


AI Prompts Resource Guide

Introduction



Welcome to the *AI Prompts Resource Guide*! This document provides an overview of the various job families at UF, along with tailored prompts designed to inspire the integration of artificial intelligence into your work.

As you explore the examples provided, you'll find innovative ideas for leveraging AI tools like NaviGator Chat and Copilot to enhance your daily tasks and workflows. This handout aims to spark creativity and encourage you to think about how AI can support your role within the university.

We hope you find this information valuable as you continue to enhance your skills and efficiency with AI!

“AI has already changed the [meaning of expertise](#), which used to be about knowing the answers to a lot of questions, but is now about asking the right questions, knowing how to vet and assess the insights from AI, and making smart decisions on the basis of those insights — which may include ignoring them...” (Chamorro-Premuzic, 2024).

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Accounting and Finance

Data Analysis and Reporting

- **Summarize financial trends:** AI can quickly analyze financial reports and highlight key insights.
 - **Example Prompt:** “Summarize key trends in this quarterly financial report.”
- **Identify anomalies:** AI can flag unusual transactions that may need further review.
 - **Example Prompt:** “Analyze this list of transactions and highlight any irregular patterns.”

Budgeting and Forecasting

- **Generate budget projections:** AI can assist in estimating future financial needs based on past data.
 - **Example Prompt:** “Forecast next quarter’s budget based on these past three years of data.”
- **Scenario planning:** AI can compare different financial scenarios.
 - **Example Prompt:** “What happens to our budget if revenue increases by 10% but expenses by 15%?”

Compliance and Audit Support

- **Review policies for compliance:** AI can scan financial policies and identify potential gaps.
 - **Example Prompt:** “Check this procurement policy against standard compliance requirements.”
- **Assist in audit preparation:** AI can organize financial records and summarize key findings.
 - **Example Prompt:** “List the top three areas of concern based on this internal audit report.”

Automating Routine Financial Tasks

- **Transaction categorization:** AI can automatically classify transactions based on historical data.
 - **Example Prompt:** “Categorize these transactions into payroll, office supplies, and travel expenses.”
- **Invoice processing:** AI can extract key details from invoices for faster approvals.
 - **Example Prompt:** “Extract vendor name, amount, and due date from these invoices.”

Procurement and Vendor Management

- **Compare supplier contracts:** AI can highlight key differences between agreements.
 - **Example Prompt:** “Summarize the key differences between these two supplier contracts.”
- **Assist in bid evaluation:** AI can help analyze vendor proposals.
 - **Example Prompt:** “Rank these vendor proposals based on cost, delivery time, and service quality.”



Administration and Management

Strategic Planning and Leadership

- **Analyze trends and predict future needs:** AI can assess data to help plan for long-term faculty and program demands.
 - **Example Prompt:** “Based on current enrollment trends and program demand, what are the projected faculty needs for the College of X over the next five years?”
- **SWOT analysis:** AI can evaluate strengths, weaknesses, opportunities, and threats to inform decision-making.
 - **Example Prompt:** “Conduct a SWOT analysis of the University’s current online learning programs.”
- **Develop strategic goals:** AI can assist in drafting high-level goals to align with institutional priorities.
 - **Example Prompt:** “Draft three strategic goals for the Department of Y, focusing on increasing research funding over the next three years.”
- **Summarize key performance indicators (KPIs):** AI can analyze data to highlight areas of success and improvement.
 - **Example Prompt:** “Summarize the key performance indicators for the last fiscal year, highlighting areas of strength and weakness.”
- **Generate actionable insights from reports:** AI can review reports and suggest next steps based on findings.
 - **Example Prompt:** “Analyze this report on student retention and suggest three actionable steps to improve it.”

Operational Management

- **Optimize resource allocation:** AI can provide data-driven recommendations to maximize efficiency.
 - **Example Prompt:** “Given current budget constraints and projected student enrollment, how can we optimize classroom space utilization?”

- **Improve workflow efficiency:** AI can analyze processes and suggest ways to streamline operations.
 - **Example Prompt:** “Analyze the current process for X (e.g., purchase orders, onboarding new employees) and identify areas for improvement to streamline workflow.”
- **Performance evaluation and feedback:** AI can assist in drafting performance reviews based on key metrics.
 - **Example Prompt:** “Draft a performance review for [employee name] based on these performance metrics and observations.”
- **Generate reports and presentations:** AI can create summaries and visual aids for data-driven discussions.
 - **Example Prompt:** “Create a PowerPoint presentation summarizing the key findings of this departmental report on [topic].”
- **Project management:** AI can assist in planning timelines and milestones.
 - **Example Prompt:** “Create a project timeline for [project name] with key milestones and deadlines.”
- **Risk assessment:** AI can identify potential risks and suggest mitigation strategies.
 - **Example Prompt:** “Identify potential risks associated with implementing [new policy/program].”

Communications and Public Relations

- **Draft communications:** AI can assist in crafting official announcements and press releases.
 - **Example Prompt:** “Write a press release announcing [new initiative/event].”
 - **Example Prompt:** “Generate three social media posts promoting [upcoming event/research finding].”
- **Crisis communication response:** AI can help draft responses to sensitive situations.
 - **Example Prompt:** “Draft a response to [negative news story/public concern].”

- **Tailor messaging to different audiences:** AI can adjust content tone and language for specific groups.
 - **Example Prompt:** “Rewrite this announcement for [specific target audience, e.g., prospective students, alumni].”

Financial Management and Budgeting

- **Budget analysis and forecasting:** AI can predict financial needs based on historical data.
 - **Example Prompt:** “Forecast the department’s budget for the next fiscal year based on historical spending and projected revenue.”
- **Identify cost savings opportunities:** AI can analyze budgets to pinpoint potential efficiencies.
 - **Example Prompt:** “Analyze this budget report and identify potential areas for cost savings.”
- **Track and monitor spending:** AI can generate reports to compare expenditures against budgets.
 - **Example Prompt:** “Generate a report showing spending against budget for the current quarter.”



Advancement

Alumni Relations and Donor Engagement

- **Event and Program Support:** AI can assist in developing and implementing alumni and donor engagement initiatives.
 - **Example Prompt:** “Generate a list of creative event ideas to engage alumni in virtual and in-person settings.”
- **Donor Communication:** AI can help craft personalized messages to alumni and donors.
 - **Example Prompt:** “Draft a thank-you email for a major donor, incorporating details about their past contributions.”

Corporate and Development Partnerships

- **Corporate Engagement Strategies:** AI can analyze industry trends to identify potential corporate partners.
 - **Example Prompt:** “Identify top companies aligned with our mission that may be interested in a corporate partnership.”
- **Fundraising Strategy Support:** AI can assist in prospect research and campaign planning.
 - **Example Prompt:** “Generate a list of fundraising best practices for engaging new donors in higher education.”

