Mastering ChatGPT:

StarTechTeam's Choice of Best Prompts

MARKETING

SALES

FINANCIAL

PROCUREMENT

HUMAN RESOURCES

Marketing

Competition analysis:
"Please provide a comparative analysis between Class IT Outsourcing and other Romanian IT companies"

"Write a list of Keywords for
https://startechteam.ro/digitalizare"

Create a blog post:
"Combine the best headline with the best subheadings, hooks, keywords and call to action to write a blog post for (topic)"

Performance analysis for your website:
"Please analyze performance of https://startechteam.ro website"

"Write a script for a training video on how to use our software"

Commercial promoting
"Generate a script for a 30-second commercial promoting for a new product digital competence course of StarTechTeam"

"Create a daily task list for the marketing team"

Create a ppt presentation:
"Write me a VBA cod for a PowerPoint Presentation about history of IT services, I need 5 slides"

"Create a list of potential case studies to showcase our company's success"

Generate images with ChatGPT and Midjourney

Sales

ChatGPT prompt for LinkedIn prospecting emails
"Bogdan Tudor's LinkedIn summary: [copy LinkedIn summary] Write a cold email to Bogdan, who I just found on LinkedIn"

ChatGPT prompt for follow-up emails
"Write a 100-word follow-up email to [prospect name] who I've just had a call with and is now ready to [action]."

Introduction warm sales
"As [your name and company/ industry], write an introductory warm sales email to [prospect name] from [prospect industry and company name]."

ChatGPT prompt for referral emails
"In the style of [well-known salesperson whose tone you like], write an email to a recent customer to ask for a referral."

"Analyze our current sales process and provide a 100-word summary of three tasks that could benefit from automation, along with suggested tools or platforms to implement the automation."

"Based on our sales goals and industry benchmarks, suggest three key performance indicators we should track and provide a 100-word explanation of why these KPIs are essential and how they can be improved."

"Create a list of frequently asked questions for our customer service team"

Develop a sales training program for new employees in StarTechTeam

"Write a daily to-do list for the sales team using this data; [data]"

Promotional email
Write a promotional email to announce a sale or special offer.

Financial

"**How do you prepare a balance sheet and what are its main components?**"
Learn the basics of preparing a balance sheet and its key elements: assets, liabilities, and equity.

What are some common accounting mistakes that businesses make and how can they be avoided?

"**Describe the process of allocating overhead costs to products or services.**"
Grasp the process of allocating overhead costs to products or services, ensuring accurate costing and pricing decisions.

"Explain the differences between progressive, regressive, and proportional taxation systems."

What are some effective ways to manage inventory costing and valuation for clients?

"**What are the key challenges faced by auditors in detecting fraud?**" Recognize the main challenges faced by auditors in detecting fraud, including complex schemes, collusion, and management override.

"**Describe the process of financial forecasting and its key components.**" Learn the steps involved in creating financial forecasts and their main elements.

"**How do you assess the financial health of a company using financial statement analysis?**" Discover how to assess a company's financial health using financial statement analysis, reviewing key indicators and trends.

"**What are the key factors to consider when selecting investments for a portfolio?**"

"**What are the main financial KPIs used to assess a company's performance?**"

Procurement

Creation of contract
[Describe what you want to have included in your contract] Can you create a draft contract for me?

Proposal
[Paste the proposals you received anonymously] Analyze this proposal and summarize it for me.

Software tools
[Describe your business and the type of suppliers you're working with anonymously] Please suggest 10 administration software tools I should consider.

Invoicing
[Paste the invoices you received anonymously] Analyze this invoice and summarize it for me.

Sourcing
[Describe the company you work for, your job title, the suppliers you work with, and the products you buy from them] How can we collaborate with our suppliers to identify and implement cost savings or process improvements that benefit both parties?

Bonus
[Describe the person you're negotiating with. You can (anonymously) copy/paste email conversations you've had with this person] Based on the information you have about this person, how would you describe his/her negotiation style? And how should I counter this?

Negotiation tactics
[Describe your negotiation setting and deal variables, include your goals as specific as possible, and describe the company you're negotiating with] How can I use negotiation tactics such as anchoring, framing, and concessions to achieve my goals?

Value Chain Optimization
[Describe the value chain of your business with as many details as possible] How can we identify the key activities and processes in our organization's value chain, from sourcing to delivery to the end customer?

Create a Supplier Relationship Management Strategy
[Describe the company you work for, your job title, the suppliers you work with, and the products you buy from them. Also, describe the products you want to buy, and the strategy your company is taking anonymously] Please create a Supplier Relationship Management Strategy

Product or services analysis
[Add different links for different products] Please choose the best product regarding cost and benefits.

Human Resources

"**Develop a job description for a new position that your company is hiring for.**"

Develop a recruitment marketing campaign that promotes your company as a great place to work

Create an interview guide for hiring managers that includes a set of questions to ask candidates.

"**Create a social media strategy for recruiting.**" What kind of messaging and content would you use to engage with potential candidates on social media platforms, and how would you measure the success of your strategy?

Develop an employer branding strategy that differentiates your company from competitors. What kind of messaging and creative would you use to convey your company culture and values, and how would you measure the effectiveness of your strategy

Develop a candidate experience strategy that ensures a positive experience for all candidates, regardless of whether or not they are hired. What kind of tactics would you use to improve the candidate experience and how would you measure the success of your strategy

Create an onboarding program for new hires that helps them quickly get up to speed and integrate into your company culture. What kind of resources, training, and support would you provide, and how would you measure the success of your onboarding program?

Check content for grammar, spelling…and inclusivity!
Run your policy documents, emails and just about anything through ChatGPT to get it checked for language, grammar, spelling, and punctuation errors or even change the tone of communication.

Creating Employee Development Plans
Quickly generate ideas for skill and competency building outside of your field of expertise

Providing formulas for calculating employee metrics like retention rates, cost-per hire rates and turnover costs

ChatGPT | The Ultimate Prompting Guide

01.Tone: Specify the disired tone (e.g., formal, casual, informative, persuasive).

02. Format: Define the format or structure (e.g., essay, bullet points, outline)

03. Act as: Indicate a role or perspective to adopt (e.g., expert, critic, enthusiast).

04. Objective: State the goal or purpose of the response (e.g., inform, persuade).

05. Context: Provide background information, data, or context for content generation.

06. Scope: Define the scope or range of the topic.

07. Keywords: List important keywords or phrases to be included.

08. Limitations: Specify contraints, such as word or character count.

09. Examples: Provide examples of designer style, structure or content.

10. Deadline: Mention deadlines or time frames for time-sensitive responses.

11. Audience: Specify the target audience for tailored content.

12. Language: Indicate the language for the response, if different from the prompt.

13. Citations: Request the inclusion of citations or sources to support information.

14. Points of view: Ask AI to consider multiple perspectives or opinions.

15. Counterarguments: Request addressing potential counterarguments.

16. Terminology: Specify industry-specific or technical terms to use or avoid.

17. Analogies: Ask AI to use analogies or examples to clarify concepts.

18. Quotes: Requests inclusion of relevant quotes or state - ments from experts.

19. Statistics: Encourage the use of statistics or data to support claims.

20. Call to action: Request a clear call to action or next steps.

21. Sensitivity: Mention sensitive topics or issues to be handled with care or avoided.