

Prompts

NEUROINCLUSIVE LEADERSHIP COPILOT

The modern workplace is experiencing a quiet crisis: brilliant talent is being systematically excluded by invisible design failures, not malice. Organizations everywhere complain about talent shortages while simultaneously filtering out qualified candidates who think differently. High-performing employees disengage, burn out, or leave within months because the environment actively suppresses their capability.

This comprehensive prompt guide is designed to help leaders, managers, HR professionals, and organizational change agents redesign their workplaces into neuroinclusive environments. With AI assistance, you can audit existing practices, rethink workflows, create clearer communication systems, and build sustainable structures that bring out the full potential of diverse cognitive styles.

The prompts in this document focus on practical application rather than theory. Each one is designed to help you identify barriers, generate solutions, and implement changes that will benefit your entire team, not just those with diagnosed conditions. When you design for the margins, you improve performance at the center. This is the "curb cut effect" applied to organizational design.

Whether you're redesigning a hiring process, restructuring team communication, rewriting performance reviews, or building long-term sustainability systems, these prompts will guide you through the process of becoming an architect of neuroinclusive work environments.

Prompts

CATEGORIES

Auditing Your Current Environment

Identifying Hidden Barriers in Organizational Culture

Prompt 1: Job Description Accessibility Audit

You are an expert in Universal Design and neurodiversity employment. Audit the following job description for barriers that might discourage neurodivergent candidates from applying: [paste job description]. Identify vague language, unnecessary social requirements, and ambiguous skill descriptions. For each problematic phrase, explain why it creates a barrier and provide a specific, measurable alternative. Prioritize changes that will make the role requirements clearer for all candidates while removing arbitrary filters. Our actual job requirements and work environment are: [insert details].

Prompt 2: Communication Channel Clarity Audit

You are a communication systems analyst. Our team uses the following communication tools and has these informal norms around their use: [list tools like Slack, email, project management software, video calls, and describe current usage patterns]. Identify areas of ambiguity where team members might be unclear about which channel to use for what purpose, expected response times, and priority levels. Create a clear communication protocol that reduces cognitive load by making expectations explicit. Consider how this protocol serves people who struggle with context-switching, anxiety around urgent messages, and difficulty reading social cues about priority.

Redesigning Hiring Processes

Creating Skills-Based Selection Systems

Prompt 3: Work Sample Test Design

You are an industrial-organizational psychologist specializing in predictive hiring methods. Design a work sample test for our [job title] position that directly simulates the actual work they'll be doing. The core responsibilities of this role are: [list key responsibilities]. Create a 2-3 hour work sample that allows candidates to demonstrate their skills without requiring strong social performance, spontaneous verbal processing, or tolerance for ambiguity. Include clear instructions, evaluation criteria, and suggested accommodations that could be offered without compromising the validity of the test.

Prompt 4: Interview Question Transformation

Act as a structured interview design expert. Convert the following traditional, vague interview questions into behaviorally-specific, objectively-scorable questions: [list current interview questions]. For each question, explain what you're actually trying to measure, then provide an alternative version that focuses on observable past behavior or concrete problem-solving rather than hypothetical scenarios or personality judgments. Include follow-up probes that help you gather specific evidence while remaining accessible to candidates who struggle with abstract or ambiguous questions.

Prompt 5: Pre-Interview Candidate Support Materials

You are an inclusive hiring consultant. Create a comprehensive "Interview Preparation Guide" that we can send to candidates 48 hours before their interview. This should include: the format and structure of the interview, names and roles of interviewers, core topics that will be covered, logistical details about the space, and explicit norms around things like note-taking, asking for clarification, and taking breaks. Make this guide detailed enough to reduce anxiety for neurodivergent candidates while still being useful and not overwhelming for all candidates. Our interview typically includes: [describe interview structure].

Prompt 6: Bias-Resistant Candidate Scorecard

Act as a hiring process engineer focused on reducing subjective bias. Design a candidate evaluation scorecard for our [job title] position that focuses exclusively on job-relevant competencies with objective evidence standards. The key competencies for this role are: [list competencies]. For each competency, create 3-5 behavioral indicators that can be observed and scored on a clear scale. Eliminate any criteria related to "likability," "culture fit," or other social conformity measures unless you can directly tie them to job performance. Include calibration guidance to help multiple interviewers rate consistently.