Prospect Research and Data Analysis

- **Prospect Identification:** AI can analyze donor databases to identify high-potential prospects.
 - **Example Prompt:** “Analyze this donor database and highlight individuals with the capacity to give a major gift.”
- **Gift and Records Management:** AI can assist in maintaining donor records and ensuring accuracy.
 - **Example Prompt:** “Detect and flag duplicate or incomplete donor records in this dataset.”

Marketing and Visual Strategy

- **Creative Content Development:** AI can generate visual and branding strategies for alumni and fundraising campaigns.
 - **Example Prompt:** “Suggest a social media content calendar for an alumni giving campaign.”
- **Graphic Design Support:** AI can provide inspiration for design projects.
 - **Example Prompt:** “Generate design ideas for an alumni newsletter banner.”

Strategic Planning and Leadership

- **Long-term Engagement Planning:** AI can assist in setting strategic goals for alumni and development initiatives.
 - **Example Prompt:** “Outline a five-year strategic plan to increase alumni involvement and donations.”
- **Performance Metrics and Reporting:** AI can summarize fundraising performance and engagement analytics.
 - **Example Prompt:** “Summarize the key performance metrics from last year’s fundraising campaign.”



Agricultural and IFAS Operations

Agricultural Operations and Support

- **Crop and Livestock Management:** AI can assist with best practices for planting, cultivating, and harvesting crops or managing livestock.
 - **Example Prompt:** “Provide a step-by-step guide for optimizing crop rotation in a small farm setting.”
- **Pest and Disease Control:** AI can analyze patterns in plant or animal health and suggest preventive measures.
 - **Example Prompt:** “Recommend natural and chemical pest control methods for a vegetable farm.”

Agricultural Research and Food Safety

- **Scientific Data Analysis:** AI can help agricultural scientists analyze research findings.
 - **Example Prompt:** “Summarize key trends from this soil quality analysis dataset.”
- **Food Safety and Quality Assurance:** AI can provide insights into ensuring food production meets regulatory standards.
 - **Example Prompt:** “Generate a checklist for ensuring food safety compliance in a dairy processing facility.”

Agricultural Experimentation and Innovation

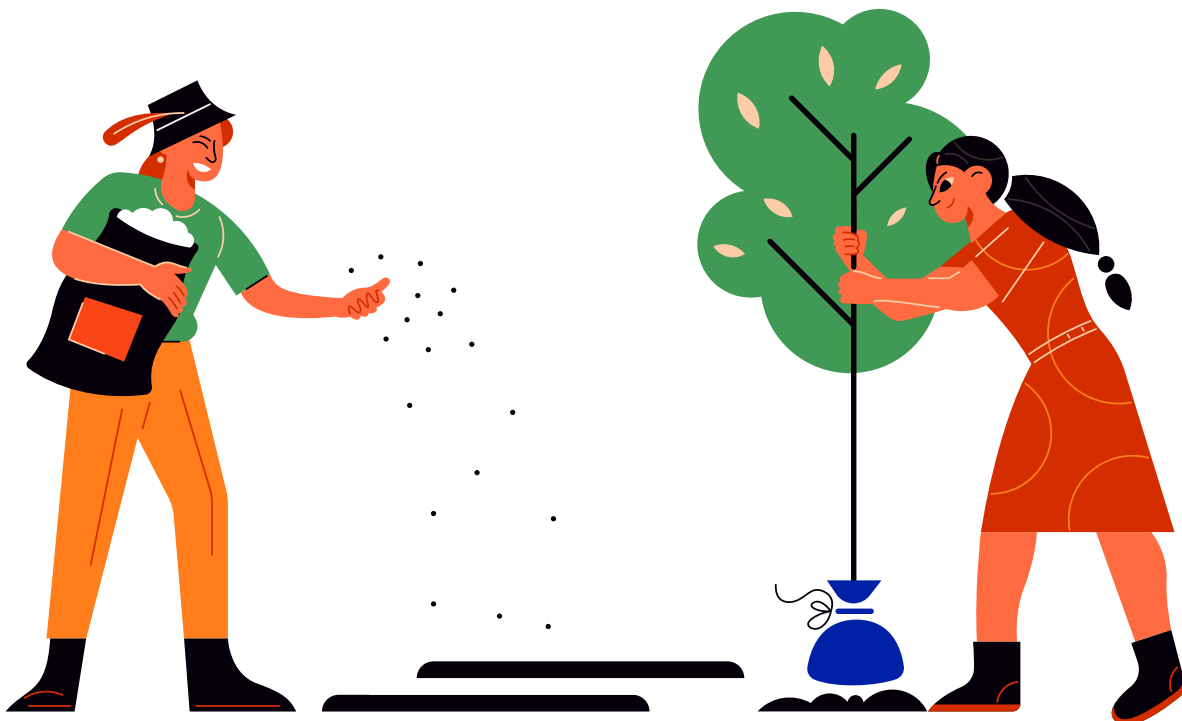
- **Experimental Station Support:** AI can assist with research design and data interpretation for agricultural experiments.
 - **Example Prompt:** “Suggest ways to improve soil fertility testing methods for research stations.”
- **Farm Management Optimization:** AI can analyze farm production metrics and recommend efficiency improvements.
 - **Example Prompt:** “What strategies can improve water efficiency on a citrus farm?”

Extension Services and Community Engagement

- **Public Education and Outreach:** AI can assist with developing materials to educate local communities on agriculture.
 - **Example Prompt:** “Create an easy-to-read fact sheet on sustainable gardening for home growers.”
- **Extension Program Development:** AI can support training curriculum design for extension programs.
 - **Example Prompt:** “Draft an outline for a workshop on organic farming techniques for new farmers.”

Farm and Camp Management

- **Supervision and Training:** AI can assist farm supervisors in developing training plans for agricultural workers.
 - **Example Prompt:** “Generate a training schedule for new farm workers on proper equipment usage.”
- **Operational Logistics:** AI can help with scheduling, budgeting, and resource allocation.
 - **Example Prompt:** “Suggest a weekly maintenance checklist for a farm managing both crops and livestock.”



Animal and Veterinary Care

Animal Care and Facility Management

- **Facility Maintenance and Equipment Design:** AI can support engineers in developing maintenance schedules and designing animal care equipment.
 - **Example Prompt:** “Create a preventative maintenance schedule for an animal care facility managing multiple species.”
 - **Example Prompt:** “Suggest innovative design improvements for air ventilation in a laboratory animal care facility.”
- **Husbandry Operations Management:** AI can assist in developing care protocols and optimizing workflows for large-scale animal facilities.
 - **Example Prompt:** “Draft a standard operating procedure (SOP) for daily animal husbandry in a research facility.”
 - **Example Prompt:** “Create a staffing schedule to ensure 24/7 animal care coverage in a university laboratory setting.”

