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Summarize Interview Transcripts

- Prompt: "Summarize the key points from this interview transcript with [Person A]."
- Prompt: "Identify main allegations and responses from this interview transcript."
- Prompt: "Highlight any direct quotes from the witness that are relevant to the case."
- Prompt: "Extract the timeline of events described in this interview."
- Prompt: "Summarize the witness's perception of the events."
- Prompt: "Identify any supporting evidence mentioned in this interview."
- Prompt: "Note any inconsistencies within this interview transcript."
- Prompt: "List any follow-up questions that arise from this interview."
- Prompt: "Provide an overview of the witness's relationship with other parties involved."

Summarize Policy Documents

- Prompt: "Summarize the key sections of this harassment policy."
- Prompt: "Highlight any clauses relevant to the current investigation."
- Prompt: "Identify any potential policy violations based on this document."
- Prompt: "Summarize the procedures outlined in this policy for reporting harassment."
- Prompt: "Compare this policy document to the witness statements."
- Prompt: "Extract the definitions of key terms from this policy."
- Prompt: "Summarize the consequences of policy violations as outlined."
- Prompt: "Highlight any recent amendments to this policy."
- Prompt: "Identify any areas of the policy that are unclear or contradictory."
- Prompt: "Provide an overview of how this policy aligns with legal standards."

Summarize Communications

- Prompt: "Summarize the main points from this email exchange between [Person A] and [Person B]."
- Prompt: "Highlight any statements that indicate harassment or misconduct."
- Prompt: "Identify any supporting evidence mentioned in these emails."
- Prompt: "Summarize the tone and language used in this email chain."
- Prompt: "Extract key dates and times from these emails."
- Prompt: "Summarize the context of the email exchange."
- Prompt: "Identify any follow-up actions suggested in these emails."
- Prompt: "Highlight any inconsistencies with other provided documents."
- Prompt: "Summarize any third-party references in the email exchange."
- Prompt: "Provide an overview of the relationship dynamics shown in these emails."

Create Timeline of Events

- Prompt: "Create a chronological timeline of events based on the attached documents."
- Prompt: "Highlight key incidents from this timeline."
- Prompt: "Identify any patterns in the events described."
- Prompt: "Summarize the timeline of events from [Person A]'s perspective."
- Prompt: "Compare the timelines from different witnesses."
- Prompt: "Highlight any discrepancies in the reported timelines."
- Prompt: "Identify any missing events or gaps in the timeline."
- Prompt: "Summarize the timeline of communications between involved parties."
- Prompt: "Highlight significant dates and times related to the investigation."
- Prompt: "Provide an overview of how the timeline aligns with the policy document."

Detect Inconsistencies in Statements

- Prompt: "Identify any inconsistencies in [Person A]'s witness statement."
- Prompt: "Compare these two interview transcripts for discrepancies."
- Prompt: "Highlight conflicting statements between witnesses."
- Prompt: "Identify discrepancies between witness statements and policy documents."
- Prompt: "Summarize inconsistencies in the timeline of events."
- Prompt: "Highlight any changes in witness statements over time."
- Prompt: "Compare the statements with physical evidence provided."
- Prompt: "Identify any contradictions within a single witness's statements."
- Prompt: "Summarize areas where witness statements agree and disagree."
- Prompt: "Provide an overview of major inconsistencies identified."

Identify Interviewer Bias

- Prompt: "Analyze this interview transcript for signs of interviewer bias."
- Prompt: "Highlight leading questions in this interview."
- Prompt: "Summarize any instances of interviewer influencing witness responses."
- Prompt: "Identify any biased language used by the interviewer."
- Prompt: "Compare interviewer questions across different interviews."
- Prompt: "Highlight inconsistencies in the interviewer's approach."
- Prompt: "Summarize the interviewer's tone throughout the transcript."
- Prompt: "Identify any patterns of bias in the interviewer's behavior."
- Prompt: "Provide an overview of potential bias in this interview."
- Prompt: "Highlight any follow-up actions suggested by the interviewer."

Identify Interviewee Bias

- Prompt: "Analyze this witness statement for signs of interviewee bias."
- Prompt: "Highlight any self-serving statements in this witness statement."
- Prompt: "Summarize instances where the witness may be downplaying their actions."
- Prompt: "Identify any biased language used by the witness."
- Prompt: "Compare the witness's statements to known facts."
- Prompt: "Highlight any patterns of bias in the witness's statements."
- Prompt: "Summarize the emotional tone of the witness throughout the statement."
- Prompt: "Identify any inconsistencies that may indicate bias."
- Prompt: "Provide an overview of potential bias in this witness statement."
- Prompt: "Highlight any instances where the witness contradicts themselves."

Highlight Policy Violations

- Prompt: "Identify any policy violations mentioned in this document."
- Prompt: "List all instances of potential policy breaches in these documents."

- Prompt: "Summarize how the described actions violate company policy."
- Prompt: "Compare witness statements to policy violation criteria."
- Prompt: "Highlight any sections of the policy that were violated."
- Prompt: "Summarize the consequences of the identified policy violations."
- Prompt: "Identify any mitigating factors related to the policy violations."
- Prompt: "Provide an overview of policy breaches and relevant evidence."
- Prompt: "Highlight any areas where the policy may have been misinterpreted."
- Prompt: "Summarize the company's response to the identified policy violations."