Prompt 7: Onboarding Experience Design

You are an employee experience designer specializing in neuroinclusive practices. Create a structured 30-day onboarding plan for new hires that explicitly reduces cognitive load during the high-anxiety transition period. The plan should include: a written "team norms" document that makes implicit rules explicit, a clear escalation path for questions, scheduled check-ins with predictable agendas, and gradual responsibility increases. Our team structure and typical responsibilities are: [describe team and role]. Ensure the plan serves anxious new hires and neurodivergent employees while also creating clarity for everyone.

Building Brain-Friendly Workflows

Optimizing Communication and Collaboration Systems

Prompt 8: Asynchronous-First Communication Protocol

Act as a remote work consultant and productivity systems expert. Design an asynchronous-first communication protocol for our team that protects deep work time while maintaining necessary collaboration. Our team includes [number] people across [locations/time zones] working on [type of work]. Define when synchronous communication is truly necessary versus when asynchronous would be more effective. Create specific guidelines for response time expectations, meeting criteria (what requires a meeting vs. what doesn't), and "core collaboration hours" where overlap is required. Explain how this system specifically benefits different cognitive processing speeds.

Prompt 9: User Manual Template Creation

You are an organizational development specialist. Create a comprehensive "User Manual to Me" template that team members can complete to communicate their working style preferences without requiring medical disclosure. The template should include sections on: optimal working hours and energy patterns, communication preferences (written vs. verbal, processing time needed), feedback reception preferences, signs of being overwhelmed or stuck, and environmental needs. Make each section specific enough to be actionable but flexible enough to

accommodate various needs. Provide 2-3 example completed manuals showing different working styles to help people understand the level of detail expected.

Prompt 10: Meeting Agenda Framework

Act as a meeting efficiency expert with expertise in inclusive facilitation. Create a standardized meeting agenda template that can be used across our organization to make meetings more accessible and productive. The template should include: clear objectives, pre-work or pre-reading materials, time allocations for each topic, expected participation formats (presentation, discussion, decision-making), and defined roles (facilitator, note-taker, timekeeper). Build in specific accommodations like "silent thinking time" before discussions and options for contributing asynchronously. Our meetings typically cover: [describe typical meeting purposes].

Prompt 11: Deep Work Block Implementation Strategy

You are a productivity coach specializing in attention management for diverse cognitive styles. Design a "protected focus time" system for our team that balances individual deep work needs with collaborative requirements. Our team's work includes [describe mix of collaborative and individual work]. Create a weekly schedule template that designates specific blocks for uninterrupted deep work, limited-distraction collaboration time, and flexible/administrative time. Include guidelines for what constitutes a "true emergency" that justifies

interrupting focus time. Explain how this benefits not just ADHD and autistic team members but also anyone doing complex cognitive work.

Prompt 12: Decision-Making Documentation System

Act as a knowledge management consultant. Design a system for documenting decisions, rationale, and action items that makes implicit information explicit and creates a reliable external memory for the team. The system should capture: what decision was made, who made it, what factors were considered, what was decided against and why, and what the next steps are. Create templates and protocols that make this documentation quick and sustainable rather than bureaucratic. Consider how this serves people with working memory challenges, new team members, and anyone who needs to reference past decisions. Our team typically makes decisions about: [describe decision types].

Rethinking Performance Management

Implementing Outcome-Based Evaluation Systems

Prompt 13: Definition of Done Framework

You are an agile coach and performance management specialist. Help me create crystal-clear "Definition of Done" statements for the following roles on my team: [list 3-5 key roles]. For each role, identify the 5-7 core outcomes that actually matter for business success. Transform vague expectations like "good communication" or "team player" into specific, binary, observable criteria. For example, instead of "communicates well," specify "provides written project updates containing progress, blockers, and next steps by Friday 2pm." Make these definitions rigorous enough to remove subjective judgment while remaining focused on valuable outcomes rather than performative busy-work.

Prompt 14: Feedback Transformation Using Radical Clarity

Act as an executive communication coach specializing in direct, compassionate feedback. Transform the following pieces of vague feedback into the "Radical Clarity" format (Observation + Impact + Request): [paste 3-5 examples of feedback you typically give]. For each piece, identify what's currently vague or judgmental about it, then rewrite it to be specific, behavioral, and focused on the work rather than the person. Ensure the observation is a concrete data point, the impact explains the business consequence, and the request provides a clear action

the person can take. Show how this approach reduces anxiety while increasing the likelihood of behavior change.