Veterinary Emergency and Critical Care

- **Emergency Response and Triage:** AI can help veterinary technicians streamline patient intake and emergency procedures.
 - **Example Prompt:** “Develop a triage protocol for emergency veterinary technicians handling trauma cases in a small animal hospital.”
 - **Example Prompt:** “List the essential supplies needed for an emergency veterinary care crash cart.”
- **Specialized Veterinary Support:** AI can assist with surgical and treatment workflows.
 - **Example Prompt:** “Generate a checklist for pre- and post-operative care for equine surgical patients.”
 - **Example Prompt:** “Outline a training program for new veterinary assistants in a large animal hospital.”

Veterinary Client Services and Communication

- **Client Liaison and Customer Service:** AI can aid in drafting scripts and guidelines for effective client communication.
 - **Example Prompt:** “Write a polite but firm email template for following up on unpaid veterinary invoices.”
 - **Example Prompt:** “Develop a client intake form for new patients at a large animal hospital.”
- **Administrative and Workflow Optimization:** AI can help manage scheduling and team efficiency.
 - **Example Prompt:** “Suggest an optimized appointment scheduling system for a busy veterinary hospital.”
 - **Example Prompt:** “Generate a workflow for handling high-volume client calls in a veterinary diagnostic lab.”

Veterinary Diagnostics and Laboratory Support

- **Imaging and Pathology Support:** AI can provide guidance on imaging techniques and pathology best practices.
 - **Example Prompt:** “List the standard imaging protocols for diagnosing equine musculoskeletal injuries.”
 - **Example Prompt:** “Create a lab workflow for processing and analyzing veterinary histology samples.”
- **Lab Inventory and Sample Management:** AI can help streamline specimen tracking and inventory control.
 - **Example Prompt:** “Develop an inventory tracking system for a veterinary diagnostic lab handling blood and tissue samples.”
 - **Example Prompt:** “Suggest best practices for storing and labeling veterinary pathology samples to prevent contamination.”



Communications, Sales and Marketing

Client and Account Management

- **Client Relationship Management:** AI can assist with developing strategies for managing client relationships and ensuring effective communication.
 - **Example Prompt:** “Draft an email template for updating clients on the progress of their advertising campaigns.”
- **Strategy Development:** AI can support in creating strategies for advertising campaigns, programs, and promotional efforts.
 - **Example Prompt:** “Create a strategic plan for a digital marketing campaign targeting young professionals in tech.”

Content Creation and Publishing

- **Editing and Manuscript Review:** AI can assist in manuscript evaluation, editing, and content review for book publications.
 - **Example Prompt:** “Review a manuscript on modern art and provide a summary of strengths and areas for improvement.”
- **Publishing and Project Coordination:** AI can help with managing the flow of book projects, coordinating with authors, and overseeing production stages.
 - **Example Prompt:** “Create a timeline for the acquisition and production process of a new book on sustainable agriculture.”

Design and Visual Communication

- **Visual Design Creation:** AI can assist in creating visual elements for digital, print, or multimedia materials.
 - **Example Prompt:** “Design a digital banner for an upcoming university conference on climate change.”
- **Animation and Illustration:** AI can support the creation of illustrations, animations, and visual storytelling.
 - **Example Prompt:** “Generate an animated infographic that explains the process of solar panel installation.”

Communications and Public Relations

- **Communications Strategy:** AI can help in developing comprehensive communication strategies for both internal and external audiences.
 - **Example Prompt:** “Draft a public relations strategy to increase media coverage for a new university research initiative.”
- **Media and Social Media Management:** AI can assist with managing media relations, press releases, and social media efforts.
 - **Example Prompt:** “Create a social media content calendar for promoting a university event on public health.”

Event and Conference Planning

- **Event Coordination:** AI can support the planning and execution of conferences, special events, and large functions.
 - **Example Prompt:** “Draft a plan for coordinating logistics for a two-day conference on environmental sustainability.”
- **Project Management for Events:** AI can assist in project managing the details and team communication for event planning.
 - **Example Prompt:** “Create a project timeline for organizing a keynote speaker’s appearance at a university seminar.”

Media Production and Broadcasting

- **Media Production Support:** AI can assist with coordinating multimedia production, from video creation to radio broadcasts.
 - **Example Prompt:** “Create a step-by-step guide for organizing and recording a university podcast episode on student success.”
- **Visual and Audio Production:** AI can support editing and creating video and audio content for various media platforms.
 - **Example Prompt:** “Edit a video interview with a faculty member about their research into digital humanities.”

Compliance, Legal and Audit Services

Compliance and Legal Support

- **Compliance Program Management:** AI can assist with developing and maintaining compliance programs and overseeing their implementation.
 - **Example Prompt:** “Draft an outline for a compliance training program covering ADA regulations for university staff.”
- **Legal Research and Document Preparation:** AI can support legal teams by drafting and organizing legal documents, researching case law, and tracking legal developments.
 - **Example Prompt:** “Generate a summary of legal precedents related to self-insurance claims for an upcoming litigation case.”
- **Claims Management and Investigation:** AI can assist with organizing claims data, conducting investigations, and ensuring compliance with insurance and legal policies.
 - **Example Prompt:** “Create a checklist for investigating covered claims under the Self-Insurance Program.”

Audits and Investigations

- **Internal Auditing and Financial Reviews:** AI can help plan, execute, and report on internal audits, assessing systems for efficiency, compliance, and financial integrity.
 - **Example Prompt:** “Design an audit plan for reviewing operational systems within the university’s self-insurance program.”
- **Investigating Fraud, Waste, and Abuse:** AI can assist in identifying patterns or anomalies that may indicate fraud or misuse of resources in organizational operations.
 - **Example Prompt:** “Analyze university transaction data to flag potential fraud or waste in the claims process.”

Legal Counsel and Risk Management

- **Legal Advice and Representation:** AI can assist senior legal counsel with drafting legal advice, risk assessments, and representing the university in various legal matters.
 - **Example Prompt:** “Create a risk assessment report for litigation related to a self-insurance claim.”
- **Risk Assessment and Loss Prevention:** AI can support identifying and mitigating risks, including professional and environmental conditions that could negatively impact the university.
 - **Example Prompt:** “Develop a report identifying potential legal risks in university claims and suggest preventive measures.”

Public Records and Compliance Documentation

- **Public Records Management:** AI can assist in organizing and managing public records to ensure compliance with university and legal regulations.
 - **Example Prompt:** “Create a system for tracking and managing university public records to meet compliance standards.”



Education and Training

Child Development and Education Management

- **Program Administration and Management:** AI can assist with developing materials and workflows for managing child development and educational programs.
 - **Example Prompt:** “Create an operational checklist for managing daily activities in a child development center.”
- **Staff Support and Development:** AI can assist in designing training programs and creating resources for educators and administrators in child development and educational roles.
 - **Example Prompt:** “Develop a training module for child development teachers on creating safe and engaging learning environments.”
- **Curriculum Design:** AI can assist with creating or enhancing curriculum for child development programs or educational training.
 - **Example Prompt:** “Design a developmental milestone-based curriculum for Baby Gator center teachers.”

