



Copilot for Strategic Leadership

An executive quick reference for Microsoft 365 Copilot

High-impact executive prompts

Strategic communications

"Draft a strategic update for the board on [initiative]. Focus on progress, risks, and ROI. 300 words."

"Give me three versions of this announcement: one for executives (strategic focus), one for managers (implementation details), one for the frontline (impact on their work)."

Decision support

"Act as a skeptical board member and critique this proposal. What questions would you raise?"

"Identify potential risks and unintended consequences of [decision]. What objections might we face?"

Stakeholder management

"Draft a message to [stakeholder group] about [topic]. Tone: [empathetic / direct / reassuring]. Address their likely concerns proactively."

"Reframe this communication to emphasize benefits rather than requirements."

Executive power moves

- **Multiple perspectives fast:** "Three different angles on this issue" · "How would [role] view this decision?" · "What would a skeptic say?"
- **Use it as a sparring partner:** "Challenge my assumptions" · "What am I not considering?" · "What are the second-order effects?" · "How could this backfire?"
- **Control tone precisely:** "Confident but not defensive" · "Empathetic but firm" · "Optimistic but realistic"
- **Refine, don't restart:** "Make this more concise" · "Lead with the bottom line" · "Remove corporate jargon"

Guardrails

Never input:

- Employee names or personal details
- Specific compensation figures
- Confidential financial data
- Attorney-client communications
- Active investigation details

Know the limits:

- Copilot doesn't verify facts — you validate data, legal requirements, and policy details
- It doesn't know your context — add strategy, culture, and history to prompts
- It can reflect bias — review for inclusive language
- Prompts are records: visible to IT, discoverable in litigation. Write every prompt like it could be read in a deposition

The 30-second quality check

- Factual accuracy verified
- No confidential information
- Tone right for the audience
- Aligned with strategic priorities
- Your voice — not AI-generic

Where it earns its keep — and where it can't

Most valuable for: drafting first (80% done in five minutes, then refine the 20% that matters), reframing narratives quickly, pressure-testing objections before they happen, and producing one message in three audience versions.

What it can't replace: your strategic judgment, your knowledge of organizational dynamics, your accountability for decisions, and your relationships. Use it to multiply your effectiveness, not to outsource your thinking.

Want this as a session for your team or conference? This guide pairs with "AI Without the Anxiety: Making Technology Work FOR Your Team" — a plain-spoken session for leaders who don't need a tech background, just a clearer head and a starting point. heatherlambert.speaker@gmail.com · 615.434.5180