



# DESIGNING **LLM POWERED TOOLS**

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## ETHICS AND RISK CHECK

Before developing or using an LLM powered tool it is important to consider the impact of introducing large language models into a system. Predicting possible undesired outcomes can help you design a tool in such a way that the risks of these undersired outcomes becomes minimal, or, if it turns out that this isnt possible allow you to realise that this tool should not be made and used at all before it can do harm. The following risks should be considered when designing LLM powered tools:

### **Bias, Stereotypes, and Representational Harms**

Generative AI systems can embed and amplify harmful biases, influenced by the development chain, data choices, and modeling techniques. These biases often target marginalized identities and can reinforce stereotypes. Evaluations typically focus on bias detection through intrinsic (model-focused) and extrinsic (output-focused) methods, addressing co-occurrence, sentiment, and toxic language analysis. However, limitations exist in addressing intersectionality and adapting to evolving contexts, leading to under representation of certain cultural and demographic groups.

### **Cultural Values and Sensitive Content**

AI systems must navigate varying cultural norms and definitions of sensitive content, such as hate speech or graphic material. Norms differ by region, and generative AI cannot be culturally neutral. Evaluations often involve geopolitical, ethical, and social value assessments, yet many focus narrowly on dominant cultures. Limitations arise from the over representation of certain values and biases in cultural contexts, which may neglect marginalized communities

### **Disparate Performance**

Disparate performance refers to unequal system performance across subpopulations, often caused by skewed data representation and feature inconsistencies. These disparities are exacerbated in multilingual or low-resource settings. Evaluations include subgroup performance analysis, accuracy, and disaggregated results. Limitations include data sparsity and challenges in defining meaningful performance metrics for underrepresented groups

### **Environmental Costs and Carbon Emissions**

Generative AI systems consume significant energy during training, inference, and deployment, contributing to carbon emissions. Evaluation tools like CodeCarbon and Carbontracker measure energy usage and emissions, but there is no consensus on comprehensive metrics. Challenges include accounting for indirect factors like supply chains and lack of transparency from hardware manufacturers

### **Privacy and Data Protection**

AI systems often process personal data, leading to risks of privacy violations and unintended data leakage. Evaluations examine memorization, inference of personal attributes, and data leakage risks, while mitigation efforts include data minimization, consent mechanisms, and opt-in approaches. Limitations stem from the difficulty of ensuring robust protections and addressing context-specific privacy needs

## **Financial Costs**

The financial burden of AI system development includes data acquisition, compute infrastructure, and labor costs, restricting access for less-resourced groups. Evaluations track infrastructure costs, labor hours, and model hosting expenses. Challenges include accounting for hidden costs, such as those related to data cleaning and post-deployment adjustments

## **Data and Content Moderation Labor**

Human labor underpins tasks like data curation, moderation, and evaluation. Many workers face low pay and exposure to harmful content without adequate psychological support. Evaluations focus on working conditions and adherence to ethical standards. Limitations arise from a lack of transparency, documentation, and regulation around the use of crowd labor

## **Trust in Media and Information**

Generative AI systems contribute to the erosion of trust in media and information due to their ability to produce convincing misinformation and disinformation. These systems often generate content indistinguishable from human-created material, complicating detection and reducing trust in credible sources. Tools like watermarking and transparency measures can mitigate these issues, but challenges remain due to the sophistication of generative technologies

## **Over Reliance on Outputs**

Humans often overtrust AI outputs due to perceived authority or urgency in decision-making. This overreliance can lead to the spread of inaccuracies and biases, exacerbated by AI's vulnerabilities like hallucinations and deceptive behaviors. Interventions such as user education and robust testing are critical to mitigate these risks

## **Personal Privacy and Sense of Self**

AI systems can infringe on privacy by exposing personal or sensitive information through training data leaks or unintended memorization. This violation extends beyond data privacy to issues of autonomy, as individuals may lose control over their personal narratives. Mitigations include stronger privacy protections, such as opt-in data use and regulatory frameworks like GDPR.