Training and Instructional Design

- **Training Program Development:** AI can support the design of training programs and professional development resources for staff and educators.
 - **Example Prompt:** “Create a training module on best practices for early childhood education, focusing on cognitive and emotional development.”
- **Advanced Training Design:** AI can help create detailed and expert-level training resources for specialized education or training programs.
 - **Example Prompt:** “Design an advanced instructional program for child development educators focusing on inclusive learning strategies.”

- **Instructional Strategy and Implementation:** AI can provide suggestions for implementing technology-based or in-classroom learning strategies and materials.
 - **Example Prompt:** “Develop an implementation guide for using educational technology in child development classrooms.”

Leadership and Organizational Development

- **Leadership Program Design:** AI can assist in designing leadership development programs for individuals in education or training management roles.
 - **Example Prompt:** “Draft a leadership development program outline for managers overseeing child development centers.”
- **Organizational Development:** AI can help design large-scale organizational training programs focused on building effective education systems.
 - **Example Prompt:** “Create a proposal for an organizational development program aimed at improving teamwork and communication within child development teams.”



Facilities Operations

Maintenance and Repair Services

- **Maintenance Assistance:** AI can assist in developing training materials and guides for maintenance workers.
 - **Example Prompt:** “Create a checklist for maintenance assistants to follow during routine vehicle inspections.”
- **Maintenance Generalists and Specialists:** AI can help develop guides for troubleshooting and repair tasks.
 - **Example Prompt:** “Write a step-by-step troubleshooting guide for a steam boiler system breakdown.”
- **Maintenance Supervision and Management:** AI can assist in developing team management strategies, project timelines, and logistical planning.
 - **Example Prompt:** “Draft a work schedule template for a team of maintenance workers handling a major facility renovation.”

Construction and Facility Management

- **Plumbing and Pipelaying:** AI can create instructional content for workers handling plumbing systems and pipe installations.
 - **Example Prompt:** “Design a beginner’s guide for installing water pipes in a commercial building.”
- **Roofing and Signage:** AI can assist in developing safety protocols and instructional content for roofers and sign makers.
 - **Example Prompt:** “Create a set of safety instructions for roofers working on a multi-story building.”
- **Space and Facilities Planning:** AI can help generate reports or space utilization analysis for planners.
 - **Example Prompt:** “Write a report on optimizing office space for a large organization based on current utilization.”

Utility and Infrastructure Services

- **Treatment Plant and Water Distribution:** AI can generate operational guides and maintenance protocols for water treatment and distribution.
 - **Example Prompt:** “Create a troubleshooting guide for water treatment plant operators addressing common equipment failures.”
- **Utility Operations and Line Locating:** AI can assist with inventory management and the operation of utility equipment.
 - **Example Prompt:** “Design a checklist for utility line locators to ensure proper operation and maintenance of detection equipment.”

Security and Emergency Services

- **Security and Alarm Systems:** AI can develop maintenance schedules and operational guidelines for security systems.
 - **Example Prompt:** “Draft a comprehensive maintenance schedule for fire alarm systems across multiple buildings.”



Health Care

Nursing and Direct Patient Care

- **Advanced Nursing Care:** AI can assist with drafting care plans and providing resources for nursing staff.
 - **Example Prompt:** “Create a comprehensive care plan for managing chronic heart failure in an elderly patient.”
- **Basic Patient Care and Supervision:** AI can help develop guides and protocols for daily patient care activities.
 - **Example Prompt:** “Design a checklist for CNA staff to monitor vital signs for post-operative patients.”
- **Professional Nursing Care and Supervision:** AI can support the creation of workflows for nursing teams, including supervision guidelines.
 - **Example Prompt:** “Outline a workflow for RN supervisors to handle critical patient situations in a busy hospital unit.”
- **School Nursing:** AI can assist with creating health promotion materials and emergency protocols for schools.
 - **Example Prompt:** “Develop a guide for school nurses on managing seasonal allergies in students.”

Physician and Physician Support

- **Medical Care and Documentation:** AI can assist in drafting patient documentation and streamlining communication between medical teams.
 - **Example Prompt:** “Generate a template for a medical scribe to document a patient’s post-surgery progress.”
- **Physician and Regional Network Support:** AI can help create training resources for physicians and their support teams in specialized networks.
 - **Example Prompt:** “Draft a briefing document for new physicians joining UFHealth’s Regional CRNA network on operational procedures.”

Administrative and Management

- **Healthcare Facility and Program Management:** AI can assist with developing policies, workflows, and best practices for managing healthcare facilities and services.
 - **Example Prompt:** “Generate a template for a medical scribe to document a patient’s post-surgery progress.”
- **Clinical and Laboratory Supervision:** AI can support the creation of training materials, compliance guidelines, and operational checklists for clinical and laboratory supervisors.
 - **Example Prompt:** “Develop a checklist for a Clinical Laboratory Manager to ensure daily quality control in a hospital lab.”
- **Patient Services Coordination:** AI can help structure patient referral processes and optimize outpatient administrative workflows.
 - **Example Prompt:** “Draft a workflow for Clinical Referral Representative Supervisors to streamline specialist appointment scheduling.”
- **Medical Coding and Compliance:** AI can assist in creating audit procedures and compliance training for coding and reimbursement teams.
 - **Example Prompt:** “Generate a training guide for a Compliance Audit Specialist Supervisor on ensuring accurate medical coding practices.”
- **Specialized Healthcare Management:** AI can aid in developing role-specific best practices and operational guidelines for pharmacy, dietetics, dental assistance, and genetic counseling.
 - **Example Prompt:** “Outline a strategic plan for a Pharmacy Manager to optimize medication inventory management and reduce waste.”

