MOTIVVIT
SOLUTIONS

FOR WORKFORCE PROFESSIONALS

40 AI Prompts You Can Use Today

Employer engagement. Reporting and compliance. Job seekers. Your own workload.

Written for workforce professionals. Copy, paste, and edit. Works in Microsoft Copilot, Claude, or ChatGPT.

Motivvit Solutions

Better Training. Stronger Workforce.

Serving employers, colleges, and workforce agencies across North Carolina, South Carolina, and Virginia

HOW TO USE THIS LIBRARY

Three Things That Make Every Prompt Work Better

Every prompt in this library is written to be copied, pasted, and edited. The parts in [BRACKETS] are yours to replace. Nothing requires a paid account or a special tool. All of it works in Microsoft Copilot, Claude, or ChatGPT.

1. Tell it who you are, once

Most AI tools let you save a standing instruction that applies to every conversation. In Copilot and ChatGPT it sits under personalization or custom instructions; in Claude it is under preferences. Set it once and stop re-explaining yourself:

> *I work in workforce development in North Carolina. Write plainly, with no corporate buzzwords. Use short sentences. Always ask me what you are missing before you agree with me.*

2. Push back on the first answer

The first draft is a starting point, not a deliverable. The most useful thing you can type next is almost always one of these:

- “That is too generic. Make it specific to [COUNTY / INDUSTRY / PROGRAM].”
- “Cut it in half.”
- “What did you assume that I did not tell you?”
- “Argue the other side.”

People who get good results from AI are not writing better first prompts. They are having a second and third exchange.

3. Know what never goes in

This matters more here than almost anywhere else, because you handle participant data all day. Do not paste any of the following into a general-purpose AI tool:

- Social Security numbers, dates of birth, or anything identifying a specific participant
- Full case files, eligibility documentation, or intake forms
- Resumes belonging to a real applicant, unless names and contact details are removed first
- Anything covered by a data sharing agreement, an MOU, or a confidentiality clause
- Salary, discipline, or medical information about a named employee

The workaround is simple

Strip the identifiers and describe the situation instead. “A participant in her fifties returning to work after eight years out of the labor force” gets the same quality of answer as a real name, with none of the risk. If your organization has not written its own rules down yet, that gap is worth closing before the tools spread further on their own.

Employer Engagement and Business Services

01 Employer outreach that gets answered

Write a 120-word email to a hiring manager at [COMPANY] introducing our [PROGRAM]. Open with a specific problem their industry is facing right now. No jargon. End with one concrete ask.

02 Research an employer before you call

I have a call with [COMPANY] in [CITY, STATE] on [DATE]. Tell me what you know about their industry, likely workforce pressures, and hiring patterns. Flag anything you are uncertain about rather than guessing.

03 Prep for an employer meeting

I am meeting [COMPANY] on [DATE] about [TOPIC]. Give me five questions that will surface what they actually need, and three objections they are likely to raise with a response for each.

04 Skills-based job description rewrite

Rewrite this job description to be skills-based. Remove degree requirements that are not legally or functionally necessary. Flag anything that would screen out a career changer.

05 Turn a layoff notice into an outreach plan

Here is a WARN notice: [PASTE]. Draft a rapid response plan: who to contact, what to offer in the first 48 hours, what to offer at 30 days, and a script for the first call.

06 Build a training scope from messy notes

Here are my notes from a conversation with an employer: [PASTE]. Turn this into a draft training scope with objectives, audience, suggested length, and format. Mark anything I still need to ask.

07 Translate a complaint into a training need

An employer told me: “[QUOTE].” Tell me what training need is actually being described, what else could be causing the problem, and three questions that would tell me which it is.

08 The follow-up that keeps an employer warm

I met [CONTACT] at [COMPANY] on [DATE]. We talked about [TOPIC]. Write a short follow-up that gives them one useful thing, does not ask for a meeting, and gives me a reason to write again.

09 Sector partnership one-pager

Draft a one-page overview for a [SECTOR] partnership in [REGION]. Include the workforce problem, who is at the table, what employers get, and what we are asking a new partner to commit to.

10 Handle the “no time to train” objection

An employer says they cannot spare staff for training. Give me three responses: one reframing the cost of turnover, one offering a smaller format, and one that asks a question instead of arguing.

Data, Reporting, and Compliance

11 Labor market data into a board slide

Here is labor market data for [REGION]: [PASTE]. Pull out the three findings a board member who does not work in workforce would care about, each with a headline and a plain-English “so what.”

12 Monitoring findings into a fix list

Read this monitoring report. List every finding, then for each give the corrective action, who owns it, and a realistic deadline. Put it in a table.

13 Grant narrative first draft

Draft the need statement for a [FUNDER] application for [PROGRAM]. Ground it in this data: [PASTE]. 400 words, specific to [COUNTY]. Do not invent any statistic I have not given you.

14 Spreadsheet into a readable summary

Here is a table of program data: [PASTE]. Write a five-sentence summary a busy director could read in the hallway. Lead with what changed, not with what the numbers are.

15 Quarterly performance narrative

Write the quarterly narrative for [PROGRAM] using these numbers: [PASTE]. Cover what we did, what worked, what did not, and what we are changing. Do not oversell.

16 Explain a miss without spin

We missed our [MEASURE] target: [NUMBERS]. Write three paragraphs for a funder stating the miss plainly, the two most likely causes, and what we are doing differently.

17 A data request that actually works

I need [WHAT] from [WHO]. Write the request so it is specific about fields, date range, and format, and can be fulfilled in one pass without emailing me back.

18 Compare two program years

Here is program year [A]: [PASTE]. Here is year [B]: [PASTE]. Tell me the three biggest changes, whether each is likely real or a reporting artifact, and what I should check first.

