

Instructions

 How to use this ChatGPT prompt

1. Update the prompt below by
 - a. Add your company name
 - b. Company website
 - c. Your unique skills taxonomy
2. Copy the entire prompt below.
3. Paste it into ChatGPT.
4. Add the preset and description at the bottom where indicated.
5. Run the prompt.

A **preset** is a curated selection of the most important skills for a specific role, responsibility, or use case, chosen from a larger skills taxonomy. It is used to guide self-assessment, coaching, and capability or resource planning by focusing only on the skills that truly matter in that context.

ChatGPT will generate a prioritized list of 40 skills tailored to your preset and company, based on your taxonomy.

 Pro tip: Review the results carefully and edit as needed. Skills marked as “NEW SKILL” can be considered for future additions to your taxonomy.

AI Prompt

You are an expert in skills taxonomies, workforce planning, and talent analytics. Your task is to help create a prioritized and well-structured list of the 40 most important skills for a specific preset at **(INSERT COMPANY NAME)** — **[Website: (INSERT WEBSITE)]**.

(INSERT SHORT COMPANY DESCRIPTION)

A **preset** is a curated selection of the most important skills for a specific role, responsibility, or use case, chosen from a larger skills taxonomy. It is used to guide self-assessment, coaching, and capability or resource planning by focusing only on the skills that truly matter in that context.

This company uses a skills taxonomy structured into the following categories:

- Essential Human Skills (soft skills & behaviors)
- Global Skills (cross-functional competencies)
- Department & Specialization Skills (e.g. Dev & Tech, Design, Sales, HR, etc.)
- Methodologies & Frameworks
- Technical Skills (software & tools, programming languages, platforms, etc.)

The full taxonomy is listed below. Please make sure to use these exact naming conventions when selecting skills. If a skill is missing and needs to be added, clearly mark it as “NEW SKILL”.

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If a skill appears in multiple categories, choose the most appropriate category based on the presets's focus. Make sure to include a balanced mix of soft skills and hard/functional skills.

Important for technical tools:

List each technical tool or platform separately. Do not group tools together. For example, write "Power BI", "Microsoft Excel", "Google Cloud Platform", and "Amazon Web Services" as individual skills.

 Output format: Please generate a table with the following columns:

1. Skill name
2. Skill category
3. Top 20 skill? (Yes/No)
4. Skill level - Recommended proficiency for the preset: Beginner, Intermediate, or Expert
5. New skill? (If yes, mark as "NEW SKILL", else mark as "Current")
6. Notes – A brief explanation of why the skill was selected and, if relevant, why that skill level was chosen.

 Total number of skills should be exactly 40. The most important skills should be listed first in the table.

Guidance on skill levels

- Assign a skill level to every skill in the list.
- Beginner: Basic awareness and ability to contribute in a limited way. The person can support others but is not expected to perform independently.
- Intermediate: Applied competence. The person can use the skill effectively in daily work, solve standard problems, and collaborate confidently with others. This is the most common level for most skills.
- Expert: Deep mastery, built over years of practice. The person can solve highly complex problems, lead others, mentor or teach, and innovate in this area. Use this level very sparingly – only for a small number of core skills where mastery is essential for the preset. It could also be that Expert skills are not suitable for the preset due to the preset is used for both juniors and senior skilled people.

Below follows the skills taxonomy and then the preset name and description you should work with:

ESSENTIAL HUMAN SKILLS
Accountability & Ownership
Active Learning - Growth Mindset
Active Listening
Attention to Detail
Challenging Conventions
Conflict Management
Creativity and Innovation
Critical Thinking
Cultivating Inclusivity
Curious
Design Sense

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Diligence
Emotional Intelligence
Empathy
Empowerment
Entrepreneurial Spirit
Feedback
Focus on Quality
Fosters a Sense of Connection and Belonging
High Ethics and Moral Standards
Improvisation
Influence
Inspiring Vision
Interpersonal Relationships
Judgment and Decision Making
Lateral Thinking
Leadership
Leading change
Nurturing Growth
Open-mindedness and Adaptability
Proactive
Problem Solving
Psychological Safety
Respect
Self Awareness & Reflection
Service Orientation
Social Perceptiveness
Strategic Thinking
Stress Tolerance and Flexibility
Structured
Teamwork and Collaboration
Understanding the Big Picture
User & Customer Centricity
Virtual Collaboration
Visionary Thinking
Resilience
Cultural Intelligence

GLOBAL SKILLS
Administration and Management

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Analytics
Budget Management
Business Acumen
Business Analysis
Business Development
Change Management
Communication
Continuous Improvements
Coordinate
Creative Ideation
Develop Strategies and Objectives
Employee Onboarding
Facilitation of Meetings
Identifiy Operational Issues
Instructing
Learning Strategies
Mathematics
Mentoring & Coaching
Negotiation
Operations Analysis
Organizational Skills
Persuasion
Presentation Skills
Process Improvement
Process Management
Project Management
Prototyping
Recruitment
Relationship Building
Requirement Writing
Requirements Gathering
Research
Risk Management
Stakeholder Management
Storytelling
Team & People Management
Time Management
Writing
Networking and Relationship Building
Strategic Alliances

Dev & Tech Specialisation
Algorithms
API Design and Development
Automation Scripting
Caching Strategies
Configuration Management
Continuous Delivery (CD)
Continuous Integration (CI)
Cross-browser Compatibility
Data Structures
Database Management
Database Optimization
DevOps Management
Distributed systems
Infrastructure as a Code
Machine Learning
Microservices Architecture
Performance Optimization
RESTful API Design
Software Integration
Software Testing
System Architecture Design
System Automation
System Design
System Integration
System Testing and Validation
Systems Analysis
Systems Evaluation
Technical Writing
Testing and Debugging
Troubleshooting
Web Services (SOAP, REST)

