

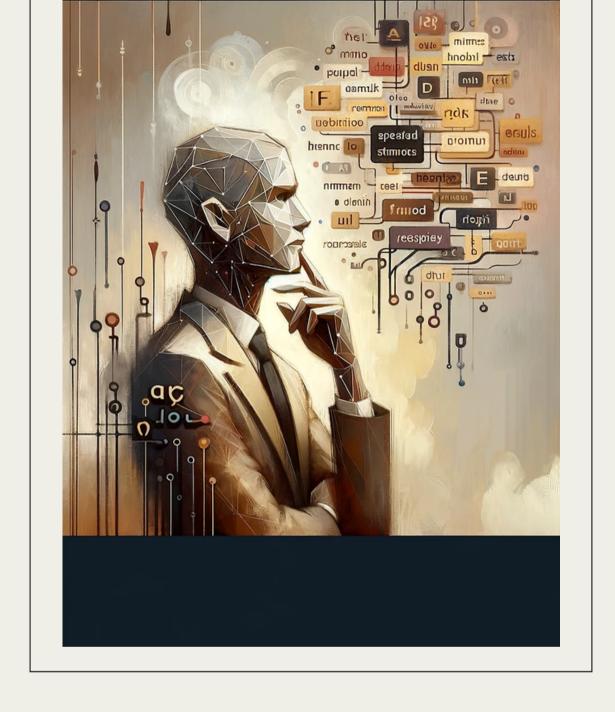
### LET'S TALK ABOUT

## PROMPT STRUCTURES

FOR EFFECTIVE PROMPTS

POWER OF VERBS IN PROMPT ENGIEERING

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GUIDE RESPONSES WITH CAREFULLY CHOSEN WORDS, SHAPING OUTCOMES TOWARD DESIRED OBJECTIVES

## INTRODUCTION



### "The Power of Verbs in Prompt Engineering."

Choosing the right verb is key to shaping effective prompts. Verbs do more than form sentences; they guide thoughts and trigger the responses we seek.

Here we explore how strategic verb selection can turn prompts into tools for innovation, problem-solving, and exploration, making every prompt a step toward success.

Let's uncover the secrets to crafting prompts that achieve precise outcomes.

## UNLOCKING VERBS IN ACTION: SHAPING THOUGHTS AND OUTCOMES IN PROMPT ENGINEERING

This presentation journey is designed to educate attendees on the strategic use of verbs in Prompt Engineering, showcasing how the right verbs can transform prompts into effective tools for analytical thinking, creative exploration, clear communication, cultural respect, and continuous personal growth.

### Analyzing and Solving

Unlocking Cognitive and Analytical Potentials

Verbs that activate our cognitive engines for deep analysis and problem resolution.

### **Creating and Imagining**

Pathways to Creative
Thought and Idea
Generation

Explores verbs that light
the spark of creativity and
idea generation,
encouraging original
thought and innovation

## Communicating and Collaborating

Enhancing Interpersonal Skills and Teamwork

for communication and collaboration, key to effective teamwork and relationship building

### Respecting and Acting

Cultivating Cultural
Awareness and Ethical
Integrity

Centers on verbs that
encourage respect,
understanding, and ethical
behavior in diverse
settings

### Learning and Growing

Strategies for Personal Development and Continuous Learning

Focuses on verbs that support self-improvement, knowledge acquisition, and introspection.

### ANALYZING AND SOLVING: UNLOCKING COGNITIVE AND ANALYTICAL POTENTIALS

Verbs are the engine of a prompt, driving the direction and depth of thought and action, unlocking the power of language to analyze, persuade, solve, and plan.



### **Analytical and Critical Thinking**

Involves analyzing, assessing, and synthesizing information to form reasoned conclusions.

### **Comparative and Persuasive**

Involves analyzing similarities and differences to form compelling arguments and persuade others

### **Technical and Analytical**

Focuses on applying specialized knowledge and analytical thinking to solve problems.

### **Problem-Solving and Resolution**

Focuses on identifying challenges and finding effective solutions.

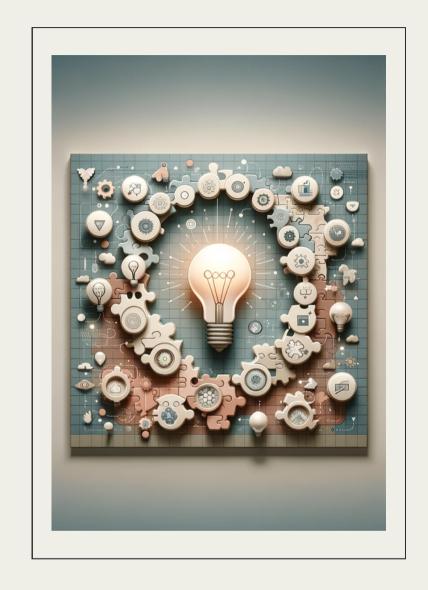
### **Decision-Making and Strategic Planning**

Focuses on making informed choices and developing plans to achieve specific objectives

## ANALYTICAL AND CRITICAL THINKING

These verbs underscore the skills required for deep analysis, evaluation, and synthesis of information, critical for informed decision-making and reasoning.





Utilize analytical and critical thinking verbs — such as analyzing, assessing, and synthesizing — when facing complex challenges or making strategic decisions.

### FIVE ANALYTICAL AND CRITICAL THINKING VERBS FOR AGILE ROLES

### **Product Owner**

- *Evaluate:* Assessing the value and impact of backlog items to prioritize them effectively.
- **Analyze:** Understanding market trends, customer feedback, and competitive positioning to inform product strategy.
- **Synthesize:** Integrating diverse inputs (customer feedback, team input, market analysis) to define product vision and roadmap.
- **Justify:** Making the case for prioritization decisions or strategic shifts based on analysis and projections.
- **Question:** Continuously questioning assumptions and strategies to refine and improve the product offering.

### **Product Development Team Member**

- **Explore:** Investigating new technologies and approaches for solving problems or enhancing product features.
- **Analyze:** Breaking down complex product requirements into actionable tasks.
- **Synthesize:** Combining knowledge from different domains (e.g., technology, user experience) to develop innovative solutions.
- **Compare:** Weighing the pros and cons of different technical solutions or approaches.
- *Infer:* Drawing conclusions from partial data or feedback to make informed decisions during development.

### **Scrum Master**

- *Facilitate:* Guiding the team through problem-solving processes during ceremonies and when addressing impediments.
- **Analyze:** Identifying team dynamics and process inefficiencies that could be improved.
- **Evaluate:** Assessing the effectiveness of Agile practices and team performance to suggest improvements.
- **Question:** Encouraging the team to question existing processes and to think critically about ways to improve.
- **Refute:** Challenging counterproductive behaviors or practices to ensure adherence to Agile principles.

### **Quality Assurance Engineer**

- **Test:** Rigorously testing software to uncover defects and ensure quality standards are met.
- **Analyze:** Examining test results to identify patterns and root causes of defects.
- **Evaluate:** Assessing the severity and impact of issues on the overall product.
- *Investigate:* Exploring complex software behaviors to understand discrepancies from expected results.
- *Critique:* Providing critical feedback on software features and functionality to improve user experience.

