



Suhas Bhairav

AI Executive Prompting Guide

Practical prompting for leaders to analyze, decide, and communicate with AI.

A practical prompt toolkit for making AI-driven decisions without outsourcing judgment.

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suhasbhairav.com

AI-Driven Analysis & Prep

Leaders use AI prompts to structure analysis, collect data, and define success criteria. Outputs should be ready for review by humans.

Key move Always verify AI outputs with a human risk check.

PRACTICAL CHECKLIST

- 01** Define objective and success metrics before you prompt the AI.
- 02** List data sources: dashboards, CRM, ERP, spreadsheets, and external feeds.
- 03** Specify data quality checks and bias considerations for cleaner outputs.
- 04** Prompt for structured outputs: tables, summaries, and decision trees.
- 05** Ask the AI to surface caveats, confidence levels, and sources.
- 06** Assign ownership and a human sign-off point for results.
- 07** List tools and access: Claude, ChatGPT, or enterprise agents; ensure permissions.

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Scenario Planning with AI

Use AI prompts to explore options, test resilience, and surface trade-offs. Humans judge the final recommendations.

Key move Test prompts in a lightweight, time-boxed session.

PRACTICAL CHECKLIST

- 01** Generate 3-5 scenarios highlighting strategic options and risks.
- 02** For each scenario, prompt expected impacts on revenue, cost, and timing.
- 03** Request probabilistic ranges and sensitivity to key assumptions.
- 04** Draft concise decision criteria and escalation paths for each option.
- 05** Solicit AI-provided trade-offs without replacing human judgment.
- 06** Capture proposed actions, owners, and follow-up dates.
- 07** Guardrail: if outputs contradict known strategy, pause and review.

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AI-Backed Leadership Communications

Draft updates, dashboards, and memos with AI while preserving human voice. Establish governance for prompts and outputs.

Key move Document governance, not just tools.

PRACTICAL CHECKLIST

- 01** Draft executive updates with clearly stated decisions, risks, and next steps.
- 02** Create dashboard narratives that align metrics with strategic goals.
- 03** Provide annotated memos showing assumptions, sources, and caveats.
- 04** Set up approval flags: reviewed, signed-off, versioned outputs.
- 05** Limit sensitive topics to human review and ethics checks.
- 06** Measure impact: adoption rate, decision speed, and quality.
- 07** Maintain ownership: assign a named owner for prompts and outputs.

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ABOUT THE CREATOR

Suhas Bhairav

I build AI systems that combine distributed architecture, retrieval, knowledge graphs, security, and practical workflow design. My focus is AI that can be used repeatedly by real teams: understandable, reliable, and grounded in the work people already do.

EXPERTISE

- Principal systems architecture and applied AI engineering
- Production-grade AI systems, agentic workflows, RAG, and knowledge graphs
- Full-stack workflow applications across AWS, Google Cloud, Azure, on-premise, and hybrid environments
- Practical AI implementation patterns for automotive, manufacturing, finance, logistics, cybersecurity, sales, and customer operations
- Security, governance, observability, approvals, and failure-mode thinking for operational AI systems

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