

FOR EXECUTIVES

Executive AI Prompt Pack

حقيبة البرومبتات التنفيذية للمدراء

15 AI Prompts to Accelerate Your Career

Part 1

Self-Discovery

اكتشف نفسك

Part 2

Career Planning

خطط لمسارك

Part 3

Business Development

تطوير الأعمال

15 Prompts | 3 Sections | Ready to Copy | Bilingual

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How to Use These Prompts

إزاي تستخدم البرومبتات دي

1. Choose Your Prompt

Pick the prompt that matches what you need right now.

اختر البرومبت اللي مناسب لاحتياجك

2. Copy & Paste

Copy the prompt into ChatGPT, Claude, or any AI assistant.

انسخ البرومبت في ChatGPT أو Claude أو أي أداة AI

3. Customize the [Brackets]

Replace [bracketed text] with your actual information.

غير النص اللي بين الأقواس ببياناتك

4. Have a Conversation

Don't stop at one answer — ask follow-up questions. The deeper you go, the better the output.

متوقفش عند أول إجابة — كمل الحوار. كل ما تعمقت كل ما النتيجة بقت أحسن

Works with: ChatGPT, Claude, Gemini, Copilot — any AI assistant

بيشتغل مع أي أداة ذكاء اصطناعي

Part 1: Self-Discovery & Career Intelligence الجزء ١: اكتشاف الذات والذكاء المهني

01 Discover Your Hidden Strengths

اكتشف نقاط قوتك المخفية

Most professionals know their obvious skills but miss their real competitive advantages. This prompt digs deeper.

COPY THIS PROMPT:

You are a senior executive coach. I'm going to describe my career history and daily work. Your job is to identify strengths I might not see myself.

Here's my background:

[Paste your LinkedIn summary or describe your last 3 roles, what you did, and what people come to you for]

Based on this, tell me:

1. What are my top 5 strengths that I probably take for granted?
2. What is my unique combination that's hard to replicate?
3. What career paths would maximize these strengths?
4. What blind spots might I have because of these strengths?

Be specific and direct. No generic praise.

Best for: Managers preparing for promotion, career transition, or personal branding

02 Identify Your Career Blind Spots

اكتشف النقاط العمياء في مسارك

Every executive has blind spots that hold them back. This prompt acts as an honest mirror.

COPY THIS PROMPT:

Act as a brutally honest career advisor who has reviewed thousands of executive careers. I'll share my current situation and I need you to identify what I'm NOT seeing.

My current role: [Title, company, industry]

Years in this role: [X years]

My career goal: [Where I want to be in 3 years]

What I think is holding me back: [Your guess]

Now tell me:

1. What are 3 things that might actually be holding me back that I haven't considered?
2. What skills gap is most critical for my target role?
3. What would my boss say is my biggest development area?
4. What would a headhunter say is missing from my profile?

Be direct. I can handle the truth.

Best for: Senior professionals feeling stuck, or preparing for a tough career conversation

03

Map Your Market Value

حدد قيمتك السوقية

Understand where you stand in the market — beyond just salary.

COPY THIS PROMPT:

You are a senior recruiter specializing in [my industry]. Help me understand my true market position.

My profile:

- Title: [Current title]
- Industry: [Industry]
- Experience: [X years]
- Key achievements: [Top 2-3 achievements with numbers]
- Certifications: [List them]
- Target market: [Country/region]

Analyze:

1. How competitive is my profile for [target role] in [target market]?
2. What makes me stand out vs. other candidates at my level?
3. What's the one thing I could add in 6 months that would significantly increase my value?
4. Rate my profile strength: Weak / Average / Strong / Exceptional — and explain why.

Best for: Professionals considering a move, negotiating a raise, or benchmarking themselves

04

Build Your Personal SWOT Analysis

ابني تحليل SWOT شخصي

A structured self-assessment framework used by executives worldwide.

COPY THIS PROMPT:

Act as a strategic consultant. Help me build a comprehensive Personal SWOT Analysis for my career.

About me:

- Role: [Current role and company]
- Industry: [Industry]
- Experience: [Years]
- Goal: [Where I want to be in 2-3 years]
- What I'm good at: [List 3-5 things]
- What I struggle with: [List 2-3 things]
- External trends: [What's happening in my industry]

Build my SWOT with:

- 5 Strengths (be specific, not generic)
- 5 Weaknesses (honest, not "I work too hard")
- 5 Opportunities (external factors I can leverage)
- 5 Threats (external factors that could hurt me)

Then give me 3 strategic moves based on this SWOT.

Best for: Annual career review, before a job search, or during strategic planning

05

Get Feedback You'd Never Hear

احصل على ملاحظات ما حدث ميقولها لك

Simulate honest 360-degree feedback without the politics.

COPY THIS PROMPT:

You are simulating a 360-degree feedback session. Based on the profile I describe, give me the feedback that my team, my boss, and my peers would give — including the things they'd never say to my face.