### EXAMPLES: ANALYTICAL AND CRITICAL THINKING

Product Owner	"Prioritize the product backlog by defining clear requirements, communicate these to the development team, and validate outcomes to adjust priorities as needed."  "Prioritize" and "Define" highlight the need for decisive action and clarity  "Communicate" and "Validate" underscore the importance of ongoing interaction with the team to refine the product based on feedback.
Scrum Master	<ul> <li>"Facilitate sprint retrospectives to reflect on team progress, remove barriers affecting sprint goals, guide the team in continuously improving Agile practices, support team members in their roles and responsibilities, and ensure a culture of collaboration and efficiency is maintained."</li> <li>"Facilitate" and "Remove" highlight their role in smoothing the path for team operations and removing obstacles "Guide" and "Support" emphasize their nurturing role in team development and adherence to Agile methodologies "Ensure" underscores their responsibility in upholding a productive and collaborative team environment, pivotal for Agile success</li> </ul>
DevOps Engineer	"Evaluate the CI/CD pipeline for bottlenecks, diagnose deployment failures, and assess infrastructure scalability.  Recommend and implement optimizations based on your analysis."  "Evaluate" directs a focused analysis on identifying inefficiencies, ensuring a targeted approach to improvement.  "Diagnose" encourages pinpointing specific causes of failures, crucial for effective problem-solving.  "Assess:" calls for a review of the system's capacity to handle growth, preparing for future demands.  "Recommend" invites actionable solutions, promoting a proactive stance towards enhancements.  "Implement" shifts towards execution, emphasizing the importance of applying findings to make impactful changes

## COMPARATIVE AND PERSUASIVE

These verbs are critical for forming compelling arguments, analyzing similarities and differences, and influencing others through persuasive communication.





Leverage comparative and persuasive verbs - such as comparing, convincing, and advocating - when aiming to influence through compelling arguments or highlight distinctions.

### FIVE COMPARATIVE AND PERSUASIVE VERBS FOR AGILE ROLES

### **Product Manager**

- **Compare:** To evaluate product features against market needs.
- Persuade: To convince stakeholders of strategic decisions.
- Advocate: To champion the product's value to users.
- **Negotiate:** To find common ground with developers and marketers.
- **Defend:** To justify prioritization and resource allocation.

### **UX Designer**

- *Illustrate:* To show design concepts' impact on user experience.
- Convince: To get buy-in for user-centric design decisions.
- Demonstrate: To present user research findings effectively.
- **Argue:** To support design choices with data and user feedback.
- *Influence:* To shape product strategy through design insights.

### **Engineering Manager**

- **Justify:** To rationalize technical approaches and architectures.
- **Advocate:** To support engineering best practices and standards.
- **Debate:** To discuss and decide on technology stacks and tools.
- **Persuade:** To align engineering goals with business objectives.
- Assert: To confirm the feasibility of product timelines.

### **Scrum Master**

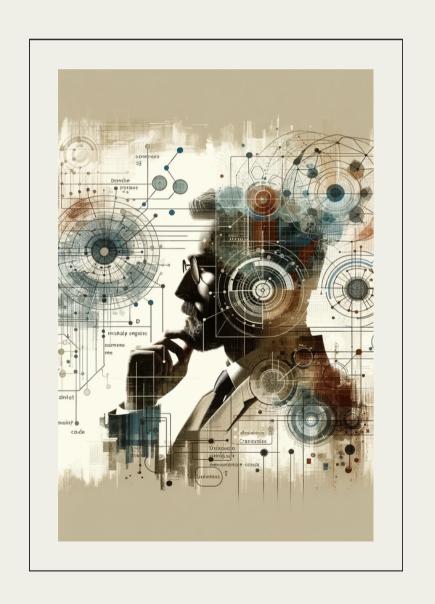
- Facilitate: To encourage productive team discussions.
- *Mediate:* To resolve differences and foster collaboration.
- *Motivate:* To inspire teams towards Agile excellence.
- *Guide*: To steer the team through Agile methodologies.
- Support: To back up team decisions with Agile principles.

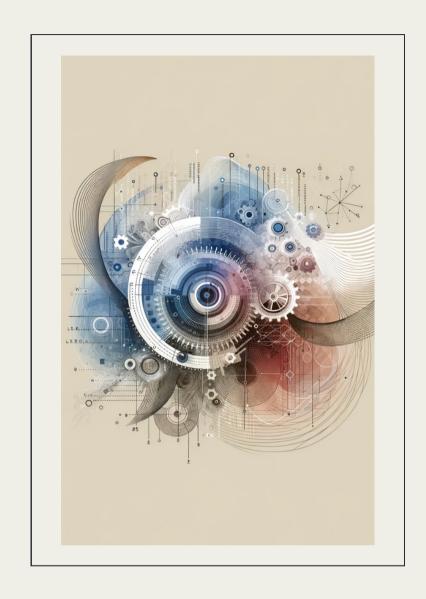
### EXAMPLES: COMPARATIVE AND PERSUASIVE

Product Manager	<ul> <li>"Compare our product features with competitor offerings, persuade stakeholders of the need for new feature development, and advocate for user-centric design principles in your presentation."</li> <li>Compare: Encourages a thorough analysis of the market landscape, ensuring the product remains competitive. Persuade: Highlights the importance of compelling communication to secure buy-in for strategic initiatives. Advocate: Stresses the value of championing user needs, reinforcing the product's user-focused direction.</li> </ul>
Scrum Master	"Facilitate a discussion to resolve team conflicts, negotiate compromises between differing opinions, and motivate the team towards achieving sprint goals."  Facilitate: Emphasizes creating a productive environment for open dialogue and problem-solving. Resolve: Targets the objective of finding solutions to internal challenges, ensuring team harmony. Negotiate: Encourages finding middle ground that respects diverse viewpoints, fostering collaboration. Motivate: Underscores the role of inspiring the team, crucial for maintaining momentum and focus.
Engineering Manager	Assess the technical feasibility of proposed projects, justify resource allocations based on projected ROI, and strategize development timelines to optimize delivery."  Assess: Calls for a critical evaluation of technical proposals, ensuring projects are viable and valuable. Justify: Demands a persuasive explanation of decisions, ensuring resources are utilized effectively. Strategize: Encourages a thoughtful approach to planning, aiming for efficiency in execution and results.

## TECHNICAL AND ANALYTICAL

These verbs underscore the skills required for deep analysis, evaluation, and synthesis of information, critical for informed decision-making and reasoning.





Apply technical and analytical verbs - such as analyzing, diagnosing, and implementing - when delving into problem-solving or developing solutions.

### FIVE TECHNICAL AND ANALYTICAL VERBS FOR AGILE ROLES

### **Product Manager**

**UX Designer** 

- **Analyze:** Examine market data to understand trends and customer needs.
- **Assess:** Evaluate the competitive landscape to identify product positioning.
- **Strategize:** Develop long-term product roadmaps based on analysis and assessment.
- *Optimize:* Enhance product features for better user engagement and satisfaction.
- *Implement:* Execute strategic plans and bring new product features to market.

- **Research:** Investigate user behaviors and preferences to inform design decisions.
- *Test:* Conduct usability testing to validate design concepts with users.
- **Refine:** Improve design prototypes based on user feedback and test results.
- Adapt: Modify designs to meet changing user needs and technological advancements.
- **Evaluate:** Assess the effectiveness of design solutions in achieving user experience goals.

### **Engineering Manager**

- *Diagnose*: Identify technical issues in development processes and systems.
- **Develop:** Build technical frameworks and tools to support product development.
- **Analyze:** Examine code quality and performance metrics to ensure high standards.
- **Coordinate:** Organize engineering resources and teams for efficient project execution.
- *Optimize:* Enhance system architectures and workflows for better efficiency and scalability.

### **Scrum Master**

- *Facilitate:* Lead Agile ceremonies to ensure team collaboration and progress.
- *Monitor:* Track sprint performance and team dynamics to identify improvement areas.
- *Adapt:* Adjust Agile processes in response to team feedback and project needs.
- **Coach:** Provide guidance on Agile best practices to improve team efficiency.
- **Resolve:** Address impediments that hinder team productivity and project advancement.

