

# JACE WorkFORCE Architect

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## Complete Prompt Library

150+ Ready-to-Use Prompts Organized by Role, Function, and Use Case

Prepared for Your Organization by  
**JACE | Jordan-Alston Center for Education**  
Workforce Innovation Division

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## How to Use This Prompt Library

This library contains over 150 ready-to-use prompts for JACE WorkFORCE Architect. Every prompt is designed to produce structured, actionable output using only your approved LMS course catalogs. You can copy and paste any prompt directly into the tool.

<https://chatgpt.com/g/g-6993603396288191841ceb16ad094095-jace-workforce-architect>

### How to Get the Best Results

1. Copy any prompt exactly as written and paste it into the tool.
2. Replace bracketed placeholders like [role] or [department] with your specifics.
3. After receiving your initial results, ask follow-up questions to refine.
4. Combine prompts from different categories for comprehensive plans.
5. The more specific you are, the more targeted the output will be.

### Prompt Difficulty Levels

Each category includes prompts at three levels:

- Starter — Simple, single-action requests for first-time users
- Intermediate — Multi-layered requests that produce detailed plans
- Advanced — Strategic, enterprise-level requests for power users

## Section 1: Onboarding & New Hire Training

Use these prompts to build structured onboarding pathways that replace unstructured “shadow and hope” approaches. Every plan uses only approved LMS courses.

### Starter Prompts

*Simple onboarding requests*

1. “Build a 90-day onboarding plan for new Peer Recovery Specialists.”
2. “What courses should a new hire complete in their first 30 days?”
3. “Create a basic onboarding checklist using LMS courses.”
4. “What training should happen in the first week for any new employee?”
5. “Build an onboarding plan for a new Community Health Worker.”

### Intermediate Prompts

*Detailed, role-specific onboarding*

1. “Build a 30/60/90 day onboarding plan for Peer Recovery Specialists in outpatient behavioral health with CEU labeling.”
2. “Create a high-risk onboarding track for forensic peer specialists that includes trauma exposure preparation.”
3. “Design an onboarding pathway for Behavioral Health Workers that integrates compliance, clinical skills, and self-care.”
4. “Build an accelerated onboarding model for experienced hires who need compliance training but not foundational skills.”
5. “Create a supervisor onboarding track that includes coaching skills, documentation oversight, and ethical supervision.”
6. “Design an onboarding plan for military/veteran-serving staff that includes cultural competency modules.”

### Advanced Prompts

*Enterprise-level onboarding architecture*

1. “Build a standardized onboarding model that works across all three of our sites with role-based customization.”
2. “Design a tiered onboarding system: foundational track for all hires, specialized track by role, advanced track by population served.”
3. “Create an onboarding blueprint that includes training milestones tied to 30/60/90 day performance check-ins.”
4. “Build an apprentice-to-certified onboarding ladder for staff entering the peer recovery field without prior experience.”
5. “Design an onboarding system that reduces our 90-day turnover rate by integrating early wins, resilience training, and supervisor touchpoints.”

## Section 2: CEU Compliance & License Protection

Use these prompts to manage CEU tracking, verify eligibility, pace renewal cycles, and prepare for board audits. The tool automatically cross-checks all courses against CEU and Non-CEU catalogs.

### Starter Prompts

*Basic CEU management*

1. "Which courses in our LMS are CEU eligible?"
2. "Which courses are Non-CEU?"
3. "Show me CEU courses available for Peer Recovery Specialists."
4. "How many CEU hours can I earn from the current catalog?"
5. "Build a simple CEU tracking list for my license."

### Intermediate Prompts

*Structured CEU strategy*

1. "Build a 24-month CEU plan paced quarterly for my LCPC renewal."
2. "Create a CEU Verification Matrix for all licensed staff in our organization."
3. "Generate a CEU compliance dashboard showing completion percentages by role."
4. "Build a CEU renewal calendar with 30/60/90 day alert cadence for all licensed employees."
5. "Separate all assigned courses into CEU Eligible and Non-CEU with audit-ready labeling."
6. "Which CEU courses cover ethics requirements for LCPC renewal?"
7. "Create a CEU pacing plan that front-loads clinical intensity and buffers the final quarter."

### Advanced Prompts

*Enterprise CEU governance*

1. "Build a CEU governance policy draft covering tracking, verification, renewal monitoring, and corrective action."
2. "Design a CEU deficit alert system that flags licensed staff who are behind pace before their renewal deadline."
3. "Create a CEU audit defense documentation package I can present to a state licensing board."
4. "Simulate a board audit of my CEU records and identify any gaps or vulnerabilities."
5. "Build an organization-wide CEU compliance dashboard that tracks every licensed employee across all credential types."
6. "Map CEU requirements by credential type (LCPC, LCSW, LGPC, LCADC, CPRS) and build role-specific pacing plans for each."

