10 Simple AI Prompts for Change Professionals

Practical tasks to save time and work smarter

Use these straightforward prompts to get AI to draft communications, create templates, prepare agendas, and handle everyday change management tasks. **Quick** to use. **Easy** to customize. **Ready** to go.

Important: getting the best results

The quality of AI output depends directly on the quality of input. Here's how to get the best results:

- Add context and documentation to your prompts. The more specific details you provide (organization type, tone preferences, audience details, existing policies, past communications), the better the output will be.
- Include files when relevant. Attach templates, past announcements, company style guides, or employee handbook excerpts to help AI understand your organization's voice and standards.
- Critically read and adapt the output. AI is a drafting tool, not a finished product. Always review what it creates, add your judgment and expertise, and adjust for your specific situation before using it.

Think of AI as a smart assistant who needs good instructions. The better your prompt, the less editing you'll need to do.

The Prompts

Draft a change announcement email

Draft an email announcement about [our new policy/system/process change]. The tone should be [professional/warm/direct]. Keep it to 3-4 paragraphs. Include what's changing, when it takes effect, and where people can get help.

Create a Q&A for common objections

Create a Q&A that addresses common concerns about [the change]. Include these likely objections: [list 3-4 concerns]. For each, write a thoughtful answer that acknowledges the concern and explains the benefit.

Prepare talking points for a meeting

Create 5-7 talking points I can use when discussing [the change] with [specific department/audience]. The points should be conversational, not too long, and include a key benefit in each one.

Write a training overview or agenda

Create a training agenda for [new system/process]. The session is [30 min/1 hour/2 hours]. Break it down into sections with topics, time allocations, and what we'll cover in each part.

Brainstorm solutions to a specific resistance point

People are concerned that [specific concern about the change]. Brainstorm 5-6 creative ways we could address this concern or ease the transition. Include both quick wins and longer-term solutions.

Create an executive summary of change impact

Summarize the key impacts of [the change] on [specific areas/departments] in one page. Include what's changing, who's affected, timeline, key risks, and benefits. Format it as an executive summary.

Draft a job description for a new role

Draft a job description for [new title] that will be needed after [the change]. Include key responsibilities, required skills, and why this role is important. Keep it to 200-300 words.

Build a simple implementation timeline

Create a high-level timeline for [the change] rolling out from [start date] to [end date]. Break it into main phases and include key milestones, communication events, and training dates.

Write messaging for different audiences

Write three different 2-3 sentence messages about [the change] tailored for: (1) executives, (2) managers, (3) frontline staff. Each should speak to what matters most to that group.

Create a feedback survey or pulse check

Write 5-7 quick survey questions to gauge how people are feeling about [the change] and how we're managing it. Include a mix of yes/no, rating scale, and open-ended questions.

How to use these prompts

Simple steps:

- Pick a prompt that matches your immediate need
- Fill in the bracketed parts [like this] with your specific details
- Paste it into ChatGPT, Claude, or your favorite AI tool
- Get your draft in seconds, then customize it for your needs
- Share with your team for feedback before using

No waiting for writers, schedulers, or templates. Just instant help tailored to your situation.

Quick tips

- Be specific: the more details you give, the better the output
- Ask for edits: try 'make it shorter,' 'add more examples,' or 'simplify for an 8th grade reading level'
- Chain prompts together: use output from one prompt as input for another
- Combine with your expertise: AI handles the drafting, you add the context and judgment
- Keep a swipe file: save drafts you like to reuse and customize later

These prompts save you time on routine work so you can focus on strategy and stakeholder relationships. Use them liberally.

Next Steps

Now that you're equipped with these AI prompts, experiment with them and adapt them to your specific needs. The more you use them, the more efficient and effective you'll become in your change management tasks. Don't be afraid to iterate and refine your prompts for even better results.