that is underperforming. The issue is [add behavior]. Suggest 2-3 ways to phrase it constructively, along with the pros and cons of each.
Prepare for a difficult discussion	I'm having trouble talking to a team member about [add issue]. Please help me figure out what to say, how to open it, and what questions to ask. Please resend the 3-part conversation guide.
Resolving conflicts between groups	I'm dealing with a conflict between my team and another department. Here's a summary of the tension and recent incidents: [more info]. Suggest a root cause and a 3-step mediation approach I can try.

Group status analysis and diagnosis

ChatGPT analyzes quantitative and qualitative data to clarify workload balance, capacity gaps, performance trends, and overall team health.

Use cases	Prompt
Identifying the risk of burnout after work	Based on this timesheet data (weekly hours worked per person), highlight any early signs of potential burnout. Use a threshold of >45 hours over 2 weeks or more. Return a summary of the average hours worked by flagged employees and the trend.
Workload distribution analysis	I have a CSV file that shows the work assignments and completion times for each team member over the past 4 weeks. Analyze the workload distribution within the team - identify who might be overloaded or underutilized, and summarize in a short paragraph with a chart.
Diagnose group health problems	I'm noticing signs of disengagement or dysfunction in my team. Based on your description of recent team behavior and dynamics: [add description], what are the possible causes and what should I do next? Create a three-part action plan.

Research, evaluate human resources and talent

ChatGPT conducts external research to find standards, evidence-based practices, and benchmarking information to help strengthen programs and enhance engagement initiatives. Use in-depth research and web searches for real-time insights.

Use cases	Prompt
Best practices for hybrid interactions	I lead a collaborative team in [insert industry]. Researched effective engagement and collaboration methods over the past 2 years. Focused on techniques that have been shown to improve team trust, reduce burnout, and maintain productivity. Provide a list of top 5 methods with supporting evidence and links.

Compare management/IC ratio	I am a [insert title, e.g., Senior Engineering Manager] at a [insert company type, e.g., 500-employee SaaS company]. I would like to compare management/IC ratios across similar tech companies. Focus on industry standards, differences by team type (engineering, product, etc.), and recommendations for scaling. Please provide quotes and comparison tables.
Research effective skills development programs	I am designing an upskilling program for [insert type of team, e.g., customer support team]. Find case studies or frameworks from companies that have successfully implemented internal training programs. Include how they measured success, duration, and tools used. Summarize in 3–4 paragraphs with links.
Compare examples of DEI strategies	I am helping shape the team's DEI goals. Research how leading companies in [insert industry] build team-level DEI initiatives. Include examples of KPIs, training, and protocols. Send a comparison chart with a link.
Understanding the risks of burnout and how to minimize them	I see signs of burnout on my team. Review recent research or consult an expert on how to recognize knowledge worker burnout and prevent it from escalating. Summarize key risk factors and propose a 3-part action plan with quotes.

Subculture & Visual Communication

ChatGPT creates engaging visual metaphors and artifacts to communicate team culture, priorities, and change journeys.

Use cases	Prompt
Describe the group's development journey	Design a visual metaphor for your team's journey through the year. Include images that represent challenges, milestones, and collaboration. The style should be inspirational, such as a timeline or a path through a situation.
Summarize group culture visually	Design an image that represents our team culture. Our values are [insert 3–5 values, e.g., curiosity, impact, responsibility]. Use icons or illustrations that align with each value and arrange them in a clear layout, suitable for a wiki or online virtual whiteboard
Show quarterly focus areas	Create a visual dashboard or poster that represents our team's three strategic priorities for this quarter: [insert priorities]. Design it to be intuitive and easy to present in a plenary slide.

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