

# Shoosmiths HR Co-Pilot Chat Prompt Guide



Electronic Version:  
<https://shorturl.at/cEhHU>

Use this to save time, improve communication, and work smarter across the team.

Copilot can help with everything from everyday admin to complex problem-solving. Whether you're new to AI or already experimenting, this guide shows practical ways to get more from your tools, always aligned with Shoosmiths' values: Being Ourselves, Delivering Together, Making a Difference, and Focusing on What Matters.

## How to Write a Good Prompt

The better your prompt, the better the result. You don't need perfect wording, just enough clarity to guide the tool. Use this structure to start strong:

### Role + Task + Context = Strong Prompt

#### Examples:

- **Role:** "Act as an HR communications advisor"
- **Task:** "Rewrite this message to sound warm and reassuring"
- **Context:** "It's going to a colleague whose role may be affected by the upcoming restructuring"

#### Full prompt:

*"Act as an HR communications advisor. Rewrite this message to sound warm and reassuring. It's going to a colleague whose role may be affected by the upcoming restructuring. [message]"*

## Tips for Better Results

- Be specific about what you want the tool to do
- Mention tone (e.g. friendly, firm, professional)
- Include relevant context (audience, purpose, urgency)
- Use UK spelling and legal context where needed
- Ask for options if you want variety (e.g. "Give me three versions...")

## Everyday Communication & Productivity

Get support drafting, editing, and summarising work quickly and clearly.

- "Rewrite this email to be more concise, but keep it friendly and human. [email]"
- "Polish this text for grammar, punctuation, and professional tone using UK English. [text]"
- "Write an executive summary for this report. [report]"
- "Summarise the key points from this email thread. [email thread]"
- "Turn these meeting notes into a 5-minute team update. [meeting notes]"
- "Turn this to-do list into priorities with rough time estimates. [to-do list]"

## Recognition & Awards

Nominate colleagues easily with prompts that align with Shoosmiths' values.

"I want to nominate [Colleague's Name] for a Shout Out e-Card. They demonstrated [Value] when they [Specific event/project]. Write a short, sincere message."

"Help me write an Above and Beyond Award nomination. Use this heading: **Describe the behaviour and impact that exceeded expectations:**

*"Which Shoosmiths value does this nomination reflect best? Choose only one. The Shoosmiths values are being ourselves, delivering together, making a difference and focusing on what matters."*

**Tip:** Use UK grammar and spelling. Keep it personal, and aim to inspire others.

### Creative & Strategic Thinking

Use AI as a thinking partner for planning, risk management, and clear communication.

- "Help me brainstorm ways to support managers during the next phase of organisational change."
- "Create a first draft proposal for a [project or initiative]."
- "List potential risks and mitigations for [project]."
- "What blind spots or risks might I be missing in this plan? [plan]"
- "Play devil's advocate and challenge the logic in this proposal. [proposal]"
- "Review this email for inclusive language, especially for neurodiverse colleagues. Suggest improvements to tone and clarity using UK English. [email]"
- "Suggest inclusive alternatives to this phrase. I want to make sure it's respectful to all readers. [phrase]"

### People Communication Support

Help simplify HR policies, processes, or sensitive topics for non-specialist audiences.

- "Draft an internal update explaining a new [Topic] HR policy in plain English."
- "Help me explain this policy change in a clear, supportive tone for all staff. [policy]"
- "Summarise this document into five key bullet points for managers to share with their teams. [document]"
- "Draft a summary of this article so I can share it on LinkedIn as a way to highlight this recent update: [article text]"

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### Feedback and Learning

Use AI to reflect on your own communication and development.

- "If I asked you for 360 feedback on working with me, what would you say?"
- "What can I improve in my written communication?"
- "What tone does this message convey, and how might it be received?"

### Tracking Performance and Usage

Stay aware of your usage and how it fits within internal systems.

- "How many Copilot prompts have I used this month?"
- "Show my usage stats compared to the firm average."
- "List the Copilot prompt types that count towards the bonus framework."

### Reminders

- Even when using internal tools, avoid inputting personally identifiable or sensitive HR data into prompts unless you're sure it complies with firm guidance. Use anonymised examples when practising.
- Use prompts to support your thinking, not replace judgment
- The more specific your prompt, the better the results

### Prompt Power Tip

Copilot works best when it knows the context.  
Don't be afraid to add who it's for, what tone you want, or what you're trying to achieve.