

# Your AI Coach for Difficult Leadership Situations

Cheatsheet · All Core Concepts at a Glance · v29

<b>RAKE</b> Good Initial Answers	<b>Follow-up Questions</b> Refinement	<b>P-Q-R</b> Before Application	<b>C-Library</b> Reuse
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## 8 CATEGORIES

- 1 Employee Management & One-on-One Conversations
- 2 Team Dynamics & Team Development
- 3 Communication & Presentation
- 4 Self-Leadership & Personality
- 5 Strategic Leadership & Decisions
- 6 Stakeholder Management
- 7 Special Situations (Crises, Restructuring)
- 8 Leadership Culture & Organization

## RAKE MODEL

- R** **Role — Who IS your AI Coach?**  
Experience, industry, leadership background
- A** **Task — What should it do?**  
Prepare / Formulate / Simulate / Analyze
- K** **Context — Who is your counterpart?**  
Situation · Goal · History → create once, reuse always
- E** **Expectation — What should the answer look like?**  
3 options / max. 5 sentences / table / role-play

**Starter Template:**  
You are an experienced leadership coach, specialized in [topic].  
Context: [Counterpart · Situation · Goal].  
[Specific question]. Give me [Format: 3 options / brief analysis].  
*Starter template — it becomes effective with good C-Context:*

<b>10 FOLLOW-UP STRATEGIES</b>	<b>DATA PROTECTION &amp; SYSTEM</b>	
<p><b>P</b> <b>Plausible?</b> Does the answer fit my specific situation?</p> <p><b>Q</b> <b>Sources needed?</b> Numbers, laws, quotes → always verify yourself</p> <p><b>R</b> <b>Risk?</b> High stakes → involve experts, never decide alone</p> <p><b>Mandatory especially for Cat. 5, 6, and 7.</b> For legal · termination · salary · external numbers: AI only for preparation — never as decision basis.</p>	<p><b>CLARITY</b> "Be more specific" "Give me 3 variants" "Concrete example"</p> <p><b>STEERING</b> "Harder / softer tone" "Shorter — max. 100 words" "Respond as my counterpart"</p> <p><b>SAFEGUARDING</b> "Show possible risks" "Check your answer again" "Switch to category [X]" "Create a system prompt"</p>	<p><b>GREEN</b> Public info, anonymized cases, general company data</p> <p><b>YELLOW</b> Only anonymized + only in approved tools</p> <p><b>RED</b> Real names, salaries, sick notes → never in open LLMs</p> <p><b>Golden Rule: Only enter what you would put on a public website.</b></p> <p><b>Your AI Coach System:</b> ① System Prompt (Role + RAKE permanent) ② C-Library: 1 context per category ③ Templates for recurring situations ④ Mon. Weekly Check-in: 10 min.</p>

<b>30-DAY TRANSFER PLAN</b>	<b>AI TIP</b>
<p><b>Week 1–2</b> C-Library: Write and test context texts for top 3 categories</p> <p><b>Week 2</b> Weekly Check-in Routine: Mon. 10 min. — Structure your week with the AI Coach</p> <p><b>Week 3</b> Refine system prompt: Incorporate experiences, adjust C-texts</p> <p><b>Week 4</b> Build first template (e.g., quarterly feedback, escalation email)</p>	<p><b>AI Tip: Let the coach write your prompt</b> After a good session ask: "Create a system prompt from our conversation today that I can reuse." — The AI writes it itself.</p>

Core Literature: Crucial Conversations · Difficult Conversations · Nonviolent Communication · The Coaching Habit · Five Dysfunctions · Fearless Organization