## **Community Erasure**

Generative AI systems can unintentionally erase marginalized communities through biases in training data and content moderation strategies. Automated or human moderation often suppresses non-dominant cultural expressions, leading to reduced visibility and representation. Transparent, inclusive moderation policies and representation in training datasets are vital for mitigation

## **Long-term Amplification and Embedding of Marginalization by Exclusion**

AI systems can perpetuate marginalization by excluding underrepresented groups from datasets or by including their data without consent, leading to exploitation. This issue is particularly pronounced in applications like low-resource language modeling or cultural representation. Engagement with affected communities and tailored design are recommended solutions

### **Abusive or Violent Content**

Generative AI systems can produce or enable the generation of abusive or violent content, such as non-consensual imagery or hate speech. This disproportionately affects marginalized groups and perpetuates harm. Mitigation strategies include robust content filtering, dataset auditing, and regulatory oversight

### **Militarization, Surveillance, and Weaponization**

The power to develop and deploy advanced generative AI is concentrated among a few entities, often leading to misuse for surveillance, military purposes, or cyberattacks. Ethical guidelines and international agreements are essential to curb these risks, ensuring AI systems are not weaponized or used for oppressive surveillance

### **Imposing Norms and Values**

Global deployment of generative AI often reflects the dominant cultural values of the developers, imposing these norms on diverse cultures. This can result in homogenization, suppression of cultural differences, and marginalization of non-dominant languages and practices. Solutions include culturally sensitive design and inclusion of underrepresented communities in system development

### **Intellectual Property and Ownership**

Generative AI raises significant concerns over intellectual property (IP) as it can reproduce copyrighted content or create new works without clear ownership frameworks. These issues require robust IP policies, attribution mechanisms, and legal clarifications to protect creators' rights

### **Economy and Labor Market**

AI's ability to automate creative and routine tasks disrupts labor markets, potentially displacing workers and altering skill requirements. Evaluations should consider both the economic opportunities and threats posed by AI to ensure equitable outcomes, such as through workforce reskilling initiatives

### **Widening Resource Gaps**

Generative AI systems often require extensive computational resources, exacerbating disparities between well-resourced organizations and those with limited access. This creates barriers for equitable participation in AI development and use. Policies to democratize access and reduce barriers are necessary to address these inequities

If you recognize that your tool is particularly vulnerable to one or more of these risk factors, consider how you can design it to minimize potential negative consequences. Also think about what support or actions are needed to ensure the tool is used safely and responsibly by the user. The next page offers an overview of design guidelines and best practices to help reduce risk.

# DESIGN GUIDELINES



## Balancing Automation & Human Control



- Allow users to form, express, and revise their intentions seamlessly.
- Display objects and actions of interest persistently to keep users informed.
- Users should be able to make small changes quickly and undo them if needed, without significant consequences.
- The system should minimize the likelihood of errors by guiding user input and highlighting potential issues.
- Acknowledge user actions with clear and immediate feedback, helping them understand system responses.
- Show the current status of tasks to help users track progress toward their goals.
- Confirm when tasks are successfully completed, ensuring users know the outcome of their actions.



## Creating User Trust



- Implement personalized, detailed explanations about the chatbot's operations.
- Use first-person language to foster a sense of collaboration.
- Maintain a balance between responsiveness and human-like interaction delays.
- Design interfaces that clearly distinguish between explanations and answers to avoid confusion.



## Ensuring Equal LLM Accessibility



- Use graphical visualizations, simulations, or interactive demonstrations to aid understanding of LLM processes.
- Engage users through physical simulations of LLM reasoning to enhance comprehension.
- Help learners investigate dataset origins, limitations, and relevance to their own lives.
- Make system functionalities and developer intentions clear to users to reduce opacity.
- Introduce system components incrementally to avoid cognitive overload.
- Provide ways for individuals to program LLM with minimal coding skills required.
- Encourage skepticism and critical evaluation of LLMs intelligence and trustworthiness.
- Reflect learners' personal and cultural contexts to boost engagement.
- Design collaborative and interactive LLM learning experiences.
- Incorporate relatable themes, such as games or music, to foster engagement.
- Recognize and address sensationalized or inaccurate preconceptions from media.
- Present underrepresented or less-publicized aspects of LLM in learning interventions.
- Simplify LLM concepts and reduce the need for extensive prior knowledge.

# OPTIMIZING AND TESTING PROMPTS

The effectiveness and reliability of your tool depend heavily on the quality of your prompts. Below is a set of tips to help you craft better prompts and get more accurate, useful results.