Prompt 15: Performance Review Template Redesign

You are an HR systems designer with expertise in neurodiversity. Redesign our performance review template to focus on outcomes and growth rather than subjective personality judgments. Our current template includes these sections: [describe current review structure]. Create a new template that: measures against clear, pre-established outcomes; separates "what" was delivered from "how" it was delivered; includes specific examples rather than general impressions; and provides structured space for employee self-assessment and manager response. Include guidance for managers on avoiding common bias traps like recency bias, halo effect, and cultural conformity bias.

Prompt 16: Curiosity-First Performance Troubleshooting

Act as an organizational psychologist specializing in workplace accommodations. Create a diagnostic framework for managers to use when an employee's performance suddenly declines. The framework should guide managers through a curiosity-based investigation before jumping to corrective action. Include questions about: recent changes to environment, tools, or team structure; health or life circumstances affecting capacity; unclear expectations or shifting goals; and workflow barriers or access issues. For each category, provide specific questions to ask and potential solutions to test. Explain how this approach serves

everyone, not just neurodivergent employees, by addressing root causes rather than symptoms.

Prompt 17: Career Path Diversification

You are a talent development strategist. Design alternative career progression paths for our [department/function] that don't require people management. Our current structure only allows advancement through becoming a manager, which creates a ceiling for individual contributors. Create 2-3 "expert track" roles (e.g., Principal Engineer, Distinguished Analyst, Senior Fellow) that offer comparable compensation, status, and influence to management roles but focus on deep technical or strategic contribution rather than people leadership. Define the responsibilities, evaluation criteria, and business value of these roles. Explain why this benefits the organization beyond just accommodating people who don't want to manage.

Addressing Specific Workplace Scenarios

Solving Common Friction Points

Prompt 18: Competing Access Needs Resolution

Act as a workplace mediator and Universal Design expert. I have two team members with conflicting needs. [Team Member A] needs [describe first need, e.g., "absolute silence to concentrate"] while [Team Member B] needs [describe competing need, e.g., "to think out loud and collaborate verbally"]. Both needs are legitimate and both employees are high performers in their respective strengths. Generate 5-7 creative solutions that honor both needs without requiring either person to suffer. Consider solutions involving time-blocking, space allocation, technology tools, workflow redesign, or structural changes. Evaluate each solution for cost, feasibility, and scalability.

Prompt 19: Sensory-Hostile Meeting Space Fix

You are an environmental accommodations specialist. Our team has been assigned to meet in a conference room with these characteristics: [describe lighting, acoustics, temperature control, seating, visual distractions, etc.]. Several team members have reported that this space creates sensory overload, but we cannot change rooms. Generate a list of low-cost interventions we can implement to make this space more tolerable. Consider portable solutions like lighting filters, acoustic panels, fidget tools, seating

options, and protocol changes like breaks or hybrid attendance options. For each intervention, explain what sensory issue it addresses and how it helps the broader group.

Prompt 20: Email Overwhelm Protocol Design

Act as a digital communication strategist. Our team is drowning in email and unclear about priority. Design a new email protocol that includes: subject line conventions that indicate urgency and required action, guidelines for when email is appropriate vs. other channels, expected response time standards, and strategies for reducing unnecessary email volume. Create specific examples of "good" subject lines vs. "bad" ones. Explain how clear email norms reduce anxiety for everyone while specifically helping people with executive function challenges who struggle to prioritize without explicit signals.

Prompt 21: Rejection Sensitive Dysphoria Management

You are a clinical psychologist specializing in ADHD and workplace communication. Help me deliver difficult feedback to an employee who experiences Rejection Sensitive Dysphoria (RSD). The feedback I need to give is: [describe the performance issue]. Design a communication strategy that: provides advance notice of the conversation topic to reduce surprise anxiety, separates the person's worth from the specific behavior, uses the Observation-Impact-Request format, provides the feedback in writing for later processing, and includes specific evidence of the

person's value to offset the criticism. Draft the actual feedback message for me to review.

Prompt 22: Executive Function Support System

Act as an ADHD coach and productivity consultant. Design a comprehensive executive function support system for team members who struggle with task initiation, time management, and working memory. The system should include: project breakdown templates that chunk large tasks into smaller steps, deadline structures with built-in buffers, external reminder systems, body-doubling or accountability options, and regular check-in protocols. Make these systems available to the entire team as "productivity tools" rather than accommodations for specific people. Our typical project timeline and structure is: [describe projects].

