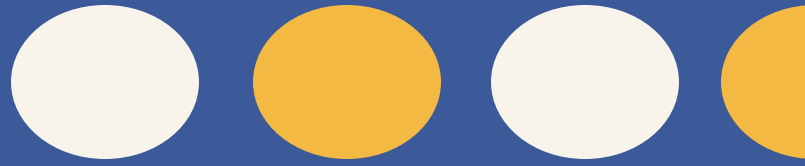


# Coaching & Feedback Clarity Prompt Cheat Sheet

The consistency behind effective development conversations



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# How This Cheat Sheet Helps You

Use this prompt to create a **clear, consistent approach to coaching and feedback** that supports employee development without awkwardness or inconsistency.

This tool helps business owners and HR leaders move feedback from:

"Avoided or reactive conversations"

to

"Ongoing, supportive development discussions"

## When to Use This Prompt

(Use with ChatGPT, Copilot, Gemini, Claude, Perplexity, or your HR system's AI.)

### Use this prompt when:

- Feedback feels uncomfortable or delayed
- Coaching varies from manager to manager
- Employees receive mixed messages
- Feedback is only given when something goes wrong
- New item

**Best Practice Reminder: Consistent feedback builds trust more effectively than infrequent, formal conversations.**

### What You'll Need Before You Start

- 1 Your Business Type or Industry
- 2 Role or Team
- 3 Level of role (individual contributor, supervisor, manager)
- 4 Work environment (in-person, remote, hybrid)
- 5 Team size

You don't need scripts—just alignment.

## What This Prompt Will Generate

When used correctly, the prompt creates:

- Clear purpose and focus for feedback
- Coaching questions that encourage ownership
- Language managers can use confidently
- Guidance for consistent feedback rhythms
- Ways to track coaching without complexity

This output can be used as:

- A coaching reference
- Preparation for feedback conversations
- A consistency guide for managers
- A foundation for development-focused leadership

## How To Use the Prompt

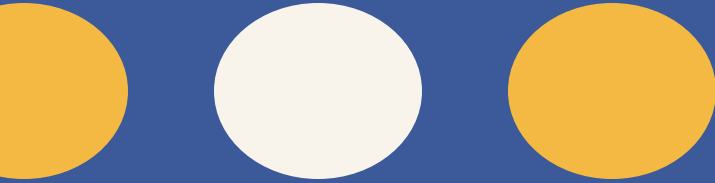
- Paste the **Coaching & Feedback Clarity Prompt** into ChatGPT
- Enter your team and role context
- Review coaching approaches and language
- Apply suggestions consistently
- Adjust tone to fit your culture

### ✨ Pro Tip

Feedback becomes awkward when it's rare, unclear, or reactive.

## Copy & Paste Prompt Template

You are an HR and leadership development expert supporting a small business. Help me create a clear, consistent approach to coaching and feedback that supports employee development without feeling awkward, reactive, or disciplinary. Business context: - Business type / industry: - Role title or team: - Level of role (individual contributor, supervisor, manager): - Work environment (in-person, remote, hybrid): - Team size: First, clarify FEEDBACK PURPOSE: 1. The goal of feedback in this role or team 2. What types of feedback are most important (performance, behavior, skills, communication) 3. Common situations where feedback is avoided or delayed Next, define EFFECTIVE COACHING APPROACHES: 4. How managers should frame feedback as support, not correction 5. Simple coaching questions that encourage reflection and ownership 6. Language managers can use to give feedback clearly and respectfully Then, build CONSISTENCY: 7. How often feedback should occur (formally and informally) 8. Ways to keep feedback consistent across managers or situations 9. How to document or track coaching without overcomplicating it Finally, connect feedback to DEVELOPMENT: 10. How coaching supports growth over time 11. Signs feedback is being received and applied 12. Risks of inconsistent or avoided feedback Keep the tone supportive, practical, and appropriate for a small business. Avoid performance review jargon or disciplinary language. Present the output in a clear, easy-to-use format that leaders can apply immediately.



## About This Tool...

Create confidence and consistency in development conversations with the **Coaching & Feedback Clarity Prompt Cheat Sheet**.

This practical AI-powered tool helps small business owners and HR leaders frame feedback as ongoing support, not correction, and build coaching habits that feel natural and fair.

Designed to reduce awkwardness and inconsistency, this prompt provides a clear foundation for meaningful development conversations that strengthen performance over time.

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