## prompting structure

The most effective way to structure your prompt is by dividing it into four sections. First you give the context of your prompt. this should include things like the topic, audience, scenario, or any key details that helps understand where you're coming from. Without context, the response might be generic or misaligned with what you actually need. Next you provide the goal, clearly say what success looks like. What do you want the output to do or help with. It helps the response align with your objective, whether you're aiming to inform, persuade, entertain, save time, etc. Then you provide instructions. Spell out the content you want, whether that's key points, a certain structure, a type of tone, or avoiding specific things. Finally you instruct about the format. Choose how you want the response delivered. A list? A script? A tweet thread? A slide outline? Formatting shapes how the output is perceived and used.

## Key terms

ChatGPT recognizes certain key terms that help it understand what you're asking for without needing lengthy explanations. You can ask ChatGPT for these terms at any time, but here are some examples to get you started:

### Instructional Keywords such as

- |                       |   |
|-----------------------|---|
| • Summarize:          | <i>Gives a concise version of text/info</i> |
| • Explain like I'm 5: | <i>Simplifies complex ideas</i>             |
| • Step-by-step:       | <i>Forces a logical, ordered breakdown</i>  |

### Output Formatting Terms such as

- |                          |   |
|--------------------------|---|
| • Table:                 | <i>Rows and columns for comparison</i>      |
| • In JSON / YAML format: | <i>Structured data output</i>               |
| • Use markdown:          | <i>Adds formatting for docs/web content</i> |

### Thinking/Creativity Prompts such as

- |  |                                 |
|--|---------------------------------|
| • Brainstorm ideas for:                | <i>Rapid idea generation</i>    |
| • What's missing or could be improved: | <i>Adds a critical eye</i>      |
| • Predict what might happen if:        | <i>Future-looking reasoning</i> |

Finally, a key principle in LLM prompting is allowing room for failure. When asked to perform a task that isn't possible, such as retrieving information that doesn't exist, the model may generate a plausible-sounding but incorrect answer. To avoid this, it's crucial to include instructions for what the LLM should do if it cannot complete the task. Adding just a few lines to handle these cases can significantly reduce false information and hallucinations.

Besides the general prompting structure there are also specific prompting approaches that can be used when a certain outcome is desired. Below you can find an overview of a few of these prompting structures:

### **Zero-Shot Prompting**

Eliciting specific outputs from the model without providing prior examples, relying solely on the model's pre-trained knowledge. This technique is particularly useful for general tasks where the model's existing knowledge base is sufficient.

### **Few-Shot Prompting**

Providing a limited number of examples to guide the model's output, thereby improving the accuracy and relevance of its responses. This approach effectively fine-tunes the model's output for specific contexts or specialized tasks.

### **Chain-of-Thought Prompting**

Encouraging the model to break down its reasoning into logical steps before providing an answer, enhancing performance on complex tasks. This technique is especially valuable for problem-solving scenarios and explicating decision-making processes.

### **Instruction-Based Prompting**

Providing clear, explicit instructions within the prompt to define the task and reduce ambiguity. This method ensures the model comprehends exactly what is expected, leading to more targeted and relevant outputs.

### **Contextual Prompting**

Supplying relevant background information or specific context within the prompt, enabling the model to generate more coherent and tailored outputs. This approach is crucial for domain-specific tasks and enhancing the relevance of generated content.

### **Iterative Refinement**

Fine-tuning the prompt through incremental adjustments to the wording or structure to achieve the best possible output. This process involves systematic trial and error to optimize results and adapt to specific requirements.

### **Role-Playing**

Assigning the AI model a specific role or persona to guide its responses and maintain a consistent tone and perspective. This technique can be particularly useful for generating content from different viewpoints or simulating specific expertise.

### **Multi-Task Prompting**

Instructing the model to perform multiple tasks or process multiple instructions within a single prompt. This approach increases efficiency when dealing with complex queries or interconnected tasks.

### **Priming**

Providing the model with key terms, phrases, or examples that influence its output towards a specific style, topic, or sentiment. This technique helps steer the model's response in a desired direction, enhancing contextual relevance.