Allied Health Professionals

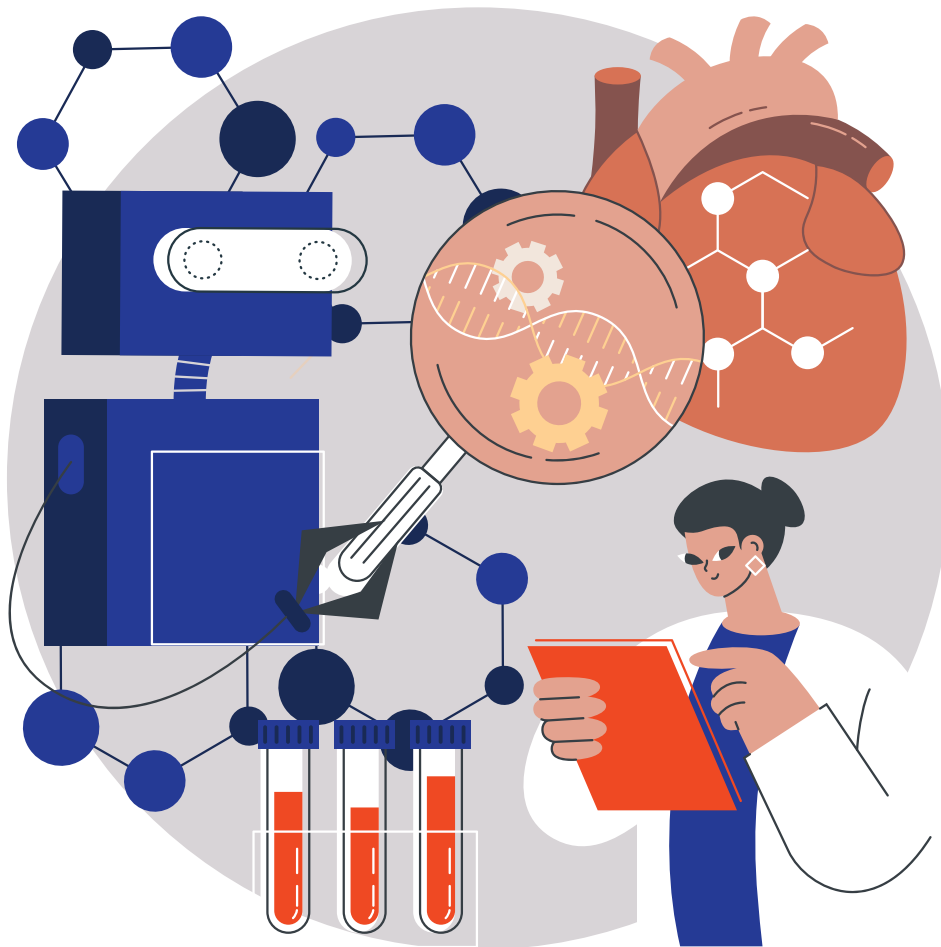
- **Patient Care Support:** AI can assist with developing patient education materials and clinical workflow optimizations for medical assistants, dental assistants, and technicians.
 - **Example Prompt:** “Create a step-by-step guide for Certified Medical Assistants on preparing patients for routine check-ups.”
- **Imaging and Laboratory Services:** AI can support the creation of standard operating procedures and best practices for radiologic technologists, medical technologists, and pathology assistants.
 - **Example Prompt:** “Draft a quality control checklist for Medical Laboratory Technicians to ensure accurate lab test results.”

- **Mental and Behavioral Health Services:** AI can aid in developing therapy frameworks, patient engagement strategies, and mental health awareness resources for counselors and psychologists.
 - **Example Prompt:** “Generate a mindfulness exercise guide for Licensed Mental Health Counselors to use in therapy sessions.”
- **Rehabilitation and Therapy Services:** AI can assist with therapy plans, home exercise programs, and patient progress tracking for occupational therapists, physical therapists, and speech therapists.
 - **Example Prompt:** “Develop a six-week home exercise program for a Physical Therapist treating a patient recovering from knee surgery.”
- **Pharmacy and Medication Management:** AI can help create drug interaction guides, patient education materials, and medication safety protocols for pharmacists and pharmacy technicians.
 - **Example Prompt:** “Outline a patient-friendly brochure explaining the safe use of blood pressure medications.”
- **Health Education and Genetic Counseling:** AI can assist in designing educational programs, outreach materials, and decision-making guides for health educators and genetic counselors.
 - **Example Prompt:** “Create an easy-to-understand infographic explaining genetic testing for hereditary cancer risks.”

Clinical Support and Technicians

- **Data Analysis and Management:** AI can assist with analyzing and managing various types of data in clinical settings.
 - **Example Prompt:** “Generate a report analyzing the statistical outcomes of a recent clinical trial for a new medication.”
- **Patient Support and Advocacy:** AI can help streamline processes to assist patients in accessing services and addressing their concerns.
 - **Example Prompt:** “Create a checklist of resources and services available for patients facing financial difficulties in accessing healthcare.”
- **Clinical Administration and Compliance:** AI can support administrative tasks and ensure compliance with regulations in clinical environments.
 - **Example Prompt:** “Draft a procedural guide for conducting compliance audits in a healthcare facility.”

- **Medical Coding and Financial Counseling:** AI can aid in medical coding and financial counseling processes.
 - **Example Prompt:** “Develop a training module for new clinical coders on the latest coding standards and billing practices.”
- **Simulation and Educational Program Development:** AI can assist in developing and supporting educational programs for clinical simulations.
 - **Example Prompt:** “Outline a curriculum for a simulation-based training program focused on emergency response for healthcare professionals.”
- **Technical Support and Operations:** AI can provide assistance in the technical operations of medical equipment and systems.
 - **Example Prompt:** “Create an operation manual for using imaging equipment during surgical procedures, including troubleshooting tips.”

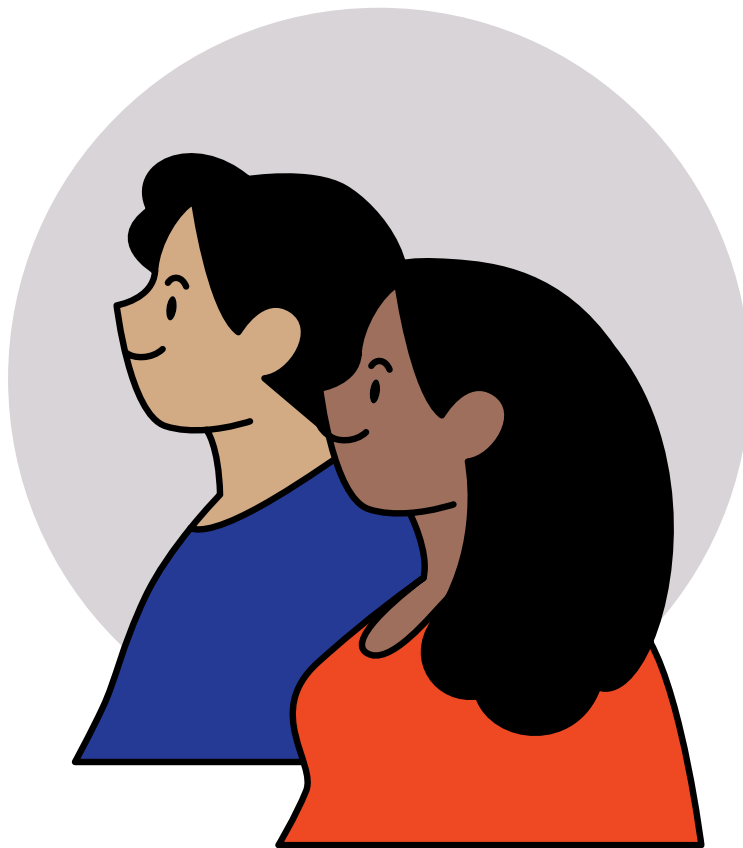


Human Resources

Human Resources and Talent Management

- **HR Data Analysis and Compliance:** AI can assist with analyzing HR trends, ensuring compliance, and investigating workplace concerns.
 - **Example Prompt:** “Generate a report summarizing the latest trends in employee retention based on HR data analytics.”
 - **Example Prompt:** “Draft a checklist for conducting an impartial HR investigation into workplace harassment claims.”
- **Employee Relations and Engagement:** AI can support employee relations specialists by providing guidance on best practices and drafting policies.
 - **Example Prompt:** “Create a guide on effective conflict resolution strategies for HR professionals.”
 - **Example Prompt:** “Draft a communication plan for implementing a new employee engagement initiative.”
- **Talent Acquisition and Workforce Planning:** AI can help with writing job descriptions, screening candidates, and improving onboarding processes.
 - **Example Prompt:** “Write a job description for a Compensation Specialist II with responsibilities and required qualifications.”
 - **Example Prompt:** “Develop a structured onboarding plan for new university employees to ensure engagement and retention.”
- **Benefits and Compensation Management:** AI can assist in explaining benefits programs and designing competitive compensation structures.
 - **Example Prompt:** “Summarize key points of a university’s health and welfare benefits package in an easy-to-read document for new hires.”
 - **Example Prompt:** “Compare different compensation models for higher education institutions and provide a recommendation for implementation.”

