



AI EXERCISE – PROMPTS

**Draft a thank you email to
a prospect who gave me a
tour of his company**

PROMPT: Draft a thank you email to a prospect who gave me a tour of his company

RESPONSE: Subject: Thank You for the Tour and Insightful Conversation

Dear [Prospect's Name],

Thank you for taking the time to give me a tour of your company. It was a pleasure to see your operations firsthand and learn more about your business. I appreciated the opportunity to hear about your goals, challenges, and the ways you're driving innovation in the industry.

If there's anything further I can do to support your objectives or if you have any questions, please don't hesitate to reach out. I look forward to staying in touch.

Best regards,

**FOLLOW-UP PROMPT: "MAKE MORE CASUAL AND FOCUS ON THE
RETAIL DISTRIBUTION INDUSTRY"**

RESULTS: Subject: Thanks for the Tour - Great to See Your Operations!

Hi [Prospect's Name],

I just wanted to send a quick thank you for showing me around your facility. It was great to get a closer look at how you're navigating the retail distribution industry, and I really appreciated the chance to learn more about your business. It's clear you have a strong operation, and I'd love to stay in touch and explore how we can support your goals in the future.

Thanks again, and looking forward to connecting soon!

Best,

PROMPT: Give me a list of good year-end topics to write about for HR managers

RESPONSE:

Here are some year-end topics that could be useful and engaging for HR managers:

1. Year-End Performance Reviews

- » Best Practices for Conducting Effective Performance Reviews
- » How to Address Common Challenges in Year-End Reviews
- » Tips for Giving Constructive Feedback

2. Employee Recognition & Rewards

- » Creative Ways to Recognize Employee Achievements at Year-End

**Give me a list of good
year-end topics to write
about for HR managers**



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- » Designing Effective Year-End Bonuses and Incentives
- » How to Boost Employee Morale During the Holiday Season
- 3. Planning for the New Year**
 - » Setting HR Goals and Priorities for the Upcoming Year
 - » HR Trends to Watch for in the New Year
 - » Preparing for Changes in Employment Law in 2025
- 4. Workforce Planning & Budgeting**
 - » How to Conduct a Workforce Needs Assessment for the New Year
 - » Budgeting for HR Programs: What to Consider for the Next Fiscal Year
 - » Building a Succession Plan for Key Roles
- 5. Employee Well-Being & Engagement**
 - » How to Manage Employee Stress During the Holidays
 - » Creating a Healthy Work-Life Balance: Tips for Managers
 - » The Importance of Mental Health Support in the Workplace
- 6. Holiday Policies and Compliance**
 - » Navigating Holiday Leave Policies and Paid Time Off
 - » Best Practices for Inclusive Holiday Celebrations at Work
 - » How to Avoid Legal Pitfalls During the Holiday Season
- 7. Training & Development**
 - » Year-End Training Programs to Boost Employee Skills
 - » How to Create an Effective Learning & Development Strategy for the New Year
 - » The Benefits of Cross-Training Employees
- 8. Diversity, Equity, and Inclusion (DEI) Initiatives**
 - » Assessing Your DEI Progress at Year-End
 - » Setting DEI Goals for the Next Year
 - » How to Foster an Inclusive Culture During the Holiday Season
- 9. HR Technology & Automation**
 - » HR Tech Trends to Watch for in 2025
 - » How to Use HR Software to Streamline Year-End Processes
 - » The Benefits of Automating Routine HR Tasks
- 10. Legal Compliance & Policy Updates**
 - » Key Employment Law Updates for 2025
 - » How to Prepare for Regulatory Changes in the New Year
 - » Conducting a Year-End HR Audit: What to Look For

These topics are relevant for HR managers who are looking to wrap up the year effectively and set a strong foundation for the new year.