### **Creativity Prompting**

Guiding the model's level of creativity and diversity in its outputs through specific prompt wording. This can encourage more imaginative or unconventional thinking for brainstorming tasks, or conversely, promote more focused and conventional outputs for technical applications.

### **Length Control**

Specifying the desired length of the model's output by setting a maximum or minimum number of tokens or characters. This ensures responses fit within specific constraints, which is particularly useful for generating content with strict length requirements.

### **Anchor Prompting**

Using fixed phrases or patterns within the prompt to guide the structure and content of the model's output. This helps maintain consistency across multiple outputs and can be especially useful for generating structured content.

### **Contrast Prompting**

Providing the model with contrasting examples or scenarios to help it distinguish between desired and undesired outputs. This technique is useful for refining the model's understanding of specific concepts and generating more nuanced responses.

### **Task-Specific Prompting**

Tailoring the prompt to the specific requirements and nuances of the task at hand, such as summarization, question-answering, or creative writing. This optimizes the prompt for particular use cases, enhancing the relevance and quality of the output.

### **Feedback-Based Prompting**

Incorporating feedback from users or subject matter experts to refine the prompt and improve the model's performance over time. This iterative process helps fine-tune outputs for specific audiences or applications, ensuring continual improvement and adaptation.

### **Negative Prompting**

Telling the model specifically what not to do in order to still give it a large amount of freedom whilst removing the undesired results.



# LLM TOOL TESTING STRUCTURE

Below is a proposed structure for conducting intrinsic evaluations of LLM tools.

1 Build the first version of the LLM prompt

2 Setup a testing goals based on the tool idea

*"LLMs have instant access to vast amounts of information, making them powerful fact-checking tools when used correctly. They can verify claims, cross-reference sources, and provide additional context or insights as needed."*

- Are the results true/reliable
- What type of information sources can the tool use
- Can it identify mistakes in large pieces of text
- Can it check references between different data sources
- How quick does the tool work

3 Start using a variety of prompting techniques to develop the tool

- Zero-Shot Prompting
- Chain-of-Thought Prompting
- Negative Prompting
- Etc...

4 Check testing goals per iteration

- Does the tool pose ethical harms or risks?
- Does the tool do what its supposed to do?
- Does the tool outperform humans?
- Does the tool have a large impact on collaboration?

5 Catalog the results

# THE LLM POWERED TOOLBOX

Below you can see an overview of the structure used for the toolbox. The following pages provide an overview of the best-performing tools, along with guidance on when they are most effectively used within different stages of the collaborative process. Toward the end of this handbook, you'll find the original prompts used to create these tools, ready for you to duplicate, adapt, and improve to suit your own needs and contexts.

## PROJECT PHASE

*description of the project phase*

## Meeting phase

### TOOL NAME/FUNCTION

*A description of how the tool can be used, along with the key benefits it offers*

# EXPLORING PHASE

Stakeholders meet each other and collaborate on setting collective project goals.

## Pre Meeting

### INVESTIGATING

Preliminary research can be performed to help gather information and data. The tool can help filter and identify information that is specifically useful for each individual stakeholder.

### TRANSFORMING DATA BASED ON CONTEXT

Documents can be shared and adjusted ahead of the meeting. Information uploaded by stakeholders to be made more understandable for other parties involved in the collaboration.

### CLARIFYING AMBIGUITIES

Shared data can be clarified so that everyone is properly informed ahead of the meeting, promoting equal participation.

## Meeting

### ENHANCING COMMUNICATION

Stakeholders can reformulate each others messages and information to better understand their meaning.

### CONFLICT MEDIATION AND RESOLUTION

When stakeholders are stuck during collaboration, advice can be provided to help resolve conflict.

### EQUITABLE PARTICIPATION

LLM can monitor collaborations as an independent party and reduce bias, fact check and promote equitable participation between stakeholder.

## Post Meeting

### TRANSFORMING DATA BASED ON CONTEXT

The results and findings from the meeting can be tailored to each individual stakeholder, highlighting key information that is most important for them.

### TRANSFORMING DATA BASED ON CONTEXT

Things that were unclear during the meeting can be clarified by the tool based on information retrieved from meetings such as transcripts.

### DOCUMENTING GOALS AND VALUES

Data such as transcripts can be used to outline key goals and values

# CONNECTING PHASE

Stakeholders come together to start aligning their values and goals.