Analyze Tone and Sentiment

- Prompt: "Analyze the tone of this email exchange for any signs of hostility or inappropriate language."
- Prompt: "Evaluate the sentiment of this internal memo."
- Prompt: "Summarize the emotional tone of this communication."
- Prompt: "Identify any aggressive or passive-aggressive language in this email."
- Prompt: "Compare the tone of emails between different parties."
- Prompt: "Highlight any shifts in tone over the course of the email exchange."
- Prompt: "Summarize how the tone may impact the investigation findings."
- Prompt: "Identify any instances of positive reinforcement in the communication."
- Prompt: "Highlight any language that may indicate stress or pressure."
- Prompt: "Provide an overview of the overall sentiment in the communication."

Extract Key Facts

- Prompt: "Extract all key facts from this case file."
- Prompt: "List all important dates and times mentioned in these documents."
- Prompt: "Summarize the key events as described in the case file."
- Prompt: "Identify the main actors involved in the described incidents."
- Prompt: "Highlight any supporting evidence for the key facts."
- Prompt: "Summarize the context surrounding the key events."
- Prompt: "Provide an overview of the key facts related to the investigation."
- Prompt: "Highlight any critical evidence mentioned in the case file."
- Prompt: "Summarize any direct quotes that are essential to the case."
- Prompt: "Identify any gaps in the key facts that need further investigation."

Identify Patterns

- Prompt: "Identify any recurring patterns in these complaint records."
- Prompt: "Analyze these emails to detect any trends in communication behavior."
- Prompt: "Summarize patterns of behavior described by different witnesses."
- Prompt: "Identify any trends in the timeline of reported events."
- Prompt: "Highlight patterns of policy violations across different documents."
- Prompt: "Summarize trends in the emotional tone of communications."
- Prompt: "Identify any recurring themes in witness statements."

- Prompt: "Highlight any consistent discrepancies in the reported events."
- Prompt: "Analyze the frequency and timing of reported incidents."
- Prompt: "Provide an overview of identified patterns and their implications."

Check for Missing Information

- Prompt: "Identify any missing information or gaps in this case file."
- Prompt: "Ensure all relevant evidence has been accounted for in this investigation."
- Prompt: "Summarize any critical documents that are missing from the case file."
- Prompt: "Highlight areas where additional witness statements may be needed."
- Prompt: "Identify any follow-up actions required to complete the investigation."
- Prompt: "Summarize any inconsistencies in the provided documents that need clarification."
- Prompt: "Highlight any unaddressed allegations in the case file."
- Prompt: "Identify any missing time frames or undocumented events."
- Prompt: "Provide an overview of the completeness of the current case file."
- Prompt: "List any recommendations for additional evidence collection."

Review for Consistency

- Prompt: "Review these documents for consistency in statements and facts."
- Prompt: "Check for alignment between the witness statements and policy documents."
- Prompt: "Identify any contradictions within the case file."
- Prompt: "Summarize consistent themes across multiple witness statements."
- Prompt: "Highlight any statements that support or refute other evidence."
- Prompt: "Identify any discrepancies in the timeline of events."
- Prompt: "Compare the findings from different sources for consistency."
- Prompt: "Summarize the overall consistency of the case file."
- Prompt: "Highlight any areas where further investigation is needed to resolve inconsistencies."
- Prompt: "Provide an overview of how the evidence supports the investigation's conclusions."

Highlight Key Evidence

- Prompt: "Highlight the key pieces of evidence that support the investigation's findings."
- Prompt: "Summarize the critical evidence needed for the final report."
- Prompt: "Identify the most compelling evidence in this case file."
- Prompt: "Highlight any evidence that directly addresses the allegations."
- Prompt: "Summarize the strengths and weaknesses of the evidence."

- Prompt: "Identify any gaps in the evidence that need to be addressed."
- Prompt: "Highlight any corroborating evidence from different sources."
- Prompt: "Summarize the relevance of each key piece of evidence."
- Prompt: "Provide an overview of how the evidence supports the investigation's conclusions."
- Prompt: "List any additional evidence needed to strengthen the case."

More prompts:

- Using a neutral tone, prepare a detailed summary of all issues raised by Complainant.
- Identify all problematic conduct by Bad Actor.
- Identify every time Complainant spoke to Supervisor about Bad Actor.
- Summarize the facts in a dialogue fashion.
- Identify all people discussed by Complainant and, using a neutral tone, include a brief summary of relevant facts associated with each person.
- Identify all discussions about Complainant X's interactions with Witness Y.
- Identify all race or cultural issues raised by Complainant.
- Prepare an executive summary of all FMLA related issues.
- Using a neutral tone, identify all incidents raised by Complainant in chronological order.
- Using a neutral tone, consider the potential motives or biases influencing Complainant.
- What questions should I ask Complainant/Bad Actor/Other Witnesses?
- Summarize this interview transcript.
- Identify any inconsistencies in this witness statement.
- Extract key events from this timeline of incidents.
- Analyze the tone of this email exchange.
- Highlight potential biases in this report.
- Compare these two witness statements for discrepancies.
- Summarize the findings from these investigation notes.