Building Sustainable Infrastructure

Creating Long-Term Organizational Change

Prompt 23: Neuroinclusion Metrics Dashboard Design

You are a data analytics consultant specializing in diversity and inclusion measurement. Design a metrics dashboard for tracking the actual impact of our neuroinclusion initiatives beyond vanity metrics. Include: retention rate comparison between disclosed neurodivergent employees and overall population, engagement score segmentation, internal mobility and promotion rates, time-to-productivity for new hires, and accommodation request patterns. For each metric, define what "good" looks like, what data sources we'd need, how frequently to measure, and what actions we'd take if metrics trend negatively. Avoid metrics that simply count activities (training attendance) rather than outcomes (actual behavior change).

Prompt 24: Employee Resource Group Strategic Charter

Act as an organizational development consultant. Design a strategic charter for our Neurodiversity Employee Resource Group (ERG) that transforms it from a social support group into a business unit that drives change. The charter should define: the group's mission tied to business outcomes, decision-making authority and escalation paths, budget and resource allocation, executive sponsor role and responsibilities, and key initiatives for the next 12 months. Include mechanisms to prevent "minority tax"

burnout by ensuring ERG work is recognized in performance reviews and members have protected time for ERG activities. Our organization's structure and current ERG landscape is: [describe context].

Prompt 25: Manager Training Curriculum Development

You are a learning and development specialist with expertise in neurodiversity. Design a 3-part manager training curriculum on neuroinclusive leadership. Each session should be 90 minutes and include: core concepts, practical application exercises, and take-home implementation tools. Session 1 should cover [topic], Session 2 should cover [topic], and Session 3 should cover [topic]. For each session, create learning objectives, an outline, 2-3 case study scenarios for practice, and a job aid or template managers can use immediately after training. Ensure the training focuses on actionable management practices rather than medical education about conditions.

Prompt 26: Executive Sponsor Engagement Strategy

You are a senior advisor to C-suite executives on inclusion initiatives. Create a strategic engagement plan for our neuroinclusion executive sponsor that goes beyond symbolic support. Define specific actions the sponsor should take quarterly, including: policy roadblocks they should remove, budget decisions they should influence, cultural messages they should communicate, and strategic connections they should make between neuroinclusion and business priorities. Draft a

one-page "Executive Sponsor Playbook" that makes their role concrete and measurable. Our executive sponsor is [title/role] and our organization's current strategic priorities are: [list priorities].

Communication and Change Management

Leading Cultural Transformation

Prompt 27: Internal Communications Campaign

You are an internal communications strategist. Design a 6-month communication campaign to introduce neuroinclusive practices to our organization without triggering defensiveness or "diversity fatigue." Our organization's culture is [describe culture], and we've had [describe any past diversity initiatives and their reception]. Create a narrative arc that: starts with business outcomes rather than compliance, uses concrete examples rather than abstract concepts, acknowledges that change is difficult, celebrates early wins, and maintains momentum. For each month, specify the core message, channels, messengers, and calls to action. Include sample email copy, talking points for managers, and FAQ responses to common objections.

Prompt 28: Resistance and Objection Handling

Act as a change management consultant. Prepare me to handle common objections to neuroinclusive practices from resistant managers or team members. For each of the following objections, provide: the underlying concern being expressed, a reframe that addresses that concern, evidence or examples that support the reframe, and a conversation script. Common objections include: "This is just lowering standards," "I can't treat everyone differently," "We don't have time for all this accommodation,"

"This creates unfair advantages," and "How do I know who actually needs this?" Make responses compassionate while holding firm on the business case.

Prompt 29: Executive Briefing Document

You are a senior business consultant. Create a concise executive briefing document (maximum 2 pages) making the business case for neuroinclusion to our leadership team. Our organization faces these challenges: [describe talent retention, innovation needs, or competitive pressures]. Structure the briefing to include: the business problem we're solving, the competitive landscape (what others in our industry are doing), the ROI of neuroinclusive practices with specific metrics, required investment, key risks of inaction, and recommended first steps. Use data from companies like EY, GCHQ, SAP, or Hewlett Packard Enterprise. Make the case in business language, not social justice language.