## Section 3: Audit & Accreditation Readiness

Use these prompts to prepare for CARF, state audits, Medicaid reviews, Joint Commission, and grant compliance reviews. The tool builds audit-ready documentation from your LMS inventory.

### Starter Prompts

*Basic audit preparation*

1. "Help me prepare for a state compliance audit."
2. "What training documentation do we need for an accreditation review?"
3. "Are our CEU records audit-ready?"
4. "Build a training compliance checklist for our next survey."
5. "What workforce domains do CARF surveyors typically review?"

### Intermediate Prompts

*Structured audit defense*

1. "Build a CARF-aligned training matrix mapping every role to required courses across all workforce domains."
2. "Create a corrective action retraining protocol we can activate after any compliance finding."
3. "Generate audit export instructions for pulling training documentation from our LMS."
4. "Build a cultural responsiveness annual reinforcement schedule with role assignments for CARF evidence."
5. "Create a supervisor training accountability matrix showing oversight compliance for each supervisor."
6. "Map our training to Medicaid compliance requirements for peer recovery services."
7. "Build a documentation quality improvement track that satisfies continuous quality improvement standards."

### Advanced Prompts

*Strategic compliance architecture*

1. "Simulate CARF survey workforce questions and build structured response scripts with LMS evidence references."
2. "Build a zero-surprise audit protocol that ensures we are survey-ready at all times, not just before reviews."
3. "Create a 60-day pre-survey action plan with daily and weekly milestones."
4. "Design a compliance governance committee structure with quarterly audit review cadence."
5. "Build an audit defense binder template with sections for training policy, CEU verification, role matrices, corrective action, supervision evidence, and wellness documentation."
6. "If we were audited tomorrow, where are we exposed? Run a gap analysis across all workforce domains."

## Section 4: Retention & Turnover Reduction

Use these prompts to build training-based retention strategies. Research shows structured onboarding and ongoing development are the strongest levers against early turnover.

### Starter Prompts

*Basic retention support*

1. "Help reduce turnover using LMS training."
2. "What training helps retain new hires in their first 90 days?"
3. "Build a retention-focused onboarding plan."
4. "What courses reduce burnout for frontline staff?"
5. "How can training improve morale?"

### Intermediate Prompts

*Structured retention strategy*

1. "Reduce 90-day turnover using structured onboarding, early wins training, and resilience integration."
2. "Build a retention intervention plan that activates when a staff member shows disengagement signals."
3. "Create a post-exit-interview training redesign process — use exit data patterns to adjust onboarding."
4. "Design a career laddering pathway that gives staff visible growth milestones within the LMS."
5. "Build a morale stabilization strategy using professional identity and strengths-based modules."
6. "Correlate wellness participation with turnover data and build a dashboard to track it."

### Advanced Prompts

*Enterprise retention engineering*

1. "Build a 12-month workforce stabilization strategy that links training, wellness, supervision, and retention."
2. "Design a predictive attrition model using training engagement patterns as early warning indicators."
3. "Create a workforce recovery plan for rebuilding team stability after a period of high turnover."
4. "Build a promotion-linked retention model where training completion unlocks advancement eligibility."
5. "Design a multi-year retention roadmap that uses LMS data to reduce annual turnover by 20%."

## Section 5: Self-Care, Wellness & Burnout Prevention

Use these prompts to build structured wellness strategies using your approved Grief & Loss Library and Self-Care course inventory. The tool offers four implementation models for every wellness plan.

### Starter Prompts

*Basic wellness requests*

1. "What self-care courses are available in our LMS?"
2. "Build a personal burnout prevention routine using approved courses."
3. "Add self-care modules to our onboarding plan."
4. "What wellness training should frontline staff complete?"
5. "Help me process grief after a client loss using available modules."

### Intermediate Prompts

*Structured wellness integration*

1. "Build a tiered wellness model with universal baseline for all staff and targeted tracks for high-risk roles."
2. "Create a secondary trauma mitigation pathway for forensic peer teams."
3. "Design a supervisor-triggered wellness intervention protocol with escalation steps."
4. "Build a grief processing track for staff exposed to client death or relapse."
5. "Create a quarterly resilience refresher schedule for all departments."
6. "Design an emotional regulation training track for crisis response teams."
7. "Build a compassion fatigue prevention model for Community Health Workers."