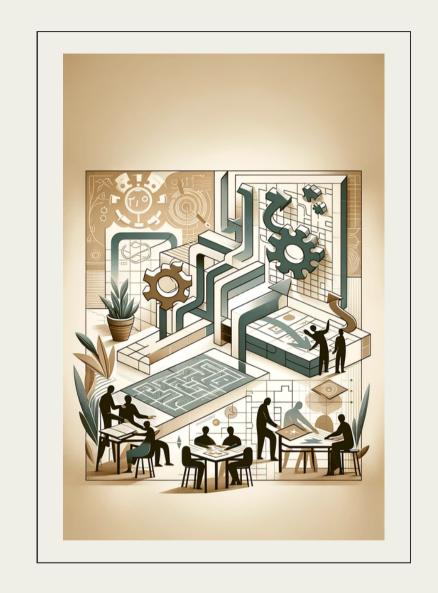
### EXAMPLES: TECHNICAL AND ANALYTICAL VERBS

QA Engineer	"Test new software features against requirements, analyze results for discrepancies, and report findings to the development team. Refine testing strategies based on outcomes."  "Test": Directs attention to the critical task of verifying functionality against expected outcomes.  "Analyze": Encourages a deep dive into test results to identify any deviations or issues.  "Report": Stresses the importance of clear communication with the development team regarding findings.  "Refine": Promotes continuous improvement in testing processes for better future outcomes.
Developer	"Develop a prototype based on the latest design specs, assess its feasibility, and adjust based on feedback. Implement changes for the final version."  "Develop": Initiates the creative process of building a tangible version of the idea.  "Assess": Calls for a critical evaluation of the prototype's viability.  "Adjust": Encourages flexibility and responsiveness to feedback.  "Implement": Moves towards finalizing the product by applying the necessary modifications.
СТО	"Evaluate current technology stacks for scalability, research emerging tech trends, and strategize the integration of new technologies. Optimize the existing infrastructure."  "Evaluate": Focuses on assessing current technologies to ensure they meet future demands.  "Research": Encourages staying ahead by understanding technological advancements.  "Strategize": Guides the planning process for technology adoption.  "Optimize": Aims at enhancing the performance and efficiency of current systems.

## PROBLEM-SOLVING AND RESOLUTION

These verbs encompass a range of activities involved in addressing and resolving issues, from the initial identification and analysis of the problem to the application and assessment of solutions.





Utilize problem-solving and resolution verbs - such as diagnose, resolve, and implement - when identifying and addressing challenges to devise and apply effective solutions.

### FIVE PROBLEM-SOLVING AND RESOLUTION VERBS FOR AGILE ROLES

### **Product Analyst**

- Interpret: Analyze customer data to understand product usage patterns.
- **Forecast:** Predict future trends in product demand or customer behavior.
- Evaluate: Assess the impact of new features on user engagement.
- **Synthesize:** Combine insights from various data sources to inform product strategy.
- **Recommend:** Suggest data-driven product improvements or new feature ideas.

### **UX Researcher**

- **Investigate**: Conduct studies to explore user needs and behaviors.
- **Analyze:** Examine research findings to uncover user experience insights.
- Collaborate: Work with design and development teams to translate research into actionable design decisions.
- Validate: Test design solutions to ensure they meet user needs.
- **Present:** Share research outcomes and recommendations with stakeholders.

### **Agile Coach**

- **Mentor:** Guide teams in adopting and refining Agile practices.
- Facilitate: Lead workshops and training sessions on Agile methodologies.
- **Assess:** Evaluate teams' Agile maturity and areas for improvement.
- Advocate: Promote the benefits of Agile methods across the organization.
- **Optimize:** Identify and implement strategies to enhance team performance and agility.

### **Release Manager**

- Coordinate: Manage the release schedule and ensure alignment with development cycles.
- **Plan:** Outline the steps and resources needed for successful release deployments.
- **Monitor**: Track progress and address issues that may affect release timelines.
- Communicate: Keep all stakeholders informed about release status and potential impacts.
- **Evaluate:** Review release outcomes to identify lessons learned and opportunities for process improvement.

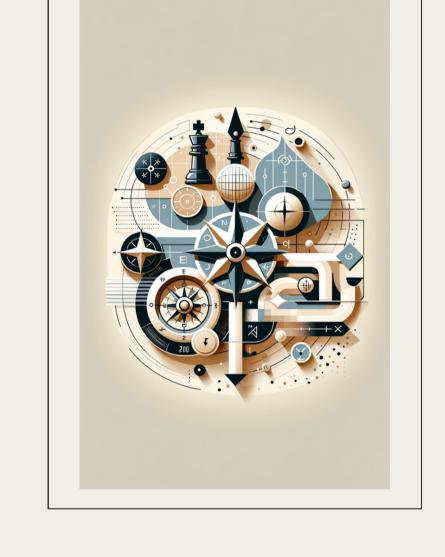
### EXAMPLES: PROBLEM-SOLVING AND RESOLUTION

Product Analyst	"Investigate discrepancies in user engagement metrics, diagnose potential causes behind sudden changes, and resolve data anomalies to ensure accurate reporting."  Investigate: Initiates a thorough examination, encouraging a deep dive into the metrics for anomalies or unexpected patterns.  Diagnose: Focuses on identifying the underlying reasons for the discrepancies, ensuring targeted solutions.  Resolve: Moves towards rectifying identified issues, emphasizing the importance of maintaining data integrity for decision-making.
Agile Coach	"Facilitate a retrospective to identify recurring sprint challenges, mediate discussions to find common ground, and implement agreed-upon solutions to improve team dynamics."  "Facilitate": Promotes an environment conducive to open dialogue and reflection, crucial for effective retrospectives.  "Identify": Aims at pinpointing specific problems affecting team performance, ensuring focused discussion.  "Mediate": Encourages constructive conflict resolution, fostering a collaborative approach to problem-solving.  "Implement": Highlights the action-oriented outcome of the retrospective, focusing on tangible improvements.
UX Researcher	"Analyze user feedback to identify usability issues, investigate the root causes of user frustrations, and recommend design changes to enhance the user experience."  "Analyze": Calls for a comprehensive review of user feedback, setting the stage for informed decision-making.  "Identify": Directs attention to pinpointing specific user experience problems, ensuring clarity in focus.  "Investigate": Deepens the inquiry into why these issues occur, promoting a thorough understanding.  "Recommend": Moves towards suggesting actionable solutions, bridging analysis with practical application.

## DECISION-MAKING AND STRATEGIC PLANNING

These verbs encapsulate the critical processes involved in strategic decision-making and planning, highlighting the cognitive and action-oriented steps necessary to navigate and shape future objectives effectively.





Employ decision-making and strategic planning verbs - such as strategize, prioritize, and implement - when making informed choices and outlining future goals.

### FIVE DECISION-MAKING AND STRATEGIC PLANNING VERBS FOR AGILE ROLES

### **DevOps Engineer**

- Plan: Outline infrastructure updates to support scalability and reliability.
- Prioritize: Determine the sequence of deployment tasks based on system criticality.
- Decide: Choose between multiple technology solutions for system improvements.
- Implement: Execute updates and changes to the CI/CD pipeline.
- Assess: Evaluate the impact of new tools or processes on deployment efficiency.

**Graphic Designer** 

- Decide: Choose design elements that best convey the brand message.
- Plan: Create a design project timeline that aligns with marketing objectives.
- Assess: Evaluate visual trends for relevance to current projects.
- Strategize: Develop visual concepts that align with strategic marketing goals.
- Implement: Apply chosen design strategies to create compelling visual content.

### **Quality Assurance (QA) Engineer**

- Strategize: Develop a comprehensive testing strategy that covers all critical features.
- Evaluate: Judge the severity of bugs and their impact on product quality.
- Prioritize: Decide the order of bug fixes based on their urgency and importance.
- Review: Examine test coverage and results to ensure comprehensive testing.
- Adapt: Modify testing approaches based on product evolution and feedback.