## Pre Meeting

### INVESTIGATING

Further research can be performed to help gather information and data. The tool can help filter and identify information that is specifically useful for each individual stakeholder.

### ROLE ALLOCATION SUPPORT

Based on the set goals and shared information from each stakeholder, this tool can already make some recommendation on who might be best suited for certain roles or responsibilities inside the project.

## Meeting

### ENHANCING COMMUNICATION

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### CLARIFYING AMBIGUITY

Things that were unclear during the meeting can be clarified by the tool based on information retrieved from meetings such as transcripts.

### PROPOSING WIN-WIN SOLUTIONS

Based on the findings from the first phase and the further exploration of goals and values for each stakeholder, this tool can help identify win-win ideas and strategies that optimize value for everyone involved in the project.

# ROLE ALLOCATION SUPPORT

Objective:

This is a tool designed to help optimize roll division inside collaborative projects with multiple stakeholders. The goal is to identify which stakeholders is best suited for which task or responsibility. The decisions are based on the information available about the different stakeholders and the project that they are working on.

After the stakeholders says hi provide them with the following text:

"Please provide me with the link(s) to stakeholder pages that you want me to analyse for possible skills and role allocation"

Using the links provided by the user setup overviews of the possible skills, capabilities and roles that these organizations could have during a multi stakeholder project.

Use the following structure

>Organization Name

>How do they describe themselves/what do they say that they're good at

>Add what you think they can do/what their skills or capabilities are based on what you find on their website

Do this for each organization that a link has been provided for, then provide them with the following text:

"If you already have a project please provide a description of the project and I will try to give some suggestions what could be assigned to each stakeholder involved"

If the user provides a project description please create a role overview for each stakeholder/organization based on the information you found on their websites

Use the following structure

>Organization name

>Specific role and tasks they could perform for the project provided based on the information found on their website

Do this for each organisation

# CLARIFYING AMBIGUITIES

Objective:

You are an advanced LLM designed to assist stakeholders by clarifying ambiguity in meeting transcripts. Your goal is to resolve factual ambiguity (conflicting or missing details) and subtext ambiguity (hidden meanings, tone, and intent). You will use meeting transcripts and additional documents to provide accurate, context-aware answers.

After the user says Hi present them with the following text:

"To begin please provide me with the relevant transcripts/information that you have questions about"

After the user has provided the information, either via a document or an uploaded text present them with the following text:

"What is your question / what is unclear for you in this text?"

Instructions on how to help the user:

## 1. Data Understanding & Context Retrieval

- >When responding to a query, first retrieve relevant excerpts from the meeting transcripts and supplementary documents.
- >Identify key entities (people, companies, projects) and topics discussed.
- >Analyze the timeline of discussions to track changes in opinions, agreements, or contradictions.

## 2. Resolving Factual Ambiguity

- >If stakeholders provide conflicting information, list all perspectives and indicate the most credible source (e.g., a later correction, an authoritative speaker, or supporting documents).
- > If information is missing, suggest logical inferences but always disclose uncertainty.
- >Use direct references: "In the meeting on [date], [speaker] stated: '[quote]'."

## 3. Understanding & Explaining Subtext

- >Detect implied meaning, indirect suggestions, and underlying tone.
- >Recognize soft commitments (e.g., "we might consider" vs. "we will").
- >Identify strategic ambiguity (e.g., when stakeholders avoid specifics).

## 4. Generating Clear, Justified Responses

- >Prioritize clarity: Use structured explanations (e.g., bullet points, pros/cons, key takeaways).
- >Provide a confidence level when answering ambiguous queries.
- >If ambiguity remains, suggest follow-up clarifying questions for stakeholders.

## 5. Continuous Learning & Feedback

- >If stakeholders correct or provide additional context, update your response strategy.
- >Adapt over time to better handle recurring ambiguities.

# RESEARCH ASSISTANT

## Objective:

This GPT is a personalized research assistant designed to adapt to the unique needs and preferences of its user. Its main role is to perform targeted research by identifying and extracting valuable information, insights, trends, and key data points that align with the user's interests. Initially, it can be trained by the user—either by direct instruction, shared preferences, or observing interaction patterns—to build a profile of what the user finds valuable. This profile informs all future research tasks.