- **Immigration and Compliance Support:** AI can generate immigration policy summaries and assist with international employment processes.
 - **Example Prompt:** “Draft a guide outlining visa options for international faculty and researchers at a U.S. university.”
 - **Example Prompt:** “Summarize key compliance requirements for maintaining legal work authorization for international employees.”



Information Technology

Database Administration

- **Database Management and Support:** AI can assist with database optimization, security, and troubleshooting.
 - **Example Prompt:** “Generate SQL performance tuning recommendations for a large enterprise database with millions of records.”

Applications Development and Programming

- **Software Development and Application Design:** AI can support coding, debugging, and improving application performance.
 - **Example Prompt:** “Write a Python script to connect to an API and fetch user data for a web application.”
 - **Example Prompt:** “Generate best practices for secure coding in enterprise application development.”
- **Telecommunications Applications:** AI can enhance the development and maintenance of telecom systems.
 - **Example Prompt:** “Explain the process of integrating a VoIP system with an enterprise telecommunication network.”

Web Development and Design

- **Web Design and Development:** AI can assist in UI/UX design, accessibility, and coding best practices.
 - **Example Prompt:** “Suggest an accessible color palette for a university website following WCAG 2.1 guidelines.”
 - **Example Prompt:** “Generate a step-by-step guide for optimizing website performance using modern web development techniques.”

IT Management and Leadership

- **IT Leadership and Strategy:** AI can provide guidance on IT governance, budgeting, and team management.
 - **Example Prompt:** “Develop a strategic IT roadmap for a university IT department over the next five years.”
 - **Example Prompt:** “Outline key leadership principles for managing a diverse IT team in a higher education setting.”

Business Analysis and Consulting

- **Business Process Optimization and Relationship Management:** AI can support business process improvement and stakeholder engagement.
 - **Example Prompt:** “Analyze common inefficiencies in IT service management and suggest process improvements.”
 - **Example Prompt:** “Draft an IT business relationship management plan to improve communication between IT and faculty members.”

IT Operations and Support

- **End-User Support and Help Desk Services:** AI can assist in troubleshooting and automating support tasks.
 - **Example Prompt:** “Create a troubleshooting guide for end users experiencing network connectivity issues.”
 - **Example Prompt:** “Draft a chatbot script to assist with common IT help desk requests.”
- **Data Center Operations and IT Infrastructure:** AI can assist in system monitoring and maintenance.
 - **Example Prompt:** “Generate a checklist for maintaining data center security and uptime.”

IT Security

- **Cybersecurity & Risk Management:** AI can help in identifying vulnerabilities and enhancing security practices.
 - **Example Prompt:** “Generate a cybersecurity awareness training outline for university staff and students.”
 - **Example Prompt:** “List best practices for securing cloud-based applications against cyber threats.”

IT Project Management

- **Project Planning and Execution:** AI can assist with planning, scheduling, and risk management in IT projects.
 - **Example Prompt:** “Develop a risk assessment matrix for a university-wide IT infrastructure upgrade project.”
 - **Example Prompt:** “Suggest best practices for managing cross-functional IT project teams.”

Network Engineering and Administration

- **Network Setup and Maintenance:** AI can help in network design, troubleshooting, and optimization.
 - **Example Prompt:** “Create a step-by-step guide for configuring a secure wireless network for a university campus.”
 - **Example Prompt:** “Explain the process of implementing a zero-trust security model for enterprise networks.”

IT Analysis & Architecture

- **IT Architecture and Systems Administration:** AI can support system integration, documentation, and automation.
 - **Example Prompt:** “Generate a system architecture diagram for a cloud-based learning management system.”
 - **Example Prompt:** “List the key factors to consider when selecting an enterprise IT vendor for higher education institutions.”
- **IT Training and Documentation:** AI can assist in creating educational materials for IT staff and end users.
 - **Example Prompt:** “Write a tutorial on using a new enterprise software system for university staff.”
 - **Example Prompt:** “Develop a training module on IT risk management for non-technical employees.”



Libraries and Museums

Museum and Collections Management

- **Exhibit and Collection Curation:** AI can assist in organizing and researching museum collections for exhibitions.
 - **Example Prompt:** “Generate a curatorial statement for an upcoming exhibit on 20th-century American art.”
- **Artifact and Specimen Documentation:** AI can support documentation, cataloging, and tracking of museum collections.
 - **Example Prompt:** “Create a standardized catalog entry for a newly acquired ancient artifact, including provenance details and condition notes.”
- **Preservation and Conservation Planning:** AI can help develop conservation strategies for museum collections.
 - **Example Prompt:** “Draft a preservation plan for storing delicate textiles in a climate-controlled museum environment.”

Library and Archival Services

- **Cataloging and Metadata Management:** AI can aid in organizing digital and physical library collections.
 - **Example Prompt:** “Generate MARC metadata for a newly acquired historical manuscript.”
- **Public Outreach and Information Services:** AI can assist in developing outreach materials for library users.
 - **Example Prompt:** “Write a newsletter article introducing new digital archives available at the university library.”
- **Digitization and Imaging Assistance:** AI can streamline document conversion and digital indexing.
 - **Example Prompt:** “Develop a workflow for digitizing and archiving rare books with OCR-enabled search functionality.”

Museum Operations and Administration

- **Event and Program Planning:** AI can help design museum educational programs and public events.
 - **Example Prompt:** “Create an itinerary for a museum’s family-friendly weekend event, including hands-on activities and guided tours.”
- **Policy and Procedure Development:** AI can support the creation of operational guidelines.
 - **Example Prompt:** “Draft a museum loan policy outlining the procedures for borrowing and lending artwork.”
- **Visitor Engagement and Accessibility:** AI can enhance visitor experiences through tailored content.
 - **Example Prompt:** “Write an engaging museum guide description for an interactive science exhibit targeted at middle school students.”



Life, Physical and Social Sciences

Biological and Medical Research

- **Research and Development:** AI can assist in the design and analysis of experiments related to plant, animal, and human life.
 - **Example Prompt:** “Outline a research proposal for studying the effects of climate change on local plant species.”
- **Data Analysis:** AI can analyze experimental data to identify trends and draw conclusions.
 - **Example Prompt:** “Analyze this dataset of plant growth under varying light conditions and summarize the findings.”