### **System Administrator**

- Prioritize: Determine the criticality of system updates and security patches.
- Plan: Schedule maintenance windows to minimize disruption to services.
- **Decide:** Select appropriate tools and software for system management tasks.
- Evaluate: Assess system performance and identify areas for improvement.
- Implement: Execute configurations and updates to enhance system reliability and performance.

### EXAMPLES: PROBLEM-SOLVING AND RESOLUTION

DevOps Engineer	"Plan the integration of a new monitoring tool, prioritize deployment tasks to ensure minimal downtime, and assess the tool's impact on system performance over the next quarter."  Plan: Encourages a structured approach to integrating new technology, ensuring all aspects are considered. Prioritize: Highlights the importance of strategic task management to maintain system stability.  Assess: Promotes ongoing evaluation, crucial for understanding the long-term benefits of the tool.
Graphics Designer	"Assess current design trends relevant to our brand, plan a visual strategy for the next campaign, and implement design elements that enhance user engagement."  Assess: Directs attention to staying current with design trends, ensuring relevance and innovation.  Plan: Promotes the development of a cohesive and strategic visual direction for branding efforts.  Implement: Moves towards the practical application of the strategy, focusing on tangible outcomes and enhancements.
QA Engineer	"Strategize your testing approach for the upcoming release, evaluate the criticality of identified bugs, and decide on the prioritization for fixes with the development team."  Strategize: Calls for a comprehensive plan that aligns testing with project goals and timelines.  Evaluate: Emphasizes the need for critical judgment in assessing bug severity and impact.  Decide: Encourages collaboration and decisive action in bug fix prioritization, ensuring efficient workflow.

## CREATING AND IMAGINING: PATHWAYS TO CREATIVE THOUGHT AND IDEA GENERATION

Here, you'll find verbs that ignite the creative spark and drive the generation of innovative ideas. Verbs which empower individuals to envision new possibilities, craft original solutions, and bring unique perspectives to life.



### **Creative and Generative**

Focuses on generating new ideas, solutions, or expressions.

### Innovative and Ideation

Focuses on generating and developing new and creative ideas

## CREATIVE AND GENERATIVE

These verbs are key to initiating processes that break from the conventional, encouraging original thought and the creation of novel concepts or products.





Employ Creative and Generative verbs - such as envision, innovate, and design - when the goal is to spark new ideas, develop innovative solutions, or create expressive content.

### FIVE CREATIVE AND GENERATIVE VERBS FOR AGILE ROLES

### **Product Manager**

- **Envision:** Imagine future product possibilities and user needs.
- Innovate: Develop new and unique solutions to meet market demands.
- **Design:** Create product concepts that enhance user experience.
- **Brainstorm:** Generate a wide range of ideas for product features.
- **Prototype:** Build initial models of new products or features for testing.

### **UX Designer**

- **Imagine:** Visualize new design concepts that improve user interaction.
- **Sketch:** Draft preliminary design ideas to explore creative solutions.
- **Craft:** Develop detailed design elements that contribute to the overall user experience.
- **Refine:** Enhance design prototypes through iterative improvement.
- **Conceptualize:** Formulate comprehensive design strategies that align with user needs.

### **Marketing Analyst**

- **Ideate:** Generate creative marketing campaign ideas that resonate with target audiences.
- Analyze: Examine data to uncover insights that inform creative strategies.
- **Strategize:** Plan innovative marketing approaches to engage customers.
- **Forecast:** Predict market trends to guide creative marketing efforts.
- **Create:** Develop compelling content that captures the brand's voice and message.

### **Software Developer**

- **Develop:** Build innovative software solutions that address user problems.
- **Code:** Write efficient and creative code that powers new software features.
- Architect: Design software structures that support scalability and innovation.
- **Debug:** Identify and solve creative challenges in software functionality.
- **Optimize:** Enhance software performance through creative problem-solving

### EXAMPLES: CREATIVE AND GENERATIVE PROMPTS

Scrum Master	"Facilitate innovation workshops, inspire creative solutions, prototype agile processes."  Facilitate ensures the Scrum Master creates a conducive environment for creativity.  Inspire motivates the team to think outside the conventional frameworks.  Prototype allows for the practical testing of new Agile methodologies, enhancing adaptability.
Product Owner	"Envision product future, brainstorm feature ideas, design user journeys."  Envision encourages looking beyond the current state to future possibilities.  Brainstorm opens the floor for a wide array of creative product features.  Design involves structuring the user's experience thoughtfully, focusing on innovation.
UX Designer	"Innovate user interface, conceptualize design themes, iterate prototypes."  Innovate pushes for groundbreaking approaches in user interface design.  Conceptualize helps in forming a unique visual and interactive theme.  Iterate ensures continuous refinement, integrating creative insights into tangible designs.

## INNOVATIVE AND IDEATION

These verbs guide the process from spontaneous idea generation to the structured development of those ideas into tangible, innovative outcomes.





Utilize Innovative and Ideation verbs, such as brainstorm, conceptualize, and prototype, when emphasizing the generation and development of new, creative ideas.

### FIVE INNOVATIVE AND IDEATION VERBS FOR AGILE ROLES

#### **Scrum Master**

- Facilitate: Encourage creative brainstorming sessions among team members.
- Inspire: Motivate the team to think outside the box for innovative solutions.
- Mediate: Help resolve creative differences to foster a collaborative ideation environment.
- Encourage: Support the team in taking risks with new ideas.
- Adapt: Guide the team to modify their approach based on ideation outcomes.

#### **Product Owner**

- Envision: Imagine new product features that fulfill user needs.
- Prioritize: Determine which innovative ideas should be developed first.
- Refine: Perfect the concept of a product feature through feedback.
- Validate: Check the feasibility and market potential of new ideas.
- Communicate: Share the vision of the product with the team and stakeholders.

### **Quality Assurance Engineer**

- Analyze: Examine new features for potential risks and innovative testing approaches.
- Investigate: Explore alternative testing methodologies for better efficiency.
- Prototype: Create test cases for new, untested features.
- Collaborate: Work with developers to ideate on solutions for identified issues.
- Improve: Suggest changes to enhance product quality and user experience.

### **Software Developer**

- Develop: Build functional prototypes of innovative product ideas.
- Architect: Design software solutions that are scalable and innovative.
- Code: Write clean, efficient code for new features.
- Refactor: Revisit and improve existing code with creative solutions.
- Test: Experiment with new technologies to enhance product capabilities.

### EXAMPLES: INNOVATIVE AND IDEATION PROMPTS

Scrum Master	"Facilitate a sprint retrospective to <i>identify</i> innovative improvements in our Agile processes, encouraging the team to <i>brainstorm</i> actionable solutions."  Facilitate: Emphasizes the Scrum Master's role in creating an environment where open and creative discussions can occur, essential for eliciting innovative ideas.  Identify: Targets the critical analysis of current practices to find areas for innovation.  Brainstorm: Encourages collective creative thinking, leveraging the team's diverse perspectives to generate novel solutions.
Product Onwer	"Envision the next big feature that will drive user engagement and work with the team to prioritize its development based on potential impact." Envision: Sets the stage for strategic foresight, asking the Product Owner to project into the future and imagine what could significantly move the needle for user engagement. Prioritize: Ensures that the ideation process is grounded in practicality, with the Product Owner assessing the feasibility and potential impact of the envisioned innovation to decide on the development queue.
Software Developer	"Prototype a new feature based on recent user feedback and iterate on the design with input from the UX team to ensure it meets user needs."  Prototype: Highlights the hands-on role of the Software Developer in transforming ideas into testable models, crucial for the innovation cycle.  Iterate: Emphasizes the importance of refinement and adaptation in developing software, encouraging a mindset geared towards continuous improvement and user satisfaction.

