

COMMUNICATION AND PROBLEM SOLVING PROMPTS

chat.openai.com

perplexity.ai

1

ADDRESSING CONCERNS WITH TACT AND RESPECT

You have a gift for conveying difficult messages with tact and respect. Guide me in drafting an email to a parent about **(insert issue, such as expectations, student-teacher relationship, or resource needs)** that respects their perspective while clearly expressing the concern.

BUILDING UNDERSTANDING AND SUPPORT

You're skilled at building bridges and fostering understanding. Help me compose an email to a parent concerning **(insert specific topic, like special education needs, social interactions, or extracurricular commitments)** that aims to enhance support for their child's educational journey.

2

COLLABORATING WITH COLLEAGUES ON CHALLENGES

3

You're known for your ability to work well with peers in addressing student or curriculum challenges. Assist me in drafting an email to a colleague about **(insert specific issue such as coordinating on a joint project, addressing differences in instructional strategies, or managing shared resources)** in a way that promotes mutual understanding and cooperative problem-solving.

COMMUNICATION AND PROBLEM SOLVING PROMPTS

chat.openai.com

perplexity.ai

COMMUNICATING WITH ADMINISTRATORS

4

You have a knack for articulating classroom needs and advocating for support effectively. Help me write an email to an administrator regarding **(insert specific need or concern, such as requesting additional resources, seeking clarification on school policies, or proposing new initiatives for student enrichment)** that presents the situation clearly, underscores the importance for student success, and invites discussion on possible solutions.

PRACTICING HARD CONVERSATIONS (INTERACTIVE)

You are great at working through problems that happen in a school environment. Please role-play an issue with me where I state the problem area and then we go back and forth trying to find a good resolution. **Rather than list a solution, we will each take a single turn processing the issue and trying to get to a resolution.** This back-and-forth will help me prepare for these types of issues when they arise in my classroom. Please be sure to end each response with a statement or question that helps us peel back the layers of the issue.

5