Write an attention-grabbing headline for an article

(Fifth Circuit Affirms DOL's Authority to Set Salary Thresholds For FLSA)

PROMPT: draft an attention-grabbing headline for the following article: [insert article text]

RESPONSE: "Fifth Circuit Strikes Down DOL's Tipped Employee Rule, Delivering Major Win for Employers Nationwide"

Actual Title Used: "Fifth Circuit Court of Appeals Nixes DOL's Tip Rule"



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Exemptions -
<https://tinyurl.com/2p8p57j2>

**Summarize an article into
three important takeaways**

PROMPT: summarize this article into three important takeaways:
<https://tinyurl.com/4rmhzbvd>

RESPONSE: Here are three key takeaways from the article:

1. Injunction on DOL's 2024 Salary Rule: A federal court in Texas has issued an injunction against the rule for state employees, with potential for a nationwide injunction.
2. Pending Litigation: Additional lawsuits are underway, which could further challenge the rule's implementation for private employers.
3. Employer Guidance: Employers are advised to avoid reclassifying employees for now, ensure no excess of 40-hour workweeks for affected employees, and prepare to adjust payroll if required.

PROMPT: Identify organizations where I could meet owners of construction-related businesses

RESPONSE:

Here are some organizations where you could meet owners of construction-related businesses:

**Identify organizations
where I could meet owners
of construction-related
businesses**

- » Associated General Contractors of America (AGC)
- » National Association of Home Builders (NAHB)
- » Construction Industry Round Table (CIRT)
- » Associated Builders and Contractors (ABC)
- » National Association of Women in Construction (NAWIC)
- » American Subcontractors Association (ASA)
- » Construction Financial Management Association (CFMA)
- » National Utility Contractors Association (NUCA)
- » Local chambers of commerce and industry-specific networking events
- » Regional construction trade shows and expos

These organizations host events, conferences, and networking opportunities tailored for professionals in the construction sector.

PROMPT: Write an invitation to a webinar on labor trends in the united states for 2025

RESPONSE: 📅 **Join Us for an Exclusive Webinar: Labor Trends in the U.S. for 2025!** 📅

**Write an invitation to a
webinar on labor trends for
2025**

As we approach 2025, understanding labor market trends is crucial for staying ahead in a rapidly evolving workplace. Our expert panel will dive into key topics, including:

- » Wage and salary forecasts



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- » Evolving workforce demographics
- » Emerging regulations impacting employers
- » Best practices for attracting and retaining talent

****Reserve your spot today and gain insights to plan your 2025 strategies!****

PROMPT: write an attention-grabbing linkedin post for this article:

<https://tinyurl.com/2p8p57j2>

RESPONSE: 🚨 ****Breaking Legal Update!**** 🚨

**Draft an attention-grabbing
LinkedIn post for a Legal
Alert**

The Fifth Circuit has confirmed the Department of Labor's authority to set salary thresholds for FLSA exemptions. This decision strengthens the DOL's ability to implement updated standards, affecting how businesses classify employees for overtime eligibility. With new salary rules potentially on the horizon for 2024, employers should stay alert and prepare for compliance changes. 📌🔔

Stay informed on what this ruling means for your business. Check out the full analysis [here](https://www.fordharrison.com/Fifth-Circuit-Affirms-DOLs-Authority-to-Set-Salary-Thresholds-For-FLSA-Exemptions).

PROMPT: suggest powerpoint slides from the following article:

<https://tinyurl.com/363m8y83>

RESPONSE:

Here are suggested PowerPoint slides based on the article:

Slide 1: Title

Are U.S. Employers Ready for a Right to Disconnect Law?

Slide 2: Introduction

- Overview of the "Right to Disconnect" concept
- Current status in the U.S. and global context

Slide 3: International Trends

- Examples from countries like Australia, France, and others implementing disconnect laws
- Implications for employers globally

Slide 4: U.S. Legislative Movement

- California's proposed bill on the right to disconnect
- Key challenges and criticisms

Slide 5: Social and Cultural Impact

- Growing discussions around work-life balance and "quiet quitting"
- Employee expectations regarding after-hours work

Slide 6: Recommendations for Employers

**Suggest slides from a
recent legal alert**

**(Are U.S. Employers Ready
for a Right to Disconnect
Law?)**



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- Proactively define after-hours communication policies
- Address exempt and nonexempt employee considerations
- Set clear expectations and manage disputes

Slide 7: Preparing for Future Changes

- Monitor legislative developments
- Review and adjust workplace policies accordingly

Slide 8: Conclusions

- Benefits of proactive policy adjustments
- Ensuring productivity, employee satisfaction, and legal compliance

Slide 9: Q&A / Contact Information

- Open floor for questions

These slides provide a clear structure to discuss the main points of the article.