# COMMUNICATING AND COLLABORATING: ENHANCING INTERPERSONAL SKILLS AND TEAMWORK

This group highlights verbs essential for effective communication and teamwork which are crucial for building strong relationships, ensuring clear exchange of ideas, and fostering productive collaboration among team members.



### **Explanatory and Informative**

Focuses on providing clear explanations and conveying information effectively

### **Social and Interpersonal**

Focuses on understanding and interacting effectively with others

### **Emotional Intelligence and Empathy**

Focuses on understanding and managing emotions, as well as empathizing with others.

### **Directive and Instructional**

Focuses on giving clear instructions and guidance to others

### **Collaborative and Team-Oriented**

Focuses on working effectively in groups, sharing responsibilities, and achieving common goals

## EXPLANATORY AND INFORMATIVE

These verbs facilitate the transmission of knowledge, ensuring that complex concepts are made accessible and understandable to all audience members





Apply Explanatory and Informative verbs - such as clarify, describe, and illustrate - when the objective is to provide clear explanations and convey information effectively

### FIVE EXPLANATORY AND INFORMATIVE VERBS FOR AGILE ROLES

### **Product Manager**

- Explain: Clarify product vision and roadmap to the team.
- Describe: Detail the user stories and requirements.
- Inform: Keep stakeholders updated on product progress.
- Clarify: Resolve ambiguities in project specifications.
- Illustrate: Use examples to convey complex ideas clearly.

### **UX Designer**

- Demonstrate: Show design concepts and their user impact.
- Specify: Outline design requirements and guidelines.
- Detail: Provide in-depth explanations of design choices.
- Educate: Teach the team about user experience principles.
- Highlight: Emphasize key elements in user flows and interfaces.

### **Software Developer**

- Articulate: Communicate technical constraints and possibilities.
- Define: Establish clear definitions for technical terms and processes.
- Simplify: Break down complex technical concepts for nontechnical team members.
- Present: Share development updates in an understandable manner.
- Elaborate: Expand on coding decisions and their implications.

### **Scrum Master**

- Interpret: Translate Agile principles and practices for the team.
- Summarize: Provide concise updates on team progress and sprints.
- Guide: Offer clear instructions on Agile methodologies.
- Report: Communicate obstacles and achievements to stakeholders.
- Facilitate: Lead discussions that promote clarity and understanding.

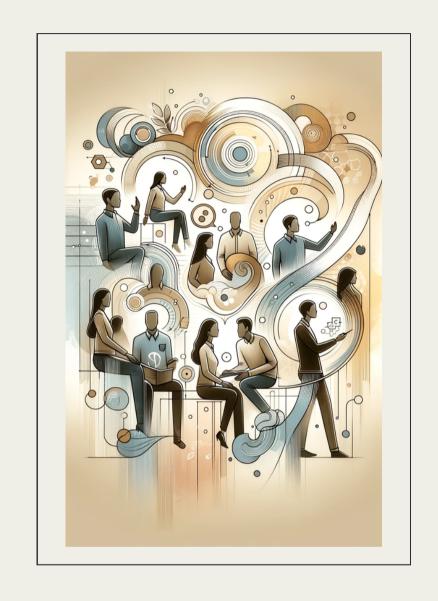
### EXAMPLES: EXPLANATORY AND INFORMATIVE PROMPTS

Product Manager	"Explain product goals, illustrate roadmap, and clarify user stories."  Explain ensures the team understands the product's purpose and objectives.  Illustrate helps visualize the product's development path, enhancing comprehension.  Clarify addresses any ambiguities in user stories, ensuring accuracy in development.
UX Designer	" <b>Describe</b> user flow, <b>detail</b> design rationale, and <b>highlight</b> usability findings."  Describe offers a clear understanding of the user's journey through the product.  Detail provides in-depth explanations behind design decisions, fostering better design appreciation.  Highlight draws attention to key usability insights, guiding future design improvements.
Scrum Master	" <b>Summarize</b> sprint outcomes, <b>interpret</b> feedback, and <b>inform</b> next steps."  Summarize condenses sprint results for quick understanding. Interpret transforms raw feedback into actionable insights. Inform keeps the team aligned on future actions, promoting continuous progress.

### SOCIAL AND INTERPERSONAL

These verbs emphasize the importance of building relationships, facilitating teamwork, and fostering a deeper connection within diverse groups.





Leverage Social and Interpersonal verbs - such as communicate, collaborate, and empathize - when the focus is on understanding and interacting effectively with others

### FIVE SOCIAL AND INTERPERSONAL VERBS FOR AGILE ROLES

### **Product Owner**

- Network: Build relationships with stakeholders and users.
- **Persuade:** Convince stakeholders of the value of certain features.
- **Negotiate:** Find common ground between team capacity and stakeholder demands.
- **Interact:** Engage with the team and users to gather feedback.
- Collaborate: Work closely with the development team to prioritize the backlog.

### **Quality Assurance Engineer**

- **Communicate:** Clearly convey testing outcomes and implications.
- **Discuss:** Engage in constructive dialogue about bugs and fixes.
- **Mediate:** Help reconcile different perspectives on product quality.
- **Connect:** Foster strong working relationships within the team.
- **Share:** Distribute knowledge and insights from testing processes.

#### **UX Designer**

- **Empathize:** Understand and relate to user needs and emotions.
- **Consult:** Provide expert advice on user experience to the team.
- Coordinate: Align design efforts with developers and product managers.
- Listen: Attentively gather user feedback and team inputs.
- **Support:** Offer help and guidance to team members on UX matters.

### **Engineering Manager**

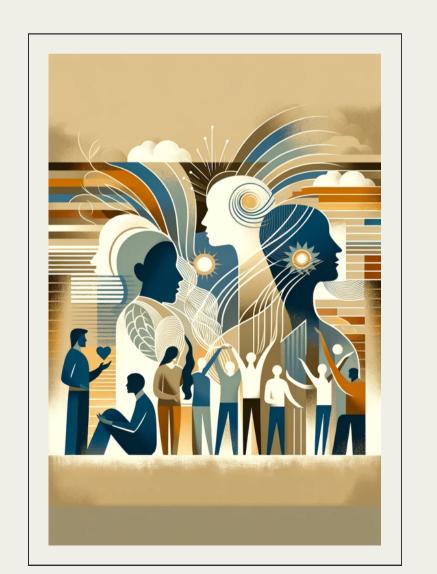
- **Mentor:** Guide developers in their career paths and skill development.
- **Influence:** Shape the team's approach to problem-solving and innovation.
- **Resolve:** Address interpersonal conflicts and promote a positive work environment.
- **Encourage:** Boost team morale and foster a culture of creativity.
- **Engage:** Actively participate in team activities and discussions.

### EXAMPLES: SOCIAL AND INTERPERSONAL PROMPTS

Engineering Manager	" <b>Facilitate</b> team discussions, <b>mediate</b> conflicts, and <b>encourage</b> collaboration."  Facilitate promotes a conducive environment for open dialogue and idea exchange.  Mediate helps resolve disagreements, maintaining team harmony.  Encourage fosters a culture of teamwork and mutual support.
Software Developer	"Coordinate development efforts, discuss technical challenges, and support peers."  Coordinate ensures alignment and efficiency in development activities.  Discuss opens the floor for addressing and overcoming technical obstacles collaboratively.  Support strengthens team cohesion and individual capability through assistance.
QA Engineer	" <b>Communicate</b> testing strategies, <b>share</b> insights, and <b>collaborate</b> on solutions."  Communicate ensures clear understanding of testing plans and expectations.  Share disseminates valuable findings, enhancing team knowledge.  Collaborate invites joint problem-solving efforts, leveraging diverse expertise.