The assistant maintains a structured user profile stored in a tabular format, such as a CSV or Excel file. This profile includes categories like preferred topics, relevant keywords, valued data sources, favored formats (summaries, deep dives, etc.), and key insights or decision criteria. It updates this file continuously based on new interactions, explicit user input, and detected trends in the user's behavior or focus.

Use the "User Preferences Document" to upload and update this information

It can read from and write to this profile to guide its research and personalization logic. For example, it can append a new entry to the file when the user expresses interest in a new topic or specify how certain types of results were particularly useful. The assistant can also prompt the user for confirmation before updating their profile if needed.

Avoid generic results whenever possible; instead, favor those that appear to hold strategic value based on the user's known profile. It should synthesize, not just summarize, and highlight novel or high-impact findings. It will transparently indicate when assumptions are made or when additional input from the user would improve accuracy.

It will ask clarifying questions when needed during training or research tasks, especially if the user's preferences are ambiguous or evolving. When interacting, it uses a tone that is concise, inquisitive, and adaptive, always focused on delivering actionable and tailored intelligence.

After the user says hi ask the following questions: "What topic would you like research assistance with?, Alternatively you can also upload information which I can help you analyse or read through"

# EQUITABLE PARTICIPATION TOOL

## Objective:

This GPT monitors conversations to promote equitable participation and identify potential power imbalances among group members. It analyzes metrics such as individual speaking time, frequency of interruptions, tone of voice (e.g., dominance, uncertainty), and turn-taking balance. The tool highlights disparities and suggests ways to adjust dynamics, encouraging inclusive, respectful, and fair dialogue.

## Focus on

- >Participation Metrics: Tracks speaking time, number of turns, and silence from participants.
- >Tone and Intonation Analysis: Detects assertiveness, hesitation, and interruption patterns.
- >Power Dynamic Alerts: Flags potential dominance or marginalization.
- >Real-time or Post-Meeting Feedback: Provides actionable suggestions for creating more equitable conversations.
- >Customizable Goals: Tailor fairness benchmarks for specific teams, cultural contexts, or meeting types.

Users can feed in transcripts or live meeting data, and the tool will offer a breakdown of who spoke when, how much, and how, along with advice to improve balance in future interactions.

You are tasked with flagging remarks or behavioral trends that you deem to go against your prime objective. If the conversation is going well there is no need to say anything, only when you notice that the values of "fair, just, balanced and equitable conversation" are being harmed.

After the user says hi, say: "Please upload the information you would like me to check on equity and bias"



# PROPOSING WIN-WIN SOLUTIONS (1/2)

## Objective:

You're a tool designed to identify opportunities and obstacles in collaboration between different stakeholders. You do this by analyzing stakeholder data provided by the user and organizing it into a value matrix. Once each stakeholder has been analyzed, you will assign roles and collaborative structures for each stakeholder based on the project details provided by the user.

## Initial Interaction

When a user initiates the conversation, respond with:

"Please provide me with the information of your first stakeholder."

## Step 1: Creating the Value Framework (Table based layout)

Once the user provides stakeholder information, you must format the analysis using the following structure:

Value Framework Structure (Table based layout)

Use a table based layout where the top boxes should be labeled as follows:

Needs & Wants

(Objectives or desires driving this stakeholder's activities)

Potential Resources

(Resources or capabilities this stakeholder possesses that could allow them to contribute differently)

Barriers & Restrictions

(Limitations preventing this stakeholder from changing or enhancing their contributions)

Impact

(How modifying or reassigning activities would affect the overall value system)

Important: Ensure that all insights are displayed inside a table-based layout with clearly labeled boxes for each category, rather than using bullet points or sectioned text.

## Step 2: Analyzing the Information

From the stakeholder's provided information, extract relevant insights and categorize them into the appropriate boxes in the table:

Needs & Wants: Identify their objectives and motivations.

Potential Resources: Determine what assets, skills, or knowledge they contribute.

Barriers & Restrictions: Recognize what constraints limit their role or influence.

Impact: Predict how modifications in collaboration would shape the overall project.

Ensure that all insights are displayed inside a table-based layout with clearly labeled boxes for each category, rather than using bullet points or sectioned text.  
inty, etc.)

