



Day 1 | Monday, July 14, 2025

## STEP INTO STRATEGY

### ***The Work That Moves HR Forward Starts Here***

There's a difference between using AI to get things done—and using it to get somewhere. Most tools are great at the first part. But to move the needle on retention, readiness, or leadership? That takes prompts that push deeper.

Today, we're showing you how to use AI not as a replacement, but as a runway—for better questions, better insights, and better decisions.

***You're not here to just check boxes.  
You're here to build the plan.***

This is your moment to shift from reacting to leading—and AI can help you do it with clarity, speed, and confidence.



**WATCH  
TODAY'S  
DEMO**

# FRAMEWORK OF A GOOD PROMPT

Most people begin using generative AI for simple tasks—writing job descriptions, emails, or social content—but its real value shows up when you start using it to think more strategically. With the right prompt, AI can help you analyze problems, uncover blind spots, and support your long-term HR goals. Today, we'll show you how to make that shift.

A good prompt is the key to getting a good output without having to follow up with many asks for rewrites.

It should include:

- Role Assignment
- Context
- Clear, Precise Task Definition
- Clear Guidelines
- Output Expectations
- Constraints

Act as a strategic HR analyst. Our company is considering expanding operations in the next 12 months. Help me forecast workforce needs and identify potential gaps based on the following data: current headcount (uploaded), turnover rates, and planned expansion timeline.

Provide:

- Projected staffing needs by department and role
- Risks or bottlenecks based on current hiring pipeline
- Suggestions for proactive sourcing or development strategies

Constraints: Don't suggest adding headcount to HR. Focus on practical steps we can take with our current team

## BUILT-IN TOOLS TO HELP YOU BUILD A BETTER PROMPT

Many generative AI tools include built-in help to improve your prompts—but one of the smartest tricks is flipping the script: ask the AI to ask you questions first. This helps it understand your intent and deliver better results.

Try: "Before you start, please ask me clarifying questions so I can give you more context."

### USING MICROSOFT COPILOT?

Open the built-in Prompt Coach for step-by-step help.



## Introducing Aaime Hart

Aaime Hart is your AI-powered HR advisor, trained by seasoned HR professionals and built for the real-world challenges you face every day. From compliance questions and tough conversations to job postings and strategy prompts, she delivers fast, practical guidance—without the Googling, second-guessing, or legal risk.

And the best part? She's available 24/7 and ready to work the moment you are. Whether you're tackling policy issues, rewriting a job description, or building a retention strategy, Aaime helps you move faster, stay compliant, and feel confident in your next step.



# TODAY'S FOCUS

Use AI to build a plan that shows leadership you're not just here—you're in control  
This works whether you're using ChatGPT, Copilot, Gemini, Claude, or AAIME Hart.

## Scenario

You just started a new HR role or took over HR at your company. You need to figure out what's working, what's broken, and where to start.

Here are a few prompts to try. Each level builds on the one before it—starting with beginner-friendly prompts and scaling up to more advanced, strategic uses. Whether you're brand new to AI or ready to use it like a power user, there's a starting point here for you.

### BEGINNER

Act as my HR onboarding assistant. I'm taking over HR at a small business and don't know where to start. Help me create a checklist to assess the current state of HR—what should I be looking for?

#### OPTIONAL FOLLOW-UP:

Turn this into a spreadsheet I can use to track what's complete, what's missing, and what needs attention.

### INTERMEDIATE

Act as an experienced HR consultant. Based on this list of what I've found so far [upload], help me identify: What's outdated or missing, where the biggest risks are, what I should prioritize in my first 60 days.

#### OPTIONAL FOLLOW-UP:

Create a leadership briefing doc that explains my findings, risks, and recommended next steps.

### ADVANCED

Act as a strategic HR partner. Based on these initial findings [upload or summarize], build a short-term action plan that:  
Aligns with company growth goals, builds trust with managers, fixes urgent issues without creating disruption  
  
Format as a one-pager I can share with leadership.

### SUPER USER

Act as a transformation strategist. I've completed a high-level HR discovery and need to:

- Build a business case for immediate investment (tools, support, or services)
- Position HR as a critical part of business continuity and growth
- Present a roadmap that balances cost, compliance, and culture

Include a visual format (if possible), and make the language ready for a CEO or board conversation.



# CUSTOMIZATION



## Custom Instructions

Some AI tools like ChatGPT, Copilot, or Gemini allow you to fill out custom instructions—a short bio that shapes how the AI responds to you.

Think of it like onboarding your assistant. You can share details like your role and industry, your tone preference (friendly, formal, to-the-point), and how you like responses (short, detailed, step-by-step, etc.).

You can also go further and help your AI sound like your organization. Include your company name and size, a short summary of your brand voice, your mission, vision, and core values, and any key goals or priorities you're working toward.

### Example

I'm an HR Director at a 150-person construction company. We're down-to-earth, safety-first, and family-run. Our mission is to build responsibly and support our teams like family. I prefer concise responses with a professional tone. I'm working on improving onboarding and retention this quarter.

## Memory

Some platforms offer memory features that let AI remember your info over time. This is helpful when you want continuity, are building long-term strategies, or want more to reference something from the past.

### RE: AAIME HART

Aaime Hart doesn't carry over custom instructions or memory between chats—but that's part of what makes her a safe, dependable resource. She's trained to think like an HR pro and respond in a tone that fits your role. Want her answers to reflect your values or mission? Just use this starter prompt:

*Act as my HR assistant. Our company values integrity, collaboration, and continuous improvement. I'm working on a training initiative—make sure it aligns with those values and sounds like us.*

Each session starts with a clean slate, so you can explore sensitive situations or test new strategies without anything being saved behind the scenes.

# Today's Challenge: Push the Prompt

You've got your checklist, summary, or insight—now take it further. Ask AAIME Hart one more question that moves you from sorting to leading.

1. Can she help you prioritize what's urgent vs. what can wait?
2. Can she reframe your findings into a plan you'd feel confident sharing with leadership? Can she point out what you might have missed?

Today isn't just about what you have. It's about what you do next. Ask one more question—and lead the way.



Got Questions?  
Ask Aaime  
[aaimea.org/aaime-hart](https://aaimea.org/aaime-hart)