PROMPT: create an article from these powerpoint slides

RESPONSE: Changing Cannabis Law and Its Impact on the Workplace

Introduction

The evolving legal landscape surrounding cannabis has profound implications for employers and employees. This article examines recent developments in cannabis legalization, the legal distinctions between CBD and THC, and how these changes affect workplace policies, particularly concerning drug testing and employment protections.

Cannabis Legalization Update (2023)

In 2023, several U.S. states considered or enacted laws related to adult-use and medical cannabis:

- » **Oklahoma:** Voters were set to decide on State Question 820 to legalize adult-use cannabis, following a court block in 2022.
- » **Ohio:** The General Assembly had until May 3, 2023, to pass a legalization bill. Failure to act would allow advocates to gather signatures for a ballot initiative.
- » **Minnesota:** Despite previous roadblocks, the state was optimistic about passing a legalization bill.
- » **Hawaii:** Long-time medical cannabis state; legislation for adult-use was likely to pass.
- » **Kentucky & New Hampshire:** Bills introduced in 2023 aimed to legalize recreational cannabis, with a focus on regulation and oversight.

These developments reflect a growing trend across the U.S. towards accepting cannabis use, whether for medical or recreational purposes.

Turn a PPT slide deck into
an article (we should have
one available for them)



Federal Law on Marijuana

Despite state-level changes, marijuana remains a Schedule I controlled substance under the Federal Controlled Substances Act (CSA). This classification equates it to substances like heroin and ecstasy, highlighting the tension between federal and state regulations. As a result, companies, especially those regulated by federal laws, face challenges in balancing compliance with both federal and state statutes.

CBD and Its Workplace Impact

CBD, a non-psychoactive component of cannabis, is legal under federal law if derived from hemp and contains less than 0.3% THC. Despite this, there are concerns for employers:

1. **Impairment:** Can an employee come to work impaired after using CBD products?
2. **Drug Testing:** CBD users may test positive for THC due to the presence of trace amounts, leading to possible employment disputes.

Employers are advised to communicate clearly with employees about the potential risks of using CBD products, including the chance of a positive drug test.

Federal Drug Testing Regulations

Federal employees in safety-sensitive roles are still prohibited from using marijuana. Under Department of Transportation (DOT) rules, any positive test for THC must be treated as a violation, irrespective of the legality of use under state law. While DOT proposed regulations in 2022 for oral fluid testing as an alternative to urine drug testing, these rules have yet to be finalized.

State-Level Employment Protections

States with medical and recreational cannabis laws offer varied protections:

1. **Medical Marijuana:** Some states prohibit discrimination based on cardholder status or positive test results unless the employee is impaired at work, holds a safety-sensitive position, or federal regulations are implicated. States like Arizona and California (under new FEHA rules starting in 2024) offer robust protections, while others like Colorado and Georgia allow for termination following a positive test.
2. **Recreational Marijuana:** While fewer states protect recreational users, a trend is emerging. For example, California and Illinois have passed laws to prevent discrimination based on off-duty use. Employers must stay vigilant and review state-specific statutes before taking disciplinary action.

Drug and Alcohol Clearinghouse



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The Drug and Alcohol Clearinghouse maintains records of CDL holders' violations. Employers can access information about positive drug tests, refusals, and completion of return-to-duty programs, ensuring compliance with federal safety regulations.

Emerging Job Roles: Workplace Impairment Recognition Expert (WIRE)

To navigate the complexities of cannabis use and impairment, states like New Jersey have created roles like the Workplace Impairment Recognition Expert (WIRE). These experts help assess whether employees are under the influence while at work, ensuring workplace safety without infringing on lawful off-duty use.

Conclusion

The legal landscape for cannabis use is complex and continues to evolve. Employers must balance federal compliance with state laws that may offer varying degrees of protection for employees. Clear policies, regular updates to HR practices, and legal consultations can help navigate this challenging environment.

For more detailed guidance, reach out to legal experts or consult your state's specific cannabis laws.

Contact Information

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This article synthesizes key points from the presentation by Karen E. Milner and Dan T. Cardno, highlighting the impact of changing cannabis laws on the workplace.