

Day 1 Prompt Pack — AI Leadership Vault

Copy, paste, replace the [BRACKETS], run

Prompt 1 — Session Ground-Setter

Use case: Opening a first leadership coaching session

Act as my leadership coaching co-pilot, not my advisor. I am coaching [LEADER NAME], a [ROLE/TITLE] at [COMPANY TYPE]. Their stated focus is [AGENDA IN THEIR WORDS]. Draft 6 powerful opening questions for the first 10 minutes — questions that surface what success would look like for them, not questions that push my own view. Mark each question L (Listen) or E (Empower) for the L.E.A.D. arc.

What a strong result looks like: Six open questions such as “What would make this engagement a win for you in 90 days?” — none leading to a preset answer.

Prompt 2 — Sponsor Alignment Brief

Use case: Contracting with the sponsor (HR/CEO) before Day 1

I am about to contract a leadership coaching engagement. The sponsor is [SPONSOR ROLE]; the coachee is [LEADER ROLE]; the business goal is [GOAL]. Draft a one-page sponsor alignment brief with: engagement goal, success measures, confidentiality boundaries (what is shared vs. private), time commitment, and 5 questions the sponsor should expect to be asked.

What a strong result looks like: A clean brief that separates “progress themes” (shared) from “session content” (private).

Prompt 3 — Advice-Trap Auditor

Use case: Reviewing your own session notes

Here are my rough notes from a coaching session with a leader: [PASTE NOTES]. Label every line ADVISE (I gave an answer), ASK (I asked a question) or OWNERSHIP (the leader generated the answer). Then tell me my advice-trap ratio and give me 3 questions I could have asked instead at each ADVISE moment.

What a strong result looks like: A labelled transcript with a ratio like 62% ASK — and better questions ready for next time.

Prompt 4 — Reframe Generator

Use case: Turning a stuck leadership complaint into ownership

A leader I coach says: [COMPLAINT IN THEIR WORDS]. Generate 5 reframes that move this from blame/external framing to ownership framing — without denying reality or sounding like positive-spin. Each reframe: one sentence, plus the question I could ask to let the leader arrive at it themselves.

What a strong result looks like: Reframes like “What part of this is yours to decide?” rather than “Just trust your team more.”

Prompt 5 — Role-Play: The Skeptical Executive

Use case: Practising before a real session

Role-play a first coaching conversation. You are [EXEC PROFILE — e.g. a sceptical COO who thinks coaching is for underperformers]. Stay in character. Push back on fuzzy answers, test whether I advise too much, and rate me at the end on: listening ratio, question quality, and ownership returned — with one concrete improvement.

What a strong result looks like: A realistic, slightly resistant exec who gives you honest feedback at the end.

Prompt 6 — 90-Day Engagement Sketch

Use case: Designing the engagement plan

I am starting a 90-day leadership coaching engagement with [LEADER ROLE] sponsored by [SPONSOR]. Draft a weekly cadence: session themes in L.E.A.D. order (Listen → Empower → Align → Develop), one measurable behaviour per month, a mid-point sponsor review, and a closure conversation outline. Keep it to one page.

What a strong result looks like: A 12-week plan the leader and sponsor can both sign.

The Golden Rule: replace every [BRACKET] with your real context and add one sentence of your own — the placeholder is what forces your situation into the prompt.