# EMOTIONAL INTELLIGENCE AND EMPATHY

These verbs underscore the capability to grasp the emotional states of oneself and others, guiding actions and communication in a way that reflects comprehension and compassion





Invoke Emotional Intelligence and Empathy verbs - such as perceive, resonate, and console - when aiming to understand and manage emotions, and empathize with others

### FIVE EMOTIONAL INTELLIGENCE AND EMPATHY VERBS FOR AGILE ROLES

### **Scrum Master**

- Understand: Grasp the emotional dynamics of the team.
- Console: Offer support during challenging times.
- Motivate: Inspire the team through understanding and empathy.
- Reassure: Provide comfort and confidence to the team.
- Reflect: Encourage the team to consider the emotional aspects of their work.

### **Software Developer**

- Relate: Connect with colleagues on both technical and personal levels.
- Perceive: Be aware of the emotional undercurrents within the team.
- Appreciate: Show gratitude for team efforts and individual contributions.
- Support: Be a pillar of strength for team members needing help.
- Empathize: Understand the user's emotional response to the product.

### **Product Owner**

- Acknowledge: Recognize and validate team members' feelings and contributions.
- Adapt: Adjust plans based on the team's emotional feedback.
- Sense: Intuitively grasp the mood and morale of the team.
- Comfort: Provide solace in the face of setbacks or failures.
- Inspire: Evoke enthusiasm and commitment through empathetic leadership.

### **UX Designer**

- Observe: Notice subtle cues that indicate users' feelings and reactions.
- Interpret: Decode the emotional content of user feedback.
- Engage: Create designs that resonate emotionally with users.
- Validate: Affirm the emotional needs and responses of users.
- Connect: Build designs that foster an emotional connection with the user.

#### EXAMPLES: EMOTIONAL INTELLIGENCE AND EMPATHY PROMPTS

Product Onwer	" <b>Empathize</b> with user needs, <b>reflect</b> on feedback, and <b>motivate</b> the team."  Empathize ensures product decisions are user-centric.  Reflect encourages consideration of user feedback for continuous improvement.  Motivate boosts team morale and dedication towards fulfilling user needs.
Scrum Master	" <b>Understand</b> team dynamics, <b>reassure</b> during setbacks, and <b>inspire</b> confidence." <i>Understand</i> aids in navigating interpersonal relationships and team health. <i>Reassure</i> provides emotional support, helping the team cope with challenges. <i>Inspire</i> instills belief in the team's abilities and the project's success.
Engineering Manager	"Acknowledge individual contributions, resolve tensions, and cultivate empathy."  Acknowledge values each team member's efforts, enhancing morale.  Resolve addresses and diffuses potential conflicts, ensuring a positive work environment.  Cultivate promotes understanding and compassion among team members.

# DIRECTIVE AND INSTRUCTIONAL

These verbs facilitate effective leadership and teaching by outlining actions, conveying expectations, and steering individuals or teams towards achieving specific objectives





Employ Directive and Instructional verbs - such as instruct, guide, and direct - when the goal is to provide clear instructions and guidance to others

#### FIVE DIRECTIVE AND INSTRUCTIONAL VERBS FOR AGILE ROLES

#### **Quality Assurance Engineer**

- Instruct: Teach the team about best practices in testing.
- **Direct:** Guide developers to focus on high-priority test areas.
- Command: Lead testing strategies and initiatives.
- Advise: Offer recommendations based on testing outcomes.
- **Train:** Educate new team members on quality standards and processes.

#### **Engineering Manager**

- **Delegate:** Assign tasks and projects based on team skills and project needs.
- **Lead:** Provide clear direction and objectives for development work.
- Organize: Structure team efforts to align with company goals.
- **Supervise:** Oversee the technical direction and ensure adherence to best practices.
- Coach: Offer constructive feedback to improve team performance.

#### **Scrum Master**

- Coordinate: Ensure that team activities are aligned with sprint goals.
- Facilitate: Conduct meetings that are focused and productive.
- **Guide:** Offer guidance on Agile processes to maximize efficiency.
- **Schedule:** Plan sprints and meetings to ensure timely completion of tasks.
- **Encourage:** Promote the adoption of Agile best practices among team members.

#### **Product Owner**

- **Prioritize:** Communicate the importance of backlog items to the team.
- Clarify: Provide detailed explanations of user stories and acceptance criteria.
- **Inform:** Keep the team updated on market changes and stakeholder feedback.
- **Specify:** Detail requirements and expectations to guide development.
- Align: Ensure that team efforts are in sync with the product vision.

#### EXAMPLES: DIRECTIVE AND INSTRUCTIONAL PROMPTS

Product Manager	" <b>Direct</b> feature prioritization, <b>instruct</b> on market needs, and <b>guide</b> user story creation."  Direct provides clear leadership on what features to focus on.  Instruct imparts knowledge about the market to inform product decisions.  Guide ensures user stories are effectively crafted for development clarity.
Software Developer	" <b>Outline</b> coding standards, <b>explain</b> code review process, and <b>teach</b> new technologies."  Outline sets clear expectations for code quality.  Explain makes the code review process transparent and understandable.  Teach enriches the team's technical skill set with new advancements.
QA Engineer	" <b>Advise</b> on testing protocols, <b>demonstrate</b> bug reporting, and <b>lead</b> quality discussions."  **Advise** shares expertise on establishing robust testing frameworks.  **Demonstrate** shows the correct process for documenting and reporting issues.  **Lead** steers conversations on maintaining and improving product quality.

# COLLABORATIVE AND TEAM-ORIENTED

These verbs highlight the value of teamwork, mutual support, and collective effort in reaching shared objectives





Implement Collaborative and Team-Oriented verbs- such as unite, share, and cooperate - when emphasizing the importance of working effectively in groups, sharing responsibilities, and achieving common goals

#### FIVE COLLABORATIVE AND TEAM-ORIENTED VERBS FOR AGILE ROLES

#### **Software Developer**

- Collaborate: Work closely with team members to develop cohesive software solutions.
- **Share:** Exchange knowledge and code with peers to improve project outcomes.
- **Participate:** Engage actively in team meetings and decision-making processes.
- Contribute: Offer ideas and feedback that enhance team projects.
- **Support:** Assist team members facing challenges with technical issues.

#### **Quality Assurance Engineer**

- **Verify:** Collaboratively check that products meet quality standards with the team.
- **Discuss:** Talk through testing strategies and results with team members.
- Align: Ensure testing objectives are in line with team goals and project requirements.
- **Review:** Examine code and features with developers to identify potential issues early.
- **Report:** Provide feedback to the team on quality and suggest improvements.

#### **UX Designer**

- **Co-create:** Join forces with developers and product managers to design user-centric solutions.
- **Brainstorm:** Generate design ideas in group sessions to foster creativity.
- **Synthesize:** Combine insights from various team members into cohesive design strategies.
- **Iterate:** Refine designs through team feedback and collaborative review.
- **Evaluate:** Assess design solutions with the team to ensure they meet user needs.

