No. 117

AI TOOLKIT SERIES · THE METHOD

Your Team Led

Lead, motivate and grow your team with AI, without ever losing the human connection.

Four cues to give the AI, and you prepare every check-in, every piece of feedback, every call.

Free for the SYSTINFO community

SYSTINFO · 2026

GOOD TO KNOW

Good to know

In 2026, AI assistants help you prepare a one-to-one, a hard piece of feedback or a team decision in minutes. Three cues before you lean on them.

1. **The AI prepares, you decide.**
   It offers a plan, words, options. But you are the one who knows your people and who carries the responsibility for the final call.

2. **The AI does not know your team.**
   Give it the context (roles, history, character), or its advice stays generic. And never paste sensitive personal data about a team member.

3. **The human connection cannot be delegated.**
   A check-in, a thank-you, a disagreement are lived in person. The AI helps you prepare the conversation, not replace it.

Good reflex: the AI prepares the frame and the words, you bring the knowledge of your people and the decision.

THE METHOD

The Method

Five moves, ten prompts ready to copy. Leading a team well, step by step.

1 Frame
01 Your Role Clarified · 02 Clear Expectations

2 Organize
03 The Task Delegated · 04 The Balanced Load

3 Support
05 The One-To-One · 06 Useful Feedback

4 Grow
07 Skills That Grow · 08 Real Recognition

5 Decide
09 The Decision Owned · 10 The Change Announced

THE RCTFE RECIPE

Every prompt follows the same recipe: Role, Context, Task, Format. Copy the structure, change the brackets.

PROMPT 01 · FRAME

Your Role Clarified

PROMPT TO COPY

```
Role: you are a coach who trains new team leads.
Context: I am becoming the lead of [a team of 5] in [a department], my first management role.
Task: help me clarify my role and my priorities for the first weeks.
Format: 5 priorities, each with one concrete first action.
```

WHAT YOU GET

A clear road map for your start. You know where to begin instead of carrying it all at once.

PROMPT 02 · FRAME

Clear Expectations

PROMPT TO COPY

```
Role: you are a management coach.
Context: I want to set clear expectations with [a team member] about [their role].
Task: help me prepare a simple, motivating expectations message.
Format: 3 concrete, measurable expectations, with a warm opening line.
```

WHAT YOU GET

Expectations said once, properly. Everyone knows what is expected, and you avoid misunderstandings.

PROMPT 03 · ORGANIZE

The Task Delegated

PROMPT TO COPY

```
Role: you are an experienced manager who delegates well.
Context: I must hand [a task] to [a team member] by [a deadline].
Task: write a clear delegation brief, without doing it for them.
Format: the goal, the expected result, the room for autonomy and one check-in point.
```

WHAT YOU GET

A clean handoff, not a vague order. The person knows what to deliver, when, and how far to decide alone.

PROMPT 04 · ORGANIZE

The Balanced Load

PROMPT TO COPY

```
Role: you are a manager who watches workload.
Context: my team of [X] handles these ongoing tasks:
[list].
Task: help me spread the load fairly and spot who is
overloaded.
Format: a who / what / deadline table, and 2 overload
alerts to check.
```

WHAT YOU GET

A load shared fairly. You see at a glance who can take more and who is maxed out.

PROMPT 05 · SUPPORT

The One-To-One

PROMPT TO COPY

```
Role: you are a coach who prepares one-to-ones.
Context: I have a one-to-one with [a team member] next
week, [30] minutes.
Task: prepare a meeting outline that listens before it
talks.
Format: 5 open questions, time for their own topics, and a
closing action.
```

WHAT YOU GET

A face-to-face that truly counts. The person feels heard, and you both leave with something concrete.

PROMPT 06 · SUPPORT

Useful Feedback

PROMPT TO COPY

Role: you are a coach specialized in feedback.
Context: I must give feedback to [a team member] about [a specific fact, not a judgment].
Task: help me word clear, factual and respectful feedback.
Format: the observed fact, the effect, the expectation, then a question to open dialogue.

WHAT YOU GET

Feedback that helps instead of hurts. You say it straight without breaking trust.

PROMPT 07 · GROW

Skills That Grow

PROMPT TO COPY

```
Role: you are a mentor who helps people progress.
Context: [a team member] wants to grow on [a skill];
strengths: [...], gaps: [...].
Task: propose a realistic growth plan over [3 months].
Format: 3 goals, one action per week, and how to measure
progress.
```

WHAT YOU GET

A growth path cut to fit the person. They move with a plan, not with vague encouragement.

PROMPT 08 · GROW

Real Recognition

PROMPT TO COPY

```
Role: you are a manager who recognizes good work.
Context: [a team member or the team] has achieved
[something specific].
Task: help me express sincere, specific recognition.
Format: 3 short messages (spoken, written, in front of the
team), precise and not flattering.
```

WHAT YOU GET

Thanks that land because they are specific. Recognition motivates far more than a vague compliment.

PROMPT 09 · DECIDE

The Decision Owned

PROMPT TO COPY

```
Role: you are a decision-making adviser.
Context: I must choose between [option A] and [option B]
for my team.
Task: help me weigh the pros and cons, then own the choice.
Format: a pros / risks table, the impact on the team, and
how to announce it clearly.
```

WHAT YOU GET

A decision weighed, then carried without wavering. You choose with open eyes and explain it.

PROMPT 10 · DECIDE

The Change Announced

PROMPT TO COPY

```
Role: you are a change communication expert.
Context: I must tell my team about [a change:
reorganization, new rule, bad news].
Task: help me announce it with clarity and respect, without
hiding the reality.
Format: the message, what changes and why, what it implies,
and time for questions.
```

WHAT YOU GET

An announcement that lands without damage. The team gets the why and knows what to expect.

No. 117

YOUR TURN

A Team United

You now know how to lead your team day to day: frame, organize, support, grow, decide. Ten prompts, one recipe to reuse.

The AI prepares the frame and the words, you bring the knowledge of your people and the decision.

Join the SYSTINFO community to get a card like this one every day.

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