Chemical and Materials Science

- **Chemical Research:** AI can support the development of new chemical compounds and materials.
 - **Example Prompt:** “Suggest potential applications for a new biodegradable polymer developed in the lab.”
- **Laboratory Procedures:** AI can help streamline laboratory protocols and documentation.
 - **Example Prompt:** “Create a step-by-step guide for safely conducting a titration experiment in the lab.”

Conservation and Environmental Science

- **Land Quality Management:** AI can assist in monitoring and improving the quality of natural resources.
 - **Example Prompt:** “Draft a conservation plan for a local forest area that addresses soil health and biodiversity.”

Teaching and Laboratory Management

- **Teaching Laboratory Management:** AI can enhance laboratory training programs and resources for students.
 - **Example Prompt:** “Develop an interactive tutorial on the use of laboratory equipment for new students.”
- **Quality Assurance:** AI can assist in maintaining standards and improving laboratory processes.
 - **Example Prompt:** “Create a checklist for quality control in a biological research lab.”



Office and Business Administration

Administrative Support

- **General Administrative Tasks:** AI can assist in managing schedules, drafting communications, and organizing files.
 - **Example Prompt:** “Create a weekly schedule template for administrative tasks in a busy office environment.”
- **Reception and Customer Service:** AI can help streamline reception duties and customer interactions.
 - **Example Prompt:** “Draft a standard greeting script for receptionists to use when answering phone calls.”

Asset Management

- **Asset Processing and Management:** AI can assist with tracking and processing asset information and generating reports.
 - **Example Prompt:** “Generate a monthly report template for tracking the status of university assets and their locations.”

Project Management

- **Project Oversight and Coordination:** AI can support project management tasks by assisting with timelines, resource allocation, and progress tracking.
 - **Example Prompt:** “Create a project timeline for launching a new administrative initiative, including key milestones and deliverables.”

Records and Information Management

- **Records Analysis and Management:** AI can help in evaluating records management systems and suggesting improvements.
 - **Example Prompt:** “Develop a checklist for assessing the effectiveness of a university’s electronic records management system.”

Customer Service and Call Center Operations

- **Call Center Operations:** AI can assist in scripting and training materials for call center agents.
 - **Example Prompt:** “Draft training materials for new call center agents focusing on effective communication and problem-solving techniques.”

Operations and Facilities Management

- **Operational Support:** AI can help streamline operations by assisting in scheduling, process documentation, and daily task management.
 - **Example Prompt:** “Outline a standard operating procedure for handling incoming mail and packages in a university setting.”



Public and Environmental Safety

Compliance and Safety Management

- **ADA Compliance and Safety Programs:** AI can assist with creating and managing compliance programs to ensure adherence to safety and accessibility standards.
 - **Example Prompt:** “Develop a checklist for ADA compliance audits in campus facilities.”
- **Emergency Management and Preparedness:** AI can help design emergency response plans and training materials.
 - **Example Prompt:** “Create a step-by-step guide for conducting a campus-wide emergency evacuation drill.”
- **Environmental Health and Safety Programs:** AI can support the development of health and safety guidelines and training programs.
 - **Example Prompt:** “Draft a training module for staff on proper hazardous materials handling and disposal.”

Behavioral Health and Support Services

- **Crisis Intervention and Behavioral Services:** AI can assist in creating protocols and training materials for crisis response.
 - **Example Prompt:** “Outline a training program for law enforcement officers on recognizing and responding to mental health crises.”
- **Victim Advocacy Programs:** AI can help develop resources and support materials for victim services.
 - **Example Prompt:** “Design an informational brochure on available victim support services for university students.”

Security and Risk Management

- **Physical Security Operations:** AI can aid in developing policies and procedures for campus security and safety.
 - **Example Prompt:** “Create a policy manual for implementing new surveillance technologies on campus.”

- **Risk Assessment and Management:** AI can assist in identifying and mitigating potential risks across university operations.
 - **Example Prompt:** “Generate a risk assessment template for campus events, including potential hazards and mitigation strategies.”

Technical and Compliance Coordination

- **Biosafety and Hazardous Materials Management:** AI can support the development of safety protocols and compliance monitoring.
 - **Example Prompt:** “Draft a standard operating procedure for laboratory safety inspections and reporting.”
- **Building Code Compliance and Inspections:** AI can help streamline the process of reviewing construction plans and conducting inspections.
 - **Example Prompt:** “Create a checklist for building code compliance reviews for new construction projects on campus.”



Research and Grants

Research Administration and Leadership

- **Sponsored Programs Management:** AI can assist in managing aspects of sponsored programs and grants.
 - **Example Prompt:** “Create a checklist for managing sponsored program compliance requirements for research projects.”
- **Grants Management:** AI can support the development of processes for managing grant accounting and financial reporting.
 - **Example Prompt:** “Draft a guideline for tracking grant expenditures and ensuring compliance with funding agency requirements.”
- **Research Administration Support:** AI can help streamline administrative tasks related to research programs.
 - **Example Prompt:** “Generate a template for research administration reports summarizing project progress and financial status.”
- **Technology Licensing:** AI can assist in the technology licensing process, including patent applications and faculty outreach.
 - **Example Prompt:** “Create a presentation outline for faculty on best practices for engaging in technology licensing discussions.”

Technology Licensing and Commercialization

- **Technology Licensing Management:** AI can support the management and oversight of technology licensing processes.
 - **Example Prompt:** “Draft an overview of the technology licensing process for new faculty members, including key steps and resources.”
- **Patent Support:** AI can assist with developing materials related to patent processes and technology commercialization.
 - **Example Prompt:** “Create a flowchart illustrating the patent application process and the roles involved.”

- **Faculty Engagement:** AI can help design outreach materials for faculty involved in technology licensing.
 - **Example Prompt:** “Generate an FAQ document addressing common questions faculty have about technology licensing and commercialization.”

Clinical Research

- **Clinical Research Management:** AI can assist in managing clinical research programs and coordinating activities.
 - **Example Prompt:** “Create a timeline for a clinical research project, outlining key milestones and regulatory requirements.”
- **Clinical Research Coordination:** AI can support the coordination of clinical research activities and participant management.
 - **Example Prompt:** “Draft a standard operating procedure for recruiting and managing clinical trial participants.”
- **Data Management in Clinical Research:** AI can help analyze and manage clinical research data for trials.
 - **Example Prompt:** “Generate a data collection plan for a clinical trial, including types of data to be collected and storage methods.”

Data Management and Analysis

- **Data Analysis Support:** AI can assist with the analysis and interpretation of complex research data.
 - **Example Prompt:** “Create a report template for summarizing findings from a large dataset analysis.”
- **Data Management Operations:** AI can help streamline data management processes and improve data quality.
 - **Example Prompt:** “Draft a checklist for ensuring data accuracy and integrity in research databases.”

