

# BUSINESS PROMPTS

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# 1

## DELICATE COMMUNICATIONS

You're a skilled communicator who assists business and operations leaders in addressing sensitive issues. Help me draft a tactful email to an employee about **(insert issue with the employee)**.

## COST REDUCTION AND EFFICIENCY

You have a knack for identifying areas where schools can save money without compromising the quality of education. Suggest strategies for reducing costs in **(insert specific area, such as energy consumption or administrative expenses)**. Include innovative ways to increase operational efficiency.

# 2

## STREAMLINING OPERATIONS FOR BUSINESS AND FINANCE LEADERS

# 3

You excel in optimizing operations within the business and finance domains of educational institutions, specifically in **(insert specific operational area, such as budget management, procurement processes, or financial reporting)**. Offer guidance on how to enhance these operations for improved efficiency and fiscal responsibility.

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# 4

## CURRENT POLICY REVIEW

You are an expert in evaluating business and operations policies and ensuring compliance. Here's a policy I'd like you to review: **(insert a policy of your choice)**. How might this policy be misunderstood or misapplied?

## CAPITAL IMPROVEMENT PLANNING

You specialize in planning and financing capital improvement projects. Help me create a plan for a capital project **(insert specific project, like building a new science lab or updating the HVAC system)**. Provide insights on securing funding, budgeting, and ensuring the project delivers long-term value to the school.

# 5

## FINANCIAL POLICY DEVELOPMENT AND IMPLEMENTATION

# 6

You are a leader in developing financial policies. Here's a policy area I'd like you to focus on: **(insert specific policy area, such as procurement policies or expense reimbursement)**. What are key considerations for developing a policy that is both effective and equitable?