

LESS DESK LEADERSHIP
THE PRINCIPAL'S PROMPT SUITE

AI Prompts Built for Servant Leaders in Education

Free Sample — 6 Prompts from 6 Sections

"The servant-leader is servant first."

— Robert K. Greenleaf

163

Total Prompts

11

Sections

37

Categories

6+

Hours Saved
Per Week

This sample contains 6 complete, ready-to-use prompts — one from each featured section. Copy the prompt, fill in the bracketed fields, and paste into Claude, ChatGPT, Gemini, or any AI tool. The full suite contains 163 prompts across 11 sections.

ABOUT THIS SAMPLE

What you're holding — and how to use it.

Each prompt in this sample is taken directly from the full Principal's Prompt Suite. They are complete and ready to use today. Here is how to get the most from them:

- 1Find the prompt that fits your current situation in the table below.
- 2Copy the full prompt text from the shaded box.
- 3Replace every [BRACKETED] field with your specific details — the more specific, the better.
- 4Paste into Claude, ChatGPT, Gemini, or any AI assistant.
- 5Read the output, personalise it in your own voice, and use it.

THE 6 SAMPLE PROMPTS IN THIS PREVIEW

S1	Teacher Supervision & Growth	Post-Observation Coaching Email
S2	Student Supervision & Support	Restorative Discipline Conversation
S3	Parent & Community Communication	Responding to an Angry or Upset Parent
S4	Staff Culture & Morale	Monday Morning Staff Brief
S7	Crisis & Sensitive Situations	Communicating During an Active Safety Incident
S8	Servant Leadership Reflection	Reconnecting to Your 'Why'

The full suite includes 163 prompts across 11 sections: Teacher Supervision & Growth | Student Supervision & Support | Parent & Community Communication | Staff Culture & Morale | Strategic Planning & Reports | Daily Productivity & Admin | Crisis & Sensitive Situations | Servant Leadership Reflection | Principal Accountability & Fairness | Hiring & Support Staff | Mentoring & Building Leadership Capacity.

SECTION 1

Teacher Supervision & Growth

Observation, coaching, recognition, and difficult conversations

SECTION 1 • Prompt

Post-Observation Coaching Email — Strengths & Growth

PURPOSE

Draft a warm, development-focused email following a formal observation — leading with strengths before introducing one coaching focus.

THE PROMPT — Copy, fill in [BRACKETS], paste into any AI tool

You are a servant-leader school principal. I observed [TEACHER NAME]'s [SUBJECT/GRADE] class on [DATE]. The lesson focus was [LESSON TOPIC]. Strengths I observed: [LIST 2-3 SPECIFIC STRENGTHS]. One area for growth: [DESCRIBE THE COACHING FOCUS]. Draft a post-observation email that: 1. Opens warmly and acknowledges the effort of being observed 2. Highlights the strengths with specific, genuine detail 3. Introduces the coaching focus as a collaborative next step, not a critique 4. Ends with a clear, low-pressure invitation to debrief Tone: encouraging coach, not evaluator. Under 250 words.

■ **Servant Leader Tip:** Replace all [BRACKETED] fields with your specific details. The more specific you are about what you saw, the more meaningful the email will feel to the teacher.

Time saved: 40–60 minutes of observation write-up time per teacher

SECTION 2

■ Student Supervision & Support

Connection before correction — discipline, belonging, and wellbeing

SECTION 2 • Prompt

Preparing a Restorative Discipline Conversation

PURPOSE

Design a structured one-on-one conversation following a behavioral incident — leading with connection, curiosity, and dignity before addressing the behavior.

THE PROMPT — Copy, fill in [BRACKETS], paste into any AI tool

I am a servant-leader principal. A student — [GRADE, any relevant context] — was involved in the following incident: [DESCRIBE BRIEFLY]. Before I address what happened, I want to genuinely connect with this student as a person. Create a restorative conversation guide for a 15–20 minute meeting that: 1. Opens with a connection moment — not about the incident 2. Transitions gently to the incident using curiosity, not accusation 3. Uses the restorative questions: What happened? What were you thinking? Who was affected? How can we make it right? 4. Invites the student to help design the consequence or repair 5. Closes with a clear, affirming statement of belief in who this student is Tone: I am for this student, even when I am addressing their behavior.

■ **Servant Leader Tip:** The first 60 seconds of a discipline conversation determines whether a student shuts down or opens up. Spending 2 minutes on genuine connection before addressing behavior is not soft — it is the most effective thing you can do.

Time saved: 25–30 minutes of discipline conversation preparation per incident

SECTION 3

■ Parent & Community Communication

Welcomed in the building | Heard when they speak | Leaned upon to help

SECTION 3 • Prompt

Responding to an Angry or Upset Parent

PURPOSE

Prepare for a conversation with an upset parent — transforming a potentially adversarial encounter into a genuine listening moment.