### Advanced Prompts

*Enterprise wellness strategy*

1. "Measure the correlation between wellness participation and 90-day retention and build a tracking dashboard."
2. "Design a 4-model wellness implementation framework: optional, supervisor-assigned, onboarding-integrated, and tiered."
3. "Build an annual wellness governance structure with quarterly review, supervisor accountability, and participation metrics."
4. "Create a burnout risk forecasting model using training engagement data as leading indicators."
5. "Design a post-critical-incident wellness response protocol that activates within 24 hours of any serious event."
6. "Build a wellness ROI model I can present to the board showing cost-of-turnover vs. cost-of-prevention."

## Section 6: Supervisor & Leadership Development

Use these prompts to build supervisor competency, strengthen oversight accountability, and develop your leadership pipeline.

### Starter Prompts

*Basic supervisor development*

1. "Build a supervisor leadership pathway using LMS courses."
2. "What training should new supervisors complete?"
3. "Create a coaching skills track for supervisors."
4. "What ethics training is relevant for clinical supervisors?"
5. "Help me build a team training discussion guide."

### Intermediate Prompts

*Structured leadership tracks*

1. "Build a supervisor onboarding track that includes documentation oversight, coaching skills, and ethical supervision."
2. "Create a difficult conversation training overlay for supervisors managing performance issues."
3. "Design a supervisor accountability dashboard tracking their team's training completion rates."
4. "Build a chain-of-command clarity pathway that defines supervisory expectations at every level."
5. "Create a performance review training structure that aligns supervisor evaluations with LMS completion data."
6. "Design a monthly team training discussion guide tied to rotating LMS module topics."

### Advanced Prompts

*Strategic leadership architecture*

1. "Build a promotion pipeline model that identifies future supervisors based on advanced CEU completion and leadership module engagement."
2. "Design a leadership succession planning framework using LMS training milestones as readiness indicators."
3. "Create a supervisor-as-training-enforcer model that shifts compliance accountability from HR to direct supervisors."
4. "Build an internal trainer certification pathway for staff ready to facilitate training within the organization."
5. "Design a leadership identity development track that moves supervisors from task managers to culture builders."
6. "Create a multi-tier leadership model: Team Lead, Supervisor, Clinical Supervisor, Director — each with distinct LMS pathways."

## Section 7: Performance Management & Corrective Action

Use these prompts to connect training to performance outcomes, build retraining tracks, and create structured improvement plans before escalating to disciplinary action.

### Starter Prompts

*Basic performance support*

1. "Build a retraining plan for a staff member struggling with documentation."
2. "What training addresses boundary concerns?"
3. "Create a performance improvement plan tied to LMS courses."
4. "Help me retrain a staff member after a crisis response incident."
5. "What courses strengthen ethical decision-making?"

### Intermediate Prompts

*Structured performance intervention*

1. "Build a corrective action retraining pathway with 30-day milestones and LMS completion requirements."
2. "Create a pre-disciplinary training intervention model — retrain before writing up."
3. "Design a documentation remediation track for staff with recurring accuracy issues."
4. "Build a structured improvement plan for boundary concerns with ethics, documentation, and supervision components."
5. "Create an incident-response retraining model that activates within 48 hours of any reportable event."
6. "Design a skill revalidation framework that supervisors can use during performance reviews."

### Advanced Prompts

*Performance systems design*

1. "Build a training-linked performance management system where all corrective actions have an LMS retraining component."
2. "Design a corrective action reduction tracking model that measures whether retraining decreases repeat incidents."
3. "Create a quality assurance training overlay that embeds competency checks into the regular workflow."
4. "Build a remediation-to-restoration pathway: corrective action, retraining, skill validation, return to full duties."
5. "Design an incident frequency trend analysis that correlates training gaps with organizational risk events."

## Section 8: Special Populations & Cultural Responsiveness

Use these prompts to design training for staff serving specialized populations. Every plan uses only approved LMS courses.

### Forensic & Reentry

*Staff serving justice-involved populations*

1. "Build a forensic peer specialist learning pathway with high-risk onboarding."
2. "Create a reentry support training track with trauma-responsiveness and boundary reinforcement."
3. "Design a forensic exposure mitigation pathway for staff working in correctional or detention settings."
4. "Build an incident response training overlay for forensic teams."
5. "Create a safety-first onboarding model for staff entering forensic environments."

### Military & Veteran Services

*Staff serving service members and veterans*

1. "Build a military culture competency track for civilian staff serving veterans."
2. "Design a veteran-specific peer recovery pathway that includes military-informed trauma modules."
3. "Create a cultural responsiveness overlay for staff working with military families."
4. "Build an onboarding plan for military/veteran-facing Peer Recovery Specialists."