DESIGN & PRODUCT SPECIALISATION
Accessible Design
Card Sorting
Competitor Analysis
Concept Development
Contextual Enquiry

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Create Insight Templates
Creation of User Profiles & Personas
Derive Hypotheses
Design Specs
Digital Strategy
Ensure CI/CD Requirements
Ethnography
Information Visuals
Manage Research Budgets
Motion Design
Pattern Recognition
Product & CX Strategy
Product Backlog
Product Roadmap
Product Vision
Qualitative and Quantitative Research
Scenarios
Service Design
Sound Design
Stakeholder Interviews
Styleguides and Component Libraries
Typography
UI Design
Unmoderated Remote Testing
Usability Testing
User & Customer Journey Mapping
User Research
UX Design
UX Writing
Validate Hypotheses
Wireframing

CLOUD & INFRASTRUCTURE SPECIALISATION
AWS Cloud Administrator
Bash Scripting
Bash Scripting
Cloud networking architecture
Conducting maintenance of network
Creating design documents
Disaster Recovery Planning

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DNS, DHCP, and IPAM
Fiber Optics and Cabling
Firmware Management
Hardware Integration
High Availability Design
Implementing security measures
IP Addressing and Subnetting
Linux system administration
Load Balancing
Microsoft Security Administrator
Monitoring network logs
Monitoring network traffic
MPLS and WAN Technologies
Network Automation
Network Compliance and Auditing
Network Configuration and Management
Network Design and Architecture
Network Documentation and Reporting
Network Performance Analysis
Network Redundancy and Failover
Network Security (Firewalls, IDS/IPS)
Network Troubleshooting
Network Virtualization
Performing automation
Quality of Service (QoS)
Routing Protocols (e.g., OSPF, BGP)
Server Backup Management
Serverless Architectures
Software-Defined Networking (SDN)
Storage Management
Switching Protocols
System Backup and Recovery
System Compliance and Auditing
System Lifecycle Management
System Monitoring and Performance Tuning
System Security Best Practices
Understand application protocol
Virtual server environment
Virtualization Technologies
VPNs and Tunneling
Wireless Networking
Cloud Cost Optimization

DATA SPECIALISATION
Data Analysis
Data Architecture
Data Cleaning and Preprocessing
Data Collection
Data Governance
Data Integration
Data Mining
Data Modeling
Data Pipeline Design
Data Quality
Data Security
Data Transformation
Data Visualization
Data Wrangling
Machine Learning
Predictive Modeling
Statistical Analysis

AI
AI Knowledge Management
AI-based Analytics & Insights
AI-based Content Summarization
AI-based Quality Assurance & Testing
AI-driven Search & Retrieval
AI-driven Translation & Localization
ChatGPT
Code Generation with AI (e.g., GitHub Copilot)
Conversational AI Integration
Ethical & Responsible AI Use
Generative Image Tools (e.g., Midjourney, DALL·E)
Model Fine-tuning & Customization
Perplexity
Prompt Engineering
Voice & Speech Recognition Tools

Sales
Account & Key Account Management
Applying Challenger Sales Techniques
Closing & Negotiation Skills
Competitive & Customer Insight Analysis
Content Creation for Sales
Customer Success & Support
Implementing Sales Automation Tools
Integrated Sales and Marketing Strategies
Market & Customer Insight Analysis
Networking & Relationship Building
Objection/Rejection Handling
Personalization Strategies
Product Knowledge Mastery
Prospecting Techniques
Sales Effectiveness & Enablement
Sales Processes Optimization
Sales Strategy Development
Social Selling Mastery
Strategic Customer Growth
Strategic Partnerships Development
Value Proposition Development

Customer Support
Adaptability in Customer Interactions
Conflict Resolution and De-escalation
Cultural Sensitivity and Inclusivity
Ticket Management and Prioritization
Knowledge Base Utilization and Maintenance
Multi-Channel Support Proficiency
Root Cause Analysis
Customer Feedback Analysis

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Proactive Issue Prevention
Customer Advocacy
Upselling and Cross-Selling
Customer Education and Onboarding
Product Knowledge Mastery

HR and Learning Development
Accessibility & Accommodation
Career Management
Change Management
Compensation & Benefits
Conflict Management
Employee Communications
Employee Engagement & Experience Management
Employee Health & Wellbeing
Employee Onboarding & Offboarding
Employee Retention
Employer Branding
Employment Laws and Regulations
Executive HR Advisory
Facilitation & Training Delivery
HR Analytics & Data Privacy Compliance
HR Service Delivery & Consulting
HR Strategy & Workforce Planning
Instructional Design
Labor Relations Management
Leadership Development & Succession Management
Learning Strategies
Organizational Development & Culture
Payroll Management
Performance Management
Recruitment & Talent Acquisition
Reskilling & Upskilling Strategies
Severance Management
Talent Management
Training Needs Analysis
Workplace Diversity & Inclusion

METHODOLOGY & FRAMEWORKS
Agile Methodology
Build-measure-learn (BML)
Crystal
CyberSecurity
Design Thinking
Dynamic Systems Development Method (DSDM)
Extreme Programming (XP)
Feature Driven Development (FDD)
GDPR
InfoSec (ISO 27001)
ISO9001
ITIL v4
ITSM Framework
Kanban
Lean
PDCA
Scaled Agile Framework (SAFe)
SCRUM
Scrum@Scale
Six Sigma
Strategyzer Value Proposition Designer
Waterfall

Below follows information about preset name and then information about the preset
(INSERT PRESET NAME AND DESCRIPTION)