



# AI prompts for HR Business Partner's



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# Introduction to HR Prompts

In today's fast-paced and dynamic workplace, Human Resources professionals are expected to navigate complex challenges, deliver strategic value, and respond quickly to employee and organizational needs.

With the rise of AI and digital tools, HR professionals now have powerful ways to enhance their efficiency, creativity, and decision-making — and that's where HR Prompts come in.

HR Prompts are carefully crafted AI instructions designed specifically for HR professionals to help them:

- Save time on routine tasks
- Draft clear and compliant communications
- Brainstorm creative solutions for employee engagement and retention
- Analyze HR data and trends
- Prepare for meetings, investigations, or performance discussions
- Develop training materials and policies

Whether you're a Business Partner, Manager, Specialist, or Consultant, HR Prompts enable you to focus on what matters most: supporting people and driving organizational success — while letting AI handle the heavy lifting of drafting, ideating, and organizing.

**Start using HR Prompts to work smarter, not harder — and unlock your full potential as an HR leader.**

# AI Prompts

## Strategic Partner

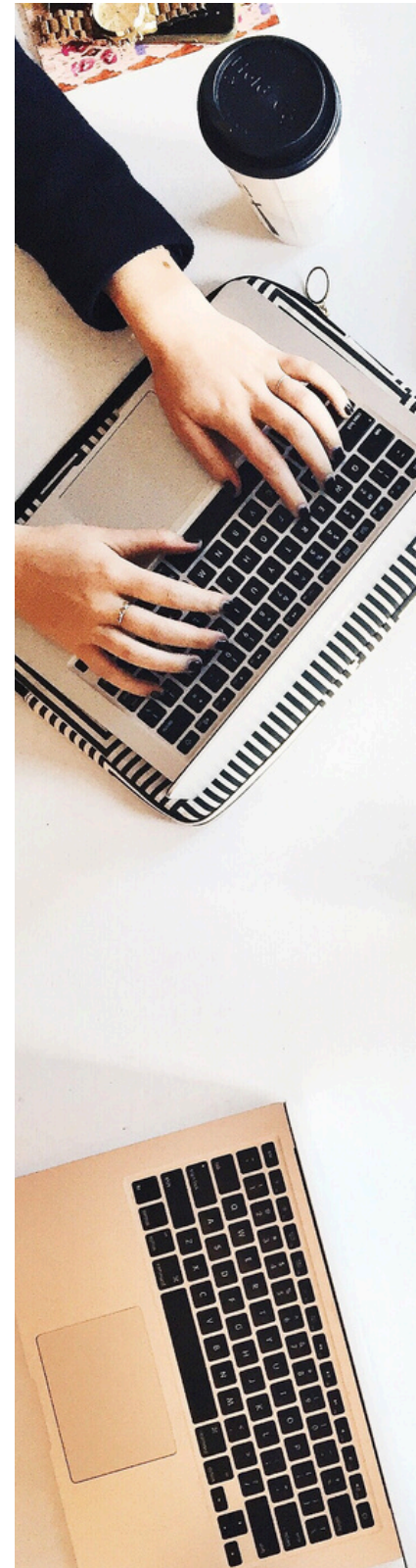
- Summarize the key people implications of this business strategy in clear, actionable terms.
- Suggest 3 HR initiatives to support [specific business goal, e.g., increasing sales by 10%].
- Draft a business case for investing in employee development to improve retention.
- Generate talking points for an HRBP presenting workforce insights to senior leaders.

## Workforce Planning & Analytics

- Analyze this headcount data and highlight risks and opportunities.
- Suggest 5 leading HR metrics to track talent health in [department/division].
- Write a narrative to accompany a turnover dashboard for senior leadership.
- Create a template for succession planning conversations with department heads.

## Leadership Coaching & Support

- Draft a guide for managers on how to handle low employee engagement in their team.
- Generate feedback language to help a manager address poor team communication.
- Write a script for coaching a manager through a difficult performance conversation.
- Provide examples of questions HRBPs can ask to help leaders think strategically about talent.





# AI Prompts

## Employee Relations & Culture

- Summarize the steps to resolve an employee complaint while maintaining confidentiality.
- Draft an email to employees clarifying changes to company policies.
- Create a set of questions for a stay interview to proactively address retention issues.
- Suggest actions HRBPs can take to foster an inclusive and positive culture.

## Change Management

- Draft a change communication plan for implementing a new HR technology.
- Write talking points for managers to address employee concerns during an organizational restructuring.
- Suggest ways HRBPs can support employees through a merger or acquisition.
- Summarize key principles of change management in an HRBP context.

## Talent Development & Engagement

- Write development goals for a high-potential employee preparing for a leadership role.
- Suggest 3 engagement strategies for a team experiencing burnout.
- Create a template for career development discussions between managers and employees.
- Generate recognition ideas that HRBPs can recommend to managers.