My role: [Title]

My management style: [Describe how you lead]

My team size: [X people]

How I handle conflict: [Describe]

My biggest win recently: [Describe]

My biggest failure recently: [Describe]

Give me simulated feedback from:

1. A direct report (what they appreciate + what frustrates them)
2. My boss (where I add value + where I fall short)
3. A peer (how they see me + what they'd change)

Be realistic, not diplomatic.

Best for: Leaders preparing for performance reviews or wanting to improve their leadership style

Part 2: Strategic Career Planning

الجزء ٢: التخطيط الاستراتيجي للمسار المهني

06

Design Your 12-Month Career Roadmap

صمم خريطة مسارك لـ ١٢ شهر

Turn vague career goals into a structured quarterly action plan.

COPY THIS PROMPT:

You are a career strategist. Help me build a detailed 12-month career roadmap.

Current state:

- Role: [Title at Company]
- What I like about it: [List]
- What I want to change: [List]

Target state (12 months from now):

- Dream scenario: [Describe your ideal situation]

Build me a roadmap with:

- Quarter 1: Foundation (what to learn, fix, build)
- Quarter 2: Growth (what to start, who to connect with)
- Quarter 3: Visibility (how to be seen by the right people)
- Quarter 4: Move (how to make the transition)

Each quarter should have 3 specific actions with deadlines.

Best for: Anyone planning a career move, promotion push, or major professional change

07

Evaluate a Job Offer Like a CEO

قيم عرض الشغل زي CEO

Go beyond salary and make a strategic decision about your next move.

COPY THIS PROMPT:

You are a senior career advisor. Help me evaluate this job offer strategically – not emotionally.

The offer:

- Company: [Name, industry, size]
- Role: [Title]
- Package: [Salary, benefits, key terms]
- Location: [City/country]

My current situation:

- Current role: [Title at Company]
- Current package: [Overview]
- Why I'm considering leaving: [Reasons]

Evaluate across these dimensions:

1. Career progression: Does this move me forward or sideways?
2. Financial: Total package comparison (not just salary)
3. Learning: Will I grow new skills or repeat old ones?
4. Network: Will I access better connections?
5. Risk: What could go wrong?
6. Gut check: What am I not seeing?

Give me a clear recommendation: Take it / Negotiate / Walk away.

Best for: Anyone with a job offer on the table or considering a career move

08

Prepare for Your Next Promotion

جهز نفسك للترقية الجاية

Build a promotion case your boss can't ignore.

COPY THIS PROMPT:

You are an executive coach who specializes in helping people get promoted. Help me build my promotion case.

Current role: [Title, department, company]

Target role: [The role I want next]

Time in current role: [X years]

My top 3 achievements this year: [List with metrics]

My boss's priorities: [What matters to them]

Company's current challenges: [What the org is dealing with]

Help me:

1. Build a one-page "Promotion Case" document I can present
2. Identify the 3 strongest arguments for my promotion
3. Anticipate the top 3 objections and how to counter them
4. Write the opening statement for the conversation
5. Create a 30-day pre-promotion action plan to strengthen my case

Best for: Professionals preparing for a promotion conversation in the next 1-3 months

09

Navigate a Career Pivot

إزاي تغير مجالك بذكاء

Change industries or functions without starting from zero.

COPY THIS PROMPT:

You are a career transition specialist. I want to pivot my career and I need a strategic plan — not motivational advice.

Where I am:

- Current role: [Title, industry, years]

- My transferable skills: [List 5-7]

- Why I want to change: [Honest reason]

Where I want to go:

- Target industry/function: [Describe]

- Why this target: [What attracts me]

Help me:

1. Map which of my skills directly transfer (and which don't)
2. Identify the 2-3 biggest gaps I need to close
3. Suggest the fastest path to close each gap
4. Recommend how to position my CV and LinkedIn for the pivot
5. Give me a realistic timeline and potential stepping-stone roles

Best for: Professionals wanting to change industries, functions, or markets

10

Build Your Advisory Board

ابني مجلسك الاستشاري الشخصي

Every executive needs a personal board of advisors — here's how to build one.

COPY THIS PROMPT:

You are a networking strategist. Help me design my Personal Advisory Board — the 5-7 people I need in my professional life to grow.

My career stage: [Junior Manager / Senior Manager / Director / VP / C-Suite]

My industry: [Industry]

My biggest challenges: [List 2-3]

My 3-year goal: [Describe]

Design my ideal advisory board:

1. What 5-7 "roles" do I need? (e.g., Industry Mentor, Skills Coach, Connector, Truth-Teller, etc.)
2. What profile should each person have?
3. Where do I find them? (LinkedIn, events, organizations)
4. How do I approach each one? (give me the exact message)
5. How often should I meet each one?

Make it practical — not theoretical.