### Youth, Family & Cultural Responsiveness

*Staff serving diverse communities*

1. "Build a youth and family services training pathway."
2. "Create a cultural responsiveness development plan for all staff."
3. "Design an Indigenous recovery services competency track."
4. "Build a trauma-responsive programming training model for youth-serving teams."
5. "Create an annual cultural responsiveness refresher schedule for accreditation evidence."
6. "Design a dual-diagnosis support training track for substance use and mental health."

## Section 9: Analytics, Dashboards & Executive Reporting

Use these prompts to generate data models, dashboards, and board-ready reports that demonstrate training ROI and workforce intelligence.

### Dashboards & KPIs

*Tracking and measurement*

1. "Create an executive KPI dashboard for workforce training."
2. "Build a CEU completion dashboard by role and department."
3. "Design a supervisor compliance scorecard."
4. "Track documentation error trends against retraining completion."
5. "Build a 90-day and 1-year retention dashboard."
6. "Create a training completion lag analysis by department."
7. "Design a workforce readiness dashboard for accreditation."
8. "Build a wellness participation vs. turnover correlation tracker."

### Executive Reports & Board Summaries

*Leadership-level deliverables*

1. "Create a board-ready workforce strategy summary I can present quarterly."
2. "Build a pre/post implementation comparison showing training ROI."
3. "Design a 1-year workforce stabilization plan with quarterly milestones."
4. "Create a 3-year workforce transformation roadmap."
5. "Build a workforce intelligence report template for monthly executive review."
6. "Design a multi-site training consistency report showing cross-location compliance."
7. "Create a grant compliance training report for our federal funder."

## Section 10: Job Description & Contract Mapping

Paste a job description, state contract, grant requirement, or RFP into the tool along with one of these prompts. The tool will map competencies to existing LMS courses and flag gaps.

### Job Description Mapping

*Connecting hiring to training*

1. "I'm pasting a job description. Map required competencies to LMS courses and flag training gaps."
2. "Audit this job description against our LMS inventory and assign a risk tier."
3. "Build a quick-start onboarding plan based on this job description."
4. "Which competencies in this job description are not currently covered by our LMS?"
5. "Create a first-90-days training plan derived from this role's requirements."

### Contract & Grant Mapping

*Compliance with external requirements*

1. "I'm pasting a state contract. Map workforce training requirements to our LMS courses."
2. "Build a grant compliance training structure for this federal deliverable."
3. "Audit this RFP's workforce training requirements and flag what we can and cannot cover."
4. "Create a contract-compliant training matrix I can submit with our proposal."
5. "Map Medicaid peer services training requirements to our existing LMS inventory."

## Section 11: LMS Operations & System Management

Use these prompts for the operational mechanics of running your LMS: assignments, tagging, tracking, renewals, and exports.

### Assignment & Tracking

*Day-to-day LMS operations*

1. "How should I set up role-based learning paths in our LMS?"
2. "Build a batch assignment strategy for onboarding new hires."
3. "Create a course tagging structure: Regulatory, Ethics, Clinical, CEU, Non-CEU, Leadership, Wellness."
4. "Design a renewal alert system with 30/60/90 day reminders."
5. "Build an overdue escalation protocol: when courses are late, what happens?"
6. "How do I export training documentation for an audit?"
7. "Create a course status tracking model: Assigned, In Progress, Completed, Expiring, Overdue."
8. "Design a training sunset policy for retiring outdated courses."

### Governance & Scaling

*Enterprise LMS management*

1. "Build a training approval workflow for adding new courses to the LMS."
2. "Design a training governance committee charter with roles, cadence, and decision authority."
3. "Create a multi-site LMS governance structure that ensures consistency across locations."
4. "Build an LMS governance charter defining who can assign, modify, retire, and report on training."
5. "Design an enterprise-level competency taxonomy that categorizes every course in our catalog."

## Section 12: "I Don't Know What to Ask"

If you are new to the tool, overwhelmed, or unsure where to start, use these prompts. The tool will ask targeted follow-up questions and guide you to a structured plan.

### Start Here

*When you need the tool to lead*

1. "I don't know where to start. Help me organize training for my team."
2. "We are growing fast and need structure. What should we build first?"
3. "We failed an audit — help."
4. "I just became a supervisor and need to get my team's training in order."
5. "I need to get my CEUs organized but I'm behind."
6. "We have high turnover and I think training might be part of the problem."
7. "I'm a new employee and want to take control of my professional development."
8. "Our training feels random and disconnected. Help me create a system."
9. "I inherited a messy team. Where do I start with training?"
10. "We've never had a formal onboarding process. Build one from scratch."
11. "I need to present something to our board about workforce development. Help."
12. "I don't understand CEUs. Explain how they work and help me get started."

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**The right question unlocks the right system. Start asking.**