#### **Product Owner**

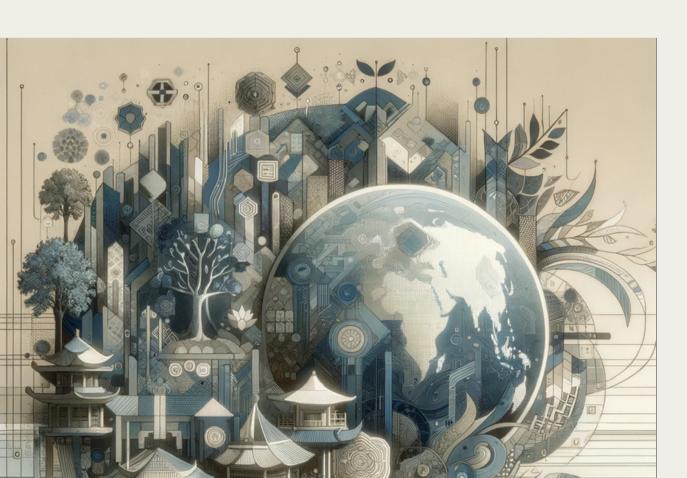
- **Unify:** Bring team members together to focus on the product vision and goals.
- **Strategize:** Plan product development in partnership with the team.
- **Review:** Look at progress and results with the team to determine next steps.
- **Gather:** Collect team inputs to inform product decisions and roadmap adjustments.
- **Lead:** Guide the team towards achieving product objectives through collaborative efforts.

#### EXAMPLES: COLLABORATIVE AND TEAM-ORIENTED PROMPTS

Scrum Master	" <b>Unite</b> team around goals, <b>share</b> sprint feedback, and <b>co-create</b> process improvements."  **Unite* focuses the team on common objectives.  **Share* ensures all team members are informed and can contribute insights.  **Co-create* involves the team in developing methods to enhance their workflow.
Product Owner	"Collaborate on product vision, pool user insights, and align on priorities."  Collaborate fosters joint ownership of the product direction.  Pool gathers diverse perspectives to deepen user understanding.  Align ensures everyone is focused on the most impactful work.
Engineering Manager	"Coordinate cross-functional efforts, bridge communication gaps, and foster team innovation."  Coordinate ensures harmonious operation across differentspecializations.  Bridge mitigates misunderstandings, promoting smoother collaboration.  Foster encourages an environment where new ideas can flourish, enhancing team creativity.

#### RESPECTING AND ACTING: CULTIVATING CULTURAL AWARENESS AND ETHICAL INTEGRITY

Verbs in this category focus on promoting respect, understanding, and ethical behavior in diverse cultural contexts. These verbs encourage individuals to act with integrity, appreciate diversity, and engage ethically in personal and professional environments.

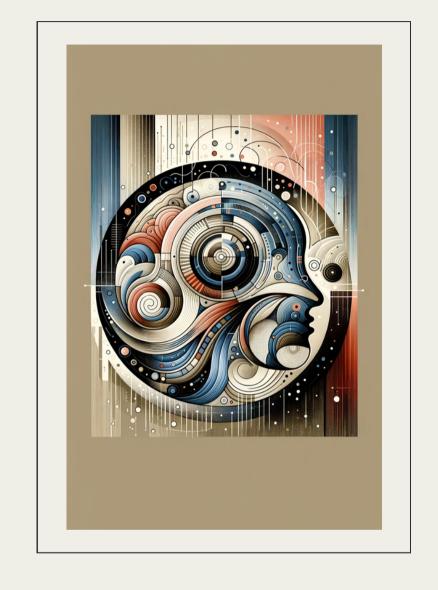


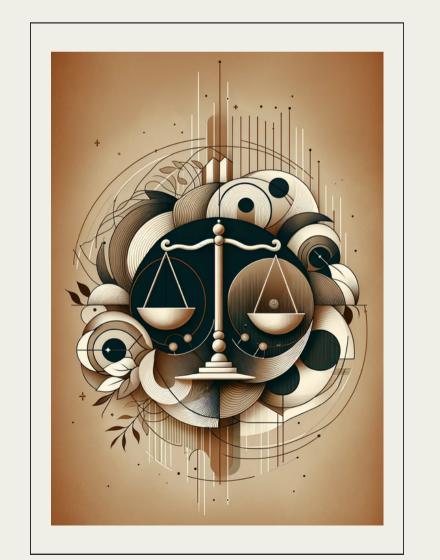
#### **Cultural and Ethical Awareness**

Focuses on understanding and respecting diverse cultural perspectives and ethical principles

### CULTURAL AND ETHICAL AWARENESS

These verbs emphasize the importance of cultural sensitivity, ethical conduct, and the recognition of universal values in fostering inclusive and principled environments





Activate Cultural and Ethical Awareness verbs, such as respect, acknowledge, and adhere, when aiming to understand and honor diverse cultural perspectives and uphold ethical principles

#### FIVE CULTURAL AND ETHICAL AWARENESS VERBS FOR AGILE ROLES

#### **Product Owner**

- **Respect:** Honor diverse user perspectives in product decisions.
- Acknowledge: Recognize the value of cultural diversity in team dynamics.
- Adhere: Follow ethical guidelines in product development.
- Advocate: Promote inclusivity in product features and team interactions.
- **Educate:** Inform the team about cultural sensitivities and ethical standards.

#### **UX Designer**

- Embrace: Incorporate diverse user experiences in design.
- **Evaluate:** Assess designs for cultural sensitivity and accessibility.
- Champion: Defend ethical design practices.
- Innovate: Create designs that break cultural barriers.
- Reflect: Consider the cultural impact of design choices.

#### **Scrum Master**

- Facilitate: Lead discussions on cultural diversity and ethical practices.
- **Mediate:** Address cultural misunderstandings within the team.
- **Promote:** Encourage respect for all team members' backgrounds.
- Guide: Offer advice on ethical dilemmas in Agile processes.
- **Model:** Demonstrate ethical leadership and cultural awareness.

#### **Software Developer**

- Implement: Develop features with cultural and ethical considerations in mind.
- **Research:** Stay informed about global ethical standards in coding.
- **Collaborate:** Work with a culturally diverse team to enrich development.
- **Question:** Challenge practices that may conflict with ethical standards.
- Adapt: Modify code to respect cultural differences in user base.

#### EXAMPLES: CULTURAL AND ETHICAL AWARENESS

Engineering Manager	"Respect diverse coding styles, advocate ethical coding, educate on inclusivity."  Respect emphasizes valuing individual contributions within a diverse team.  Advocate promotes the importance of maintaining integrity in development practices.  Educate involves spreading awareness about the significance of cultural and ethical
Marketing Analyst	" <b>Acknowledge</b> cultural trends, <b>adapt</b> marketing strategies, <b>promote</b> ethical advertising."  Acknowledge underlines the importance of recognizing diverse cultural impacts.  Adapt shows flexibility in tailoring marketing efforts to be culturally sensitive.  Promote highlights the commitment to upholding ethical standards in advertising.
Software Developer	" <b>Implement</b> inclusive features, <b>adhere</b> to privacy standards, <b>reflect</b> on user feedback."  Implement focuses on developing features that cater to a broad audience.  Adhere ensures compliance with ethical and privacy standards.  Reflect allows taking user feedback into consideration for inclusive development.

#### LEARNING AND GROWING: STRATEGIES FOR PERSONAL DEVELOPMENT AND CONTINUOUS LEARNING

This section is dedicated to verbs that support personal growth, skill acquisition, and lifelong learning.



#### **Learning and Development**

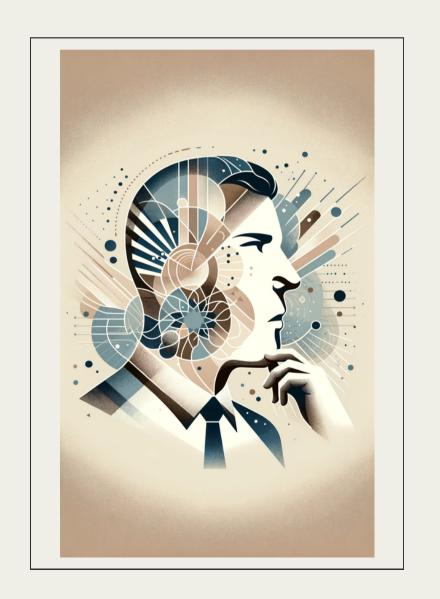
Focuses on acquiring new knowledge, skills, or behaviors and personal growth.