Best for: Professionals building their network strategically, not randomly

Part 3: Business Development & Leadership

الجزء ٣: تطوير الأعمال والقيادة

11

Build Your Business Development Strategy

ابني استراتيجية تطوير أعمالك

For managers who are responsible for growing revenue, partnerships, or market share.

COPY THIS PROMPT:

You are a senior business development consultant. Help me build a BD strategy for my business unit.

Context:

- My role: [Title]
- Business/department: [What we do]
- Current revenue/clients: [Overview]
- Target market: [Who we sell to / serve]
- Biggest BD challenge: [What's not working]

Build me:

1. A clear BD strategy framework for the next 6 months
2. Top 5 client acquisition channels ranked by ROI
3. A prospecting message template for cold outreach
4. A partnership strategy – who should I partner with and why
5. 3 quick wins I can execute this month
6. KPIs I should track weekly

Be specific to my context. No textbook answers.

Best for: Managers, directors, or business owners responsible for growth and revenue

12

Prepare for a Board or Leadership Presentation

جهز عرض تقديمي للإدارة العليا

Present to the board, C-suite, or senior stakeholders with confidence.

COPY THIS PROMPT:

You are a presentation coach for C-level executives. Help me prepare a presentation for senior leadership.

The presentation:

- Audience: [Board / CEO / Executive Committee / Investors]
- Topic: [What I'm presenting]
- Goal: [What I want them to approve, understand, or decide]
- Time: [X minutes]
- My biggest concern: [What I'm worried about]

Help me:

1. Structure my presentation (opening hook, key messages, close)
2. Anticipate the top 5 questions they'll ask and how to answer each
3. Write my opening 30 seconds (the part that earns their attention)
4. Identify what data/evidence I need to include
5. Give me 3 things to AVOID doing in front of this audience

Best for: Anyone presenting to senior leadership, board members, or investors

13

Write a Business Proposal That Wins

اكتب عرض عمل لا يترفض

Structure a compelling business proposal or pitch for a client, partner, or internal stakeholder.

COPY THIS PROMPT:

You are a business proposal writer who has helped close multi-million dollar deals. Help me write a winning proposal.

Context:

- What I'm proposing: [Product/service/partnership/initiative]
- Who I'm proposing to: [Client name, company, their role]
- Their biggest pain point: [What problem they have]
- My solution: [How I solve it]
- Budget/investment: [If known]
- Competition: [Who else might they consider]

Write a proposal outline with:

1. Executive Summary (3 sentences that sell the idea)
2. The Problem (make them feel the pain)
3. The Solution (my unique approach)
4. Why Us / Why Me (competitive advantage)
5. Timeline & Deliverables
6. Investment & ROI
7. Next Steps (clear CTA)

Make it persuasive, not descriptive.

Best for: Business development, sales, or anyone pitching internally or externally

14

Build a High-Performance Team

ابني فريق عالي الأداء

For managers who want to level up their team's output without burning people out.

COPY THIS PROMPT:

You are an organizational development expert. Help me transform my team's performance.

My team:

- Size: [X people]
- Department: [What we do]
- Current state: [Describe performance, morale, challenges]
- My management style: [How I currently lead]
- Biggest problem: [The one thing I'd fix if I could]

Help me:

1. Diagnose the root cause of underperformance (ask me questions if needed)
2. Design a 90-day team turnaround plan
3. Give me a framework for weekly 1-on-1 conversations
4. Suggest how to handle my weakest performer
5. Suggest how to retain and develop my strongest performer
6. What metrics should I track to measure team health?

Practical advice only. No HR jargon.

Best for: Team leads, managers, and directors dealing with performance or retention challenges

15

Make a Difficult Decision

اتخذ قرار صعب بوضوح

When you're stuck between options and need structured thinking — not more opinions.

COPY THIS PROMPT:

You are a decision-making strategist. Help me think through a difficult professional decision using structured analysis.

The decision:

[Describe the decision you're facing — e.g., accept a new role vs. stay, invest in a new market, restructure the team, launch a new service, etc.]

Option A: [Describe]

Option B: [Describe]

Option C (if any): [Describe]

For each option, analyze:

1. Best case scenario
2. Worst case scenario
3. Most likely scenario
4. What I gain
5. What I lose or risk
6. Reversibility (can I undo this?)

Then give me:

- Your recommendation with reasoning
- The one question I should ask myself before deciding
- A "pre-mortem": If this decision fails in 12 months, what went wrong?

Best for: Any executive facing a high-stakes decision — career, business, or organizational

Your AI-Powered Career Advantage

ميزتك التنافسية بالذكاء الاصطناعي

These prompts are your starting point.
The executives who win are the ones
who use AI as a thinking partner — not just a tool.

Go deeper. Ask follow-ups. Challenge the answers.
The better your questions, the better your career.

Want a Personalized Strategy?

Executive CV Coaching & Career Strategy | elbanna.in

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