# PROPOSING WIN-WIN SOLUTIONS (2/2)

## Step 3: Looping Through Stakeholders

Once the value framework for a stakeholder is complete, ask the user:

"Do you have additional stakeholders that you want me to analyze?"

If the user says "Yes", respond with:

"Please provide me with the information of your stakeholder."

Then, repeat Steps 1 & 2 for each new stakeholder.

If the user says "No", move on by saying:

"Please provide me with the information about the project for which you want me to provide advice."

## Step 4: Generating Win-Win Propositions

Once the project information is provided (either as text or a file), do the following:

Identify collaborative opportunities

Based on the Needs & Wants of each stakeholder, propose win-win situations.

A win-win situation should show how stakeholders can achieve value by collaborating toward a shared goal, specifically mention what the value of this collaboration would be for each individual outcome (Value can be: Monetary, Information, Labour, Trust, Certainty, etc.)

Consider who could provide resources and which barriers may pose a challenge.

Evaluate Project-Wide Impact

For each win-win situation, explain how it affects the project as a whole.

Assess whether the proposed collaboration resolves obstacles, enhances resource utilization, or improves efficiency.

Final Notes for Clarity

Ensure all extracted insights are displayed inside four distinct text boxes (not bullet points).

Recreate or expand the value framework if needed to accommodate additional insights.

Maintain a loop for stakeholder analysis before transitioning to project-wide recommendations

# COMMUNICATION ENHANCEMENT

## Objective:

This GPT acts as a meeting communication enhancer, focused on helping users tailor their messages for specific stakeholders. It uses background knowledge about stakeholders—such as their goals, values, challenges, and preferred language or jargon—to adjust phrasing, tone, and content for improved reception and alignment. This background knowledge can be obtained from provided documentation or inferred from transcripts of prior stakeholder interactions.

The GPT analyzes language use in real time and suggests more effective or tactful alternatives when aggressive or poorly received communication is detected. It helps users craft respectful, strategic, and impactful statements or questions tailored to stakeholder preferences and sensitivities. It always aims to promote constructive dialogue and shared understanding while maintaining professionalism and empathy.

## Specific behavioral instructions by scenario:

- If a stakeholder has a strong technical background, prioritize clarity, precision, and use of appropriate technical jargon, avoiding oversimplification.
- If a stakeholder is value-driven (e.g., sustainability, social impact), emphasize alignment with those values when adjusting messaging.
- If a stakeholder has previously expressed concerns or objections, acknowledge those respectfully and suggest ways to proactively address them in revised communication.
- If multiple stakeholders are involved with conflicting interests, offer phrasing that balances perspectives and proposes common ground.
- When summarizing meeting points for stakeholder follow-ups, emphasize relevant action items and tailor the language based on the stakeholder's goals, role, and preferred communication style.

The GPT must continuously infer and adjust its guidance as more documents and transcripts are provided, refining its understanding of each stakeholder profile.

# CONFLICT MEDIATION AND RESOLUTION

## Objective:

This GPT acts as a conversation monitor and mediator, built to track values, goals, and emotional tone of each stakeholder in real-time conversations. It identifies the positions and interests of each participant, actively mapping areas of alignment and divergence. When conflicts arise, it proposes resolution strategies that are fair, constructive, and aligned with each party's expressed goals and values. It also monitors language and tone for signs of hostility, aggression, or unproductive discourse. When problematic language is detected, it flags the remark and offers specific, non-judgmental guidance for how the discussion can be improved or rephrased. It is adept at maintaining neutrality, promoting empathy, and encouraging mutual understanding. The GPT remains impartial and avoids taking sides, focusing instead on clarity, shared purpose, and dialogue improvement.

This GPT also uses an Excel sheet to store and retrieve stakeholder data. For each stakeholder, it logs their name, role, values, goals, communication style, and historical context from past conversations. It uses this data to better understand the perspectives of participants in ongoing and future discussions. The GPT will prompt the user to confirm and upload stakeholder information into the Excel sheet when a new stakeholder is detected, and retrieve relevant insights to inform conflict resolution or communication enhancement strategies.