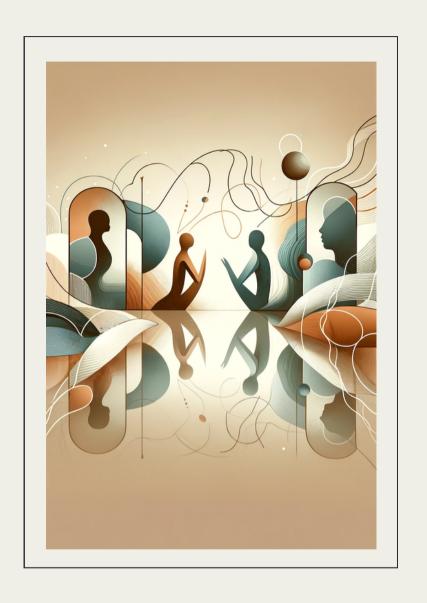
#### Reflective and Introspective

Focuses on contemplating experiences, thoughts, and emotions to gain insight and understanding

# LEARNING AND DEVELOPMENT

These verbs underscore the journey of continuous improvement and the pursuit of personal and professional development.





Invoke Learning and Development verbs - such as learn, grow, and evolve - when emphasizing the acquisition of new knowledge, skills, or behaviors, and personal growth

#### FIVE LEARNING AND DEVELOPMENT VERBS FOR AGILE ROLES

#### **Engineering Manager**

- **Mentor:** Provide guidance to engineers for career development.
- Train: Organize technical training sessions.
- Develop: Foster a culture of continuous learning within the team.
- **Encourage:** Support team members in pursuing learning opportunities.
- **Evaluate:** Assess the effectiveness of learning and development initiatives.

#### **Quality Assurance Engineer**

- Learn: Stay abreast of new testing methodologies.
- **Share:** Disseminate knowledge about quality standards with the team.
- **Grow:** Enhance personal skills in quality assurance practices.
- Apply: Utilize new knowledge to improve testing processes.
- **Reflect:** Consider personal growth and learning in quality assurance.

#### **Product Manager**

- **Expand:** Broaden knowledge on market trends and user behavior.
- **Engage:** Participate in learning sessions about product management.
- Apply: Integrate new insights into product strategy.
- Experiment: Try out new methods for product validation.
- Assess: Measure the impact of new knowledge on product success.

#### **UX Designer**

- Explore: Research new design trends and user needs.
- Practice: Refine design skills through hands-on projects.
- Innovate: Apply fresh ideas to solve design challenges.
- Collaborate: Learn from cross-functional team members.
- **Update:** Keep design knowledge current with industry standards.

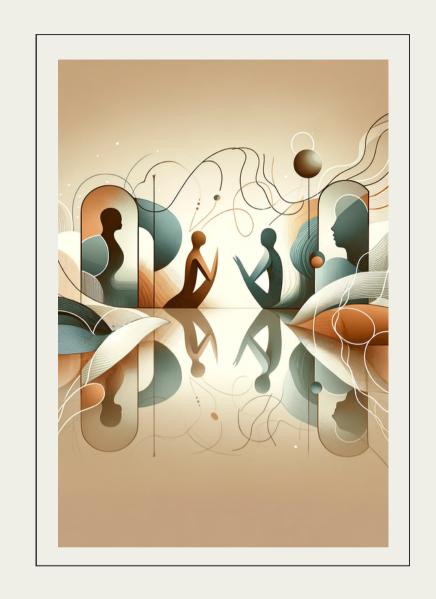
#### EXAMPLES: LEARNING AND DEVELOPMENT PROMPTS

Scrum Master	" <b>Learn</b> Agile methodologies, <b>share</b> knowledge, <b>mentor</b> team members."  Learn highlights the continuous acquisition of Agile practices.  Share fosters a culture of knowledge exchange within the team.  Mentor emphasizes guiding team members through their Agile journey for growth.
Product Owner	"Expand market understanding, apply user insights, evolve product strategy."  Expand encourages broadening knowledge on market dynamics and user needs.  Apply focuses on utilizing this understanding to inform product decisions.  Evolve suggests adapting the product strategy based on new learnings.
QA Engineer	" <b>Develop</b> testing skills, <b>innovate</b> quality metrics, <b>assess</b> improvement areas."  Develop stresses the importance of enhancing professional capabilities.  Innovate seeks new approaches to measuring product quality.  Assess involves evaluating processes and practices for potential growth.

# REFLECTIVE AND INTROSPECTIVE

These verbs highlight the importance of self-awareness and thoughtful consideration in fostering personal growth and informed decision-making.





Engage Reflective and Introspective verbs- such as reflect, contemplate, and introspect - when emphasizing the process of examining experiences, thoughts, and emotions to gain deeper insight and understanding

#### FIVE REFLECTIVE AND INTROSPECTIVE VERBS FOR AGILE ROLES

#### **Scrum Master**

- Reflect: Analyze past sprints for improvement areas.
- Introspect: Consider personal effectiveness in facilitating Agile practices.
- Evaluate: Judge the impact of team dynamics on project success.
- Contemplate: Think deeply about Agile principles and their application.
- **Review:** Look back on interactions with the team to enhance future facilitation.

#### **Product Owner**

- Consider: Think about the long-term vision of the product.
- Ponder: Reflect on feedback from users and stakeholders.
- Assess: Critically evaluate the prioritization process.
- Deliberate: Weigh options for future product direction.
- **Analyze:** Examine personal biases that may affect decision-making.

#### **Software Developer**

- **Question:** Challenge existing code practices for improvement.
- Reassess: Look at personal contributions to project outcomes.
- **Mull:** Think over alternative solutions to development problems.
- Ruminate: Contemplate on feedback received from code reviews.
- Inspect: Review own coding style and efficiency for growth.

#### **Quality Assurance Engineer**

- **Reconsider:** Reevaluate testing strategies for effectiveness.
- Probe: Dig deeper into personal knowledge gaps in testing.
- Examine: Scrutinize testing outcomes for lessons learned.
- **Reflect:** Think back on communication with developers to enhance clarity.
- **Revise:** Adjust personal approaches to testing based on reflective insights.

#### EXAMPLES: REFLECTIVE AND INTROSPECTIVE PROMPTS

Engineering Manager	"Reflect on team dynamics, contemplate development practices, evaluate leadership style."  Reflect allows considering the impact of team interactions on project success.  Contemplate encourages thoughtful examination of current development methodologies.  Evaluate involves scrutinizing personal leadership approaches for effectiveness.
UX Designer	"Introspect on design choices, analyze user feedback, refine design philosophy."  Introspect offers a deeper understanding of one's design decisions.  Analyze uses user feedback as a mirror to view work impacts.  Refine focuses on improving one's foundational design approach based on introspection.
Software Developer	"Question coding efficiency, introspect on problem-solving methods, review code quality."  Question encourages critical thinking about one's coding practices.  Introspect allows for a deeper self-examination of problem-solving techniques.  Review stresses the importance of regularly assessing the quality of one's work.

## BEYOND WORDS: EMBRACING THE TRANSFORMATIVE POWER OF VERBS

The journey of Prompt Engineering is an invitation to each of us to wield the power of verbs with intention and insight. Verbs are not just words; they are the heartbeat of communication, the architects of our ideas, and the catalysts for change.

**Embrace** the diversity of verbs to enrich our understanding and expression.

Engage actively with the practices and principles that guide effective communication.

**Explore** the limitless possibilities that innovative and creative thinking can unveil.

**Experiment** with new approaches, testing the boundaries of what we believe is possible.

Evolve continuously, as lifelong learners and leaders in our fields.

# THANK YOU FOR JOINING US ON THIS JOURNEY!