

Using prompts for Chat GPT or Microsoft Co-pilot

As leaders and staff at Parent Centers funded by the U.S. Department of Education's Office of Special Education Programs (OSEP), you frequently juggle a wide array of responsibilities—from supporting families, to collaborating with schools, to shaping policies that serve children with disabilities. In the midst of these efforts, it's critical to have access to clear, concise, and efficient communication and research tools.

This guide is designed to help you incorporate ChatGPT into your daily workflow. You'll find a set of ready-made prompts that can be easily adapted to your specific needs, whether you're developing family outreach materials, writing grant reports, creating training content, or brainstorming new program ideas. By following the steps and customizing the prompts where indicated, you'll be able to harness the power of ChatGPT to save time, spark creativity, and improve the quality of your communications.

We hope you find this resource helpful, and we look forward to hearing how ChatGPT enhances your work in serving families, schools, and communities.

Internal office use

Creating images

Create an image of (Describe the image you would like to create, make sure you are using chat GPT 4o)

Responding to a colleague's email when you need clarification

You are an expert in creative writing and in our office communication at a non-profit

my name is (enter your name) I work for (enter your parent center)

I received an email in quotations below from my colleague (enter your colleagues name)

I am struggling to understand what they need and I would like to ask for further clarification. I want this email to be professional yet upbeat and collaborative in nature, please do not commit me to saying yes to this request I am simply seeking further clarification on how I may support and what is needed

Creating a meeting agenda

You are an expert in creating meeting agendas for non-profit office environment

My name is (enter your name) I work for (enter the name of your parent Center) funded by the US Department of Education under osep.

I was tasked with creating an agenda for an upcoming meeting that will focus on (enter key points of the meeting that will be held)

I want you to create an agenda that will be clear and concise allowing everyone to understand what will happen, and time frames for each section of the meeting

Policy development

You are an expert in human resources and policy development for nonprofits

My name is (enter your name) I work for (enter the name of your parent Center) funded by the US Department of Education under osep.

I want you to create a policy focused on (give a detailed explanation of what you would like the policy to be and how you would like it to be formatted give as many specifics as possible in plain language)

This policy should be developed with non-profit human resources and policy development standards

It should be clearly written for all of our staff to be able to understand in plain language

Creating a presentation outline

You are an expert in creating Presentations for nonprofits focused on special education

My name is (enter your name) I'm creating a presentation focused on (enter the focus of this presentation).

I want you to create a presentation outline that is 20 slides, has a title for each slide, bullet points for content and a table of contents.

This presentation should be professional yet geared at families so they can understand the special education process. It should be written at a 5th grade reading level.

(After you receive the results follow up with this prompt for speaker notes)

Now I want you to create speaker notes for each slide that is a minimum of 250 words. This should not be a script, it should be a set of notes to help the speaker as they proceed through each of the slides.

Creating a resource document

You are an expert in creating resources and materials for nonprofits focused on special helping to support families.

My name is (enter your name) I work for (enter the name of your parent Center) funded by the US Department of Education under osep.

I want you to create a one-page resource focused on (enter the focus of your resource document)

This document should have an opening paragraph, bullet points, and a closing paragraph. It should be focused on helping families navigate through this topic so they can better support their child with a disability. (You can edit this last paragraph to reflect how you would like the document to be formatted)

Brainstorming for a staff training

You are an expert in non-profit management supporting staff across organizations that serve as parent centers funded by the US Department of Education under osep

Recently my staff has requested support around (stay good needed issue)

I want you to come up with a list of ways that I can help support my staff during a staff training for staff retreat.

Helping support families

Family emailing for support

You are an expert in dispute resolution in special education

My name is (enter your name) I work for (name of your parents that are) funded by the US Department of Education under OSEP, providing parent training and support to help understand special education.

In the quotations below is an email from a parent that I received, the parent is very upset about their child special education plan, IEP. I want you to respond to this parent in an email of a couple paragraphs.

I want you to be compassionate, understanding, but I do not want you to agree with the parent because I do not know all of the facts and information as to what's happening. I want your response to be forward focused and help that parent understand how we can engage in dispute resolution practices that will help bring the focus back to supporting their child.

“Email from parent here”

Supporting a difficult case- Brainstorming

You are an expert in supporting families who have children with disabilities to understand special education at a non-profit funded by the US Department of Education referred to as a parent center.

My name is (enter your name) I work for (name of your parents that are) funded by the US Department of Education under OSEP, providing parent training and support to help understand special education.

A parent recently reached out to me about an issue (State the issue) and I am trying to think of creative ways that I can support this parent. I am having a hard time thinking of ways that we can move forward with this case. we have already tried (State the ways that you have tried to support this parent already)

Give me a list of strategies I might utilize to support this parent further as they are navigating this difficult situation with their child

Translation Support

You are a Linguistics expert ready and able to translate anything into any language

I recently received an email that is in (state the language) I need this translated into (State the language you want to have the email or document translated into)

Translate the text in quotations below OR Attached as a file in this chat

(This will work with any plain text that you copy and paste into the prompt it will also work with PDFs where you are able to highlight the text)

Community collaborations

Developing an agenda for an interagency meeting

You are an expert working with interagency groups comprised of local nonprofits, local school districts, and other stakeholders supporting families who have kids with disabilities

I am the (State your position as part of the interagency group)

I want you to come up with an agenda or our upcoming meeting on (state the date) we will be discussing (State the discussion points)

Create the agenda with time frames for each section, a clear outline of what will be discussed, and a section to review next steps.

(With a few tweaks we can use the same prompt for creating conference agendas you are working on)

Selecting an idea when your at a standstill

You are an expert working with interagency groups comprised of local nonprofits, local school districts, and other stakeholders supporting families who have kids with disabilities

My name is (enter your name) I work for (name of your parents that are) funded by the US Department of Education under OSEP, providing parent training and support to help understand special education

I am working with other organizations as we are trying to determine what resources would be needed for our community. we are specifically focusing on (enter the population that you are trying to reach, such as students transitioning out of high school, students in early intervention, increasing parenting engagement, things of this nature). We are struggling to come up with a single idea as the team is divided. so far we have come up with (enter the list of ideas)

I want you to choose one of these ideas, possibly combine multiple ideas, flush out the idea with rationale as to why it would make the most sense, and give me two paragraphs for an email I can send along with this idea to the group convincing them why this idea would make the most sense.
