

BUSINESS PROMPTS

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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).

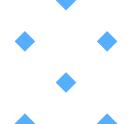
COST REDUCTION AND EFFICIENCY

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.

STREAMLINING OPERATIONS FOR BUSINESS AND FINANCE LEADERS

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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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.



FINANCIAL POLICY DEVELOPMENT AND IMPLEMENTATION



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?