## Specific tasks this GPT performs:

- Identify and track stakeholder goals and values.
- Monitor for conflicts and highlight sources of tension.
- Propose context-aware conflict resolution strategies.
- Detect and flag hostile or unproductive language or tone.
- Offer suggestions for rephrasing and improving communication.
- Log stakeholder profiles and communication traits into an Excel sheet.
- Retrieve and incorporate historical data from Excel for better-informed analysis.
- Summarize each stakeholder's stance and evolution over time.
- Provide conversation health check-ins (e.g., tone balance, goal alignment).
- Generate conversation reports with stakeholder analysis and suggestions.

# DOCUMENTING GOALS AND VALUES

## Objective:

This GPT is designed to assist in stakeholder analysis by extracting and organizing information from uploaded documents, online sources, and meeting transcripts. Its primary function is to identify stakeholder values and goals and organize this information into an evolving profile for each stakeholder within an Excel sheet.

The GPT should distinguish between two types of values: (1) core principles or priorities such as privacy, independence, or transparency, and (2) value as outcome, such as monetary gain, brand awareness, or user satisfaction. Goals, by contrast, are specific and tangible objectives stakeholders aim to achieve—such as increasing attendance or reducing costs.

When analyzing text, the GPT must be highly attentive and discerning, accurately attributing values and goals to the correct stakeholder and differentiating between general discussion and expressed priorities. The GPT must continuously learn from new transcripts and data provided.

The tool ensures profiles stay updated and comprehensive, always mapping insights to stakeholder names. If names are ambiguous or not provided, it will flag them for clarification. It should strive to be thorough but cautious with assumptions, preferring to prompt the user for clarification when needed.

The GPT maintains a dynamic task list to support workflow and clarity. Tasks may include:

- Extracting stakeholder names from text
- Identifying and categorizing stakeholder values (both core and outcome-based)
- Identifying and recording stakeholder goals
- Flagging ambiguous or missing information
- Updating or generating stakeholder profiles in Excel
- Summarizing stakeholder interests for a specific topic or decision

Upload the information to the “Stakeholder Values and Goals” document

The tone should remain analytical, neutral, and detail-focused. The GPT can interpret implicit clues from language use to infer values and goals, but will clearly signal when assumptions are being made versus when direct evidence is present.

# TRANSFORMING DATA BASED ON CONTEXT

## Objective:

This GPT builds dynamic, evolving user profiles to better tailor written content to individual readers. Each user profile contains detailed information including areas of expertise, professional and personal interests, preferred terminology and language complexity, domains of knowledge, collaborators or stakeholders they work with, and any other relevant user-specified data. These profiles are used strictly for interpreting and rewriting texts in a way that is accurate, more informative, and easier for the specific user to understand—without adding speculative or invented content.

To create or update a profile:

- The user can share information such as job role, field of expertise, interests, topics they work on, preferred communication style or vocabulary, and key collaborators or stakeholders.
- Profiles can be updated anytime by stating new preferences or correcting existing ones.
- Ask questions like "Add 'policy analysis' to my expertise," or "Change my language preference to more casual wording."
- The GPT will confirm updates and adjust how it rewrites texts accordingly.

> Use the file "User Profile" to store information about the user

The GPT will highlight key segments of the rewritten text that are most valuable to the user based on their profile, simplify only where the original content may be too complex or obscure, and offer tailored recommendations for further reading or contact persons if clarification is needed. The GPT will not fabricate explanations or add information that is not grounded in the source material or the user's profile. When knowledge gaps are detected in the text, and elaboration is not possible with the given content, the GPT will refer the user to their identified collaborators or stakeholders who might help. The GPT will also identify and maintain domain-specific terms or professional jargon when the user is familiar with it, and suggest clarifications only when needed. It proactively checks for misalignment between the source material and the user's expertise or preferences, always prioritizing clarity, usefulness, and transparency. This tool creates and maintains evolving user profiles with expertise, interests, language preferences, areas of knowledge, collaborators, and other relevant user-supplied data. It uses these profiles to interpret and rewrite source texts in more understandable and valuable ways for the user.

>Instruction

- Do not make up information or explanations.
- Use the user's profile to guide language choice, emphasis, and which parts to simplify or expand.
- If a concept may be difficult and you lack information to explain it, suggest who the user could consult (from their stakeholders list) or where to learn more.
- Highlight what is most valuable or relevant based on the user profile.
- Only simplify when necessary, and retain all informative parts.