19 Policy in plain language

Rewrite this policy at an 8th-grade reading level without losing any requirement. Then list anything you simplified that a compliance reviewer should double-check.

20 Prep for a monitoring visit

We have a [FUNDER] monitoring visit on [DATE] covering [SCOPE]. Give me the ten most likely questions, the documentation each requires, and where organizations like ours most often get findings.

Working With Job Seekers and Participants

21 Mock interview practice

Act as a hiring manager at [EMPLOYER] interviewing for [ROLE]. Ask one question at a time. After each answer, tell me what was strong and what to tighten. Do not go easy on me.

22 Tailor a resume to one posting

Here is a resume with identifying details removed: [PASTE]. Here is the posting: [PASTE]. Show me what to move up, what to cut, and which keywords are genuinely missing. Do not invent experience.

23 Career pathway map

Someone is a [CURRENT ROLE] in [REGION] and wants to move toward [GOAL]. Map two or three realistic pathways with the credential at each step, a time frame, and typical pay. Note where you are uncertain.

24 Translate a credential into employer language

A participant just earned [CREDENTIAL]. Write three sentences they can use in an interview describing what they can now do, in the words an employer would use.

25 Coaching questions for someone stuck

A participant has been in the program [TIME] and is not moving. The situation is [DESCRIBE, NO NAMES]. Give me eight open questions that help them think it through without leading or judging.

26 Explain a benefits cliff

Explain in plain language what happens to [BENEFIT] if income rises to [AMOUNT] in [STATE]. Write it the way I would say it to someone scared of losing help. Flag what to verify with a counselor.

27 Two-week job search plan

Build a realistic two-week job search plan for someone seeking [TYPE OF WORK] in [REGION] with [HOURS] a week to spend on it. Daily tasks, not vague advice.

28 Draft a reference

Write a reference letter for a participant who completed [PROGRAM] and demonstrated [SPECIFIC THINGS]. Concrete and specific. No superlatives that cannot be backed up.

29 Career fair prep

[NUMBER] employers will attend a career fair on [DATE] in [INDUSTRY]. Write a one-page prep sheet: what to bring, a 20-second introduction, three questions per employer, and what to do afterward.

30 One story, three formats

Take this participant success story and give me a 50-word social post, a 150-word newsletter item, and three sentences a board chair could say aloud. Remove anything identifying.

Communication, Leadership, and Your Own Workload

31 Stress-test your own plan

Here is my plan for [INITIATIVE]. Argue against it. Give me the three strongest reasons it will fail and what I would need to change to prevent each one.

32 Meeting notes into commitments

Turn these notes into two lists: decisions made, and action items with an owner and a date. Flag anything that sounded like a commitment but has no owner.

33 Script a difficult conversation

I need to talk with a team member about [ISSUE, NO NAMES]. Give me an opening line, the one thing to say clearly, two questions to ask, and how to close. Tell me what I should not say.

34 Newsletter item from a program update

Turn this program update into a 150-word newsletter item for [AUDIENCE]: [PASTE]. Lead with what changed for a real person, not with the program name.

35 Twenty-minute presentation outline

I have 20 minutes to present [TOPIC] to [AUDIENCE]. Outline it: one central point, three supporting sections, one story, and a close. Tell me what to cut if I get down to 12 minutes.

36 An agenda that finishes on time

Build an agenda for a [LENGTH] meeting about [TOPIC] with [WHO]. Assign minutes to each item and mark decisions versus updates. Move anything that is only an update to a written summary.

37 Rewrite the email you are too annoyed to send

Here is a draft I wrote while frustrated: [PASTE]. Rewrite it so it is direct and professional and keeps every substantive point. Then tell me which line I was right to be annoyed about.

38 Onboarding plan for a new team member

Write a 30-day onboarding plan for a new [ROLE] joining a [TEAM SIZE] workforce team. Week by week: who to meet, what to read, and what they should do independently by day 30.

39 Prep for your own review

Here is what I accomplished this year: [PASTE]. Organize it into four themes, put a measurable outcome on each where I have one, and tell me the two places my evidence is thin.

40 Decide whether to say yes

I have been asked to [OPPORTUNITY]. Here is what is already on my plate: [LIST]. Give me the case for yes, the case for no, and the one question I should answer before deciding.

WHAT COMES NEXT

Prompts Are the Easy Part

A prompt library will make one person faster. It will not tell your team what is safe to paste into a chat window, which tool to buy, or how to keep two people from building the same thing twice.

Motivvit builds applied AI training around the work your people actually do. Not an overview of how the technology works, but the specific tasks in front of them: the employer email, the board presentation, the monitoring report, the job description.

What We Deliver

- Applied AI sessions for Microsoft Copilot, Claude, and ChatGPT, built around your team's real tasks
- Participant workbooks, quick reference guides, and a 30-day action plan people actually use
- Help deciding which tools to buy, which plan level fits, and how many licenses you need
- Practical data guidance: what belongs in an AI tool and what never does
- Train-the-trainer options so your organization can sustain the work internally

Also From Motivvit Solutions

Leadership and supervisor development. Workplace and professional skills training. Program and curriculum design, evaluation, and credentialing. Twenty-eight courses, delivered on site, virtually, or hybrid.

Many employers access our training through their local community college's continuing education or customized training division, which often carries state funding that can reduce or cover the cost.

TALK TO US ABOUT WHAT YOUR TEAM NEEDS

Motivvit Solutions welcomes the opportunity to work with employers and workforce partners. Tell us what your team needs and we will recommend the right level, format, and sequence.

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SCAN TO CONNECT
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