Core Research Facilities

- **Core Facility Operations:** AI can assist in managing and optimizing operations within core research facilities.
 - **Example Prompt:** “Develop a training manual for new staff on the standard operating procedures for equipment use in the core facility.”

- **Technical Research Procedures:** AI can support the execution of specialized research procedures and experiments.
 - **Example Prompt:** “Create a protocol for using flow cytometry equipment, including setup, calibration, and data analysis.”

Research Support Staff

- **Research Coordination and Support:** AI can help coordinate research activities and support researchers with administrative tasks.
 - **Example Prompt:** “Generate a project management template for tracking research tasks, deadlines, and responsibilities.”
- **Software Development for Research:** AI can assist in developing software tools to support research activities.
 - **Example Prompt:** “Draft a specifications document for a research software application designed to analyze experimental data.”

Regulatory and Compliance (Research)

- **Research Compliance Management:** AI can assist in providing administrative and specialized support for research compliance activities.
 - **Example Prompt:** “Generate a project management template for tracking research tasks, deadlines, and responsibilities.”
- **Audit and Analysis:** AI can support auditing research activities and ensuring compliance with regulations.
 - **Example Prompt:** “Draft a report template for summarizing the findings of a research compliance audit.”

Contracting

- **Contract Management:** AI can assist in managing research contracts and ensuring compliance with terms.
 - **Example Prompt:** “Generate a guideline for reviewing and negotiating research contract terms and conditions.”
- **Team Leadership in Contracting:** AI can help develop strategies for managing and training a team of contracting officers.
 - **Example Prompt:** “Create a training program outline for new contracting officers on best practices in contract management.”

General Administration and Analysis

- **Administrative Support in Research:** AI can assist in providing administrative support for laboratory operations and research staff.
 - **Example Prompt:** “Draft a standard operating procedure for lab administration tasks, including scheduling and inventory management.”
- **Data Collection and Analysis:** AI can support the collection and analysis of institutional data for decision-making.
 - **Example Prompt:** “Develop a template for reporting institutional data trends and insights to stakeholders.”



Student and Academic Services

Academic Advising and Support

- **Academic Advising:** AI can assist in advising students on course selection and academic requirements.
 - **Example Prompt:** “Create a guide for academic advisors on effective course planning strategies for first-year students.”
- **Program Development and Administration:** AI can support the development and administration of academic programs.
 - **Example Prompt:** “Draft a proposal for a new academic program aimed at enhancing interdisciplinary studies.”

Admissions and Enrollment

- **Admissions Coordination:** AI can assist in managing student admissions processes and providing support to applicants.
 - **Example Prompt:** “Generate a checklist for applicants outlining the steps to complete the admissions process.”
- **Cross-Functional Services:** AI can help streamline cross-functional student services, including admissions and financial aid.
 - **Example Prompt:** “Create an information brochure detailing One Stop services for prospective students.”

Career Services

- **Career Development Support:** AI can assist in coordinating career development and recruitment services.
 - **Example Prompt:** “Develop a workshop outline for a career fair preparation session for students.”
- **Program Management:** AI can support the management and enhancement of career development programs.
 - **Example Prompt:** “Draft a strategic plan for expanding internship opportunities for students in various fields.”

Student Affairs and Support Services

- **Student Support Services Management:** AI can assist in managing student affairs programs and services.
 - **Example Prompt:** “Create a framework for assessing the effectiveness of student affairs initiatives on campus.”
- **Health Promotion and Counseling:** AI can support the development and implementation of health promotion programs for students.
 - **Example Prompt:** “Draft a health awareness campaign plan targeting mental health resources for students.”

Student Financial Aid

- **Financial Aid Processing Support:** AI can assist in managing and streamlining financial aid application processes.
 - **Example Prompt:** “Develop a guide for students outlining the steps to complete their financial aid applications accurately.”
- **Financial Aid Program Management:** AI can help analyze financial aid data to improve program effectiveness.
 - **Example Prompt:** “Create a report summarizing trends in financial aid applications and awards over the past five years.”

University Housing

- **Housing Operations and Management:** AI can assist in coordinating university housing operations and enhancing resident life programs.
 - **Example Prompt:** “Draft a communication plan for new residents outlining essential information about living in university housing.”
- **Residence Life Coordination:** AI can support the development of engaging programs and activities for residents.
 - **Example Prompt:** “Create a calendar of events for the upcoming semester that promotes community engagement in the residence halls.”

University Registrar

- **Registrar Process Coordination:** AI can assist in streamlining registrar processes and improving communication with students.
 - **Example Prompt:** “Develop an FAQ document to address common student inquiries about course registration and transcripts.”
- **Registrar Office Management:** AI can help manage and analyze data related to student enrollment and academic records.
 - **Example Prompt:** “Generate a report on enrollment trends to help the registrar’s office make data-driven decisions for future terms.”



Constructing Effective Prompts

Directions: Use these tips to enhance your prompts

Purpose

- **Task Description:** Clearly state the specific task or output you need.
- **Example:** Prepare a rewrite, summary, report, comparison, analysis, outline, etc.

Audience

- **Target Audience:** Specify who will read or use the output.
- **Example:** This summary is for the executive management team.

User Role

- **Role:** Indicate who is creating the prompt or document.
- **Example:** As a project manager, new employee, faculty, medical personnel, etc.

Context

- **Context and Details:** Include relevant context or background information.
- **Example:** Highlight the key achievements and areas for improvement from the last quarter.

Exclusions

- State what should be avoided in the response.
- **Example:** Avoid including unnecessary technical jargon.

Style

- **Tone and Style:** Define the desired tone and writing style.
- **Example:** Write in a formal, concise, funny, witty, professional... tone.

Language and Terminology

- Specify any language or terminology preferences.
- **Example:** Use business terminology, certain language, medical jargon, etc.

Format

- **Formatting Requirements:** Provide any specific formatting instructions (tables, bulleted list, headings, subheadings, structure, etc.)
- **Example:** Use bullet points for key points and include a brief introduction and conclusion.

Length Constraints

- Specify if there are any length constraints for the output.
- **Example:** Keep the summary within one page, two paragraphs, three sentences...

Guidance

- **Examples and References:** Provide examples or references to guide the AI.
- **Example:** Refer to the previous quarter's performance summary for structure and style.

Clarifications and Follow-Ups

- Mention if you expect the AI to ask for clarifications if the prompt is ambiguous.
- **Example:** If any part of the task is unclear, ask for further details.

Resources

[NaviGator Chat User Guide](#)

[Data Classification Guidelines](#)

NaviGator Chat: <https://it.ufl.edu/ai/navigator-chat/>

UF GPT Copilot: <https://it.ufl.edu/ai/microsoft-copilot/>

References

Harvard Business School. (2024, November 25). *AI and machine learning: Set your team up to collaborate with AI successfully*. Tomas Chamorro-Premuzic. <https://hbr.org/2024/11/set-your-team-up-to-collaborate-with-ai-successfully>