THE PROMPT — Copy, fill in [BRACKETS], paste into any AI tool

A parent — [BRIEF CONTEXT] — is coming to speak with me. They are clearly upset. The concern is: [DESCRIBE]. What I know about their history with the school: [DESCRIBE] What I believe to be true about the situation: [YOUR PERSPECTIVE] What I genuinely do not know yet: [BE HONEST] Help me prepare: 1. My mindset before the conversation — how do I walk in genuinely open, not defensive? 2. An opening that signals immediately that I am here to listen, not to explain 3. The listening process — what questions I ask before sharing the school's perspective 4. How to respond if they say something I believe is inaccurate 5. How to close in a way that leaves them feeling genuinely heard My goal: they leave this conversation feeling like a human being who was respected.

■ **Servant Leader Tip:** The parent who leaves your office still angry is almost never angry about the original issue. They are angry because they did not feel heard. Listening — genuinely, patiently, fully — is the intervention.

Time saved: 45 minutes of stressful preparation before a difficult parent meeting

SECTION 4

■ Staff Culture & Morale

Build the school you would want to work in

SECTION 4 • Prompt

Monday Morning Staff Brief — Weekly Culture Setter

PURPOSE

Create a weekly Monday message that sets a positive, focused, and human tone — replacing impersonal email blasts with something staff actually want to read.

THE PROMPT — Copy, fill in [BRACKETS], paste into any AI tool

I want to write my Monday morning brief to staff for the week of [DATE]. I want it to feel personal, focused, and genuinely energizing — not another administrative email. This week's priorities: [LIST 2-3 SPECIFIC THINGS] Something worth celebrating from last week: [BE SPECIFIC — name the person or moment] A challenge or tension we're navigating together: [BE HONEST] A quote, reflection, or idea I want to plant this week: [SHARE SOMETHING MEANINGFUL] One logistical thing staff need to know: [KEEP THIS TO ONE ITEM] Write a Monday brief that opens with the celebration, names the week's priorities without overwhelming, acknowledges the challenge honestly, and closes with the reflection and a warm personal sign-off. Length: 200–250 words. Conversational. Worth 60 seconds of a teacher's morning.

■ **Servant Leader Tip:** The Monday brief is a weekly act of culture-setting. Over a year, it becomes the voice your staff carries with them. Make it human, make it specific, make it honest.

Time saved: 30 minutes every Monday morning, 52 weeks a year

SECTION 7

■ Crisis & Sensitive Situations

Be the calm. Be the truth. Be the person they can find.

SECTION 7 • Prompt

Communicating During an Active Safety Incident

PURPOSE

Draft clear, calm, factual communications to parents during an unfolding safety incident — providing what people need without causing panic.

THE PROMPT — Copy, fill in [BRACKETS], paste into any AI tool

We are currently experiencing a safety incident at our school. I need to communicate with parents immediately. What I know for certain right now: [CONFIRMED FACTS ONLY] What I do not yet know: [BE HONEST — uncertainty is better than misinformation] Current status of students: [SAFE / SECURED / BEING EVACUATED / etc.] What families should or should not do right now: [SPECIFIC INSTRUCTIONS] When I will communicate again: [SET A SPECIFIC TIME] Write a parent notification that: 1. Leads with student safety status — this is what every parent needs first 2. States only confirmed facts — no speculation 3. Gives families specific, actionable instructions 4. Acknowledges their concern without amplifying it 5. Commits to a specific follow-up time Length: under 150 words. Every word must earn its place.

■ **Servant Leader Tip:** In a crisis, the community needs two things: facts and steadiness. You do not need to have all the answers. You need to be the calm, honest voice that tells them what you know and when you will tell them more.

Time saved: Critical minutes in the first 30 minutes of a safety incident

SECTION 8

■ Servant Leadership Reflection

The inner work that makes all the outer work possible

SECTION 8 • Prompt

Reconnecting to Your 'Why' When the Role Feels Heavy

PURPOSE

When the demands of the role have disconnected you from your original motivation, use AI to help you find your way back.

THE PROMPT — Copy, fill in [BRACKETS], paste into any AI tool

I am feeling disconnected from my 'why' right now. The role feels heavy, transactional, or relentless — and I have lost some of the sense of purpose that originally brought me into school leadership. What originally called me into this work: [DESCRIBE — the moment, the person, the belief that started it] What the role feels like right now: [BE HONEST — even if it is hard to say] What has most drained me recently: [NAME IT] A recent moment — even small — that reminded me why this matters: [FIND ONE AND DESCRIBE IT] What I most miss about leading at my best: [DESCRIBE] Help me find the thread between who I was when I started and who I am right now. Help me reconnect to my 'why' through the specific moment I described. Write a brief personal recommitment statement I can read on a hard morning.

■ **Servant Leader Tip:** Your 'why' does not disappear when the role becomes heavy. It waits — in the student who waves at you in the hallway, the teacher who stays late without being asked, the parent who thanks you for something you thought no one saw. Look for it. It is still there.

Time saved: Hours of carrying the weight of the role alone — and years of burnout

YOU JUST USED 6 PROMPTS.

Imagine having 163.

The full Principal's Prompt Suite gives you a complete library of 163 ready-to-use AI prompts covering every corner of your role — from classroom observation to community crisis, from staff wellbeing to your own leadership reflection.

INDIVIDUAL PRINCIPAL

\$97

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