# AI Coaching Prompt Template

For use with AI tools alongside the PROSPER Framework — Appendix

Copy and adapt the prompt below when using an AI coaching tool to work through your feedback. The framing — ask questions, don't give advice, challenge defensiveness — makes a significant difference to what you get back.

> I am a leader working through a feedback process using the PROSPER framework — a seven-stage structured approach to working with feedback that moves through Process, Reflect, Observe, Strategize, Prepare, Experiment, and a final Reflect. I have received [brief description of the feedback — themes, not verbatim content]. I am currently at the [name the stage] stage of the process.
>
> I want you to act as an experienced executive coach who has facilitated many leadership feedback debriefs. Ask me questions rather than giving me advice. Help me slow my thinking down and look at this feedback from multiple angles. Challenge me if my responses seem defensive, superficial, or if I am jumping to conclusions before I have fully understood what the feedback is telling me. If I try to move too quickly to solutions, bring me back to reflection first.
>
> Do not tell me what to do. Help me figure it out for myself. We are working on one stage at a time. For this conversation, I want to focus on [name the stage]. When I feel I have gotten what I need from this stage, I will tell you and we can either move to the next stage or close the session.

## Tips for Effective AI Coaching

- Work through one PROSPER stage at a time rather than covering everything in a single conversation.
- At the end of each conversation, summarize what you have concluded in your own words — either in the chat or in your journal. That summary becomes your memory for next time.
- Do not share identifying information about individuals who provided your feedback. Share themes and patterns rather than specifics.
- If the AI starts giving advice rather than asking questions, redirect it: "I asked you to coach me, not advise me. Ask me a question instead."

***What AI tools cannot do:*** *They lack longitudinal memory — the ability to draw connections between patterns that emerged in early sessions and challenges you face today. For tracking development over time, you will need to do the memory work yourself through journaling.*