Prompt 30: Team Launch Workshop Design

Act as a facilitation expert. Design a 3-hour workshop to introduce neuroinclusive practices to my immediate team in an engaging, practical way. The workshop should include: an activity that demonstrates cognitive diversity rather than just explaining it, small group exercises where people identify barriers in current workflows, collaborative creation of team norms or a "User Manual" template, and commitment to 2-3 specific changes the team will pilot. Make the workshop psychologically safe for disclosure while not requiring anyone to share personal

information. Provide a complete facilitator guide including timing, materials needed, and instructions for each activity.

Prompts

IMPLEMENTATION STRATEGY

How to Maximize These Prompts for Sustainable Change

Sequential vs. Parallel Approaches

You don't need to use all 30 prompts simultaneously. Consider your organization's readiness for change and resource capacity. A suggested sequence:

1. **Start with auditing** (Prompts 1-2): Understand your current state before designing solutions
2. **Fix hiring first** (Prompts 3-7): Stop the leaking pipeline by getting the right people in the door
3. **Address immediate workflow friction** (Prompts 8-12, 18-22): Create quick wins that demonstrate value

4. **Transform performance management** (Prompts 13-17): Shift from judging people to measuring outcomes
5. **Build infrastructure** (Prompts 23-26): Create systems that sustain change beyond initial enthusiasm
6. **Scale and communicate** (Prompts 27-30): Spread practices across the organization

Iterating with AI Assistance

These prompts are starting points, not final solutions. Use them iteratively:

- Generate an initial solution using a prompt
- Test the solution with a small group or pilot team
- Gather feedback on what worked and what didn't
- Return to the AI with refined context: "I tried [solution] and encountered [specific problem]. Adjust the approach to account for [new constraint]."
- Repeat until the solution fits your specific context

Customizing for Your Context

Every placeholder in these prompts (marked with brackets) should be replaced with your specific situation. The more context you provide, the more relevant the AI's output will be. Include:

- Your industry and organization size

- Your team's specific work (what they actually do all day)
- Current pain points or friction you've observed
- Any past attempts at similar initiatives and what happened
- Cultural factors specific to your organization

Combining Prompts for Complex Problems

Some challenges require multiple prompts working together. For example, if you're redesigning your entire hiring process:

- Use Prompt 1 to fix your job descriptions
- Use Prompt 3 to design work samples
- Use Prompt 4 to redesign your interview questions
- Use Prompt 6 to create objective scorecards
- Use Prompt 7 to design your onboarding experience

Run these in sequence, using the output of each to inform the next.

Documentation and Sharing

As you work through these prompts, create a shared repository of:

- Templates and frameworks you've generated
- Pilot results and metrics
- Success stories and lessons learned

- FAQ responses to common questions

This becomes your organization's neuroinclusion playbook that can be shared with new managers, used in training, and continuously improved.

Measuring Progress

Return regularly to the metrics prompts (especially Prompt 23) to track whether your initiatives are creating real impact or just activity. Set quarterly review points where you:

- Check your dashboard metrics
- Solicit feedback from employees on what's working
- Identify new friction points that have emerged
- Adjust your approach based on data

When to Seek Human Expertise

While AI can accelerate your planning and problem-solving, some situations require human experts:

- Legal compliance questions about accommodations (consult employment attorneys)
- Individual medical accommodations (work with occupational health professionals)
- Serious performance issues (partner with experienced HR professionals)

- Complex organizational politics (engage change management consultants)

Use these prompts to prepare for those conversations, document options, and implement solutions, but know when human judgment is essential.

Final Words

CONCLUSION

Neuroinclusion is a fundamental rethinking of how work is designed, measured, and rewarded. By systematically working through these prompts with AI assistance, you're building a more transparent, efficient, and humane workplace for everyone, starting with neurodivergent employees.

The return on investment is substantial: higher retention, faster problem-solving, access to overlooked talent, and competitive advantage through cognitive diversity. But beyond metrics, you're creating an environment where people can bring their full selves to work without spending enormous energy masking or conforming.

Start small, measure ruthlessly, iterate constantly, and remember: every barrier you remove clears the path for brilliance to walk through your door. The future of work isn't just remote or hybrid. It's neuroinclusive. And that future starts with the next conversation you have, the next job description you write, the next meeting you redesign.

Use these prompts as your toolkit for meaningful change. The work is never finished, but every step forward creates compounding returns. Your competitors are still hiring for "culture fit" and filtering out exceptional talent. By building a neuroinclusive culture, you're doing the right thing and building an unfair competitive advantage.

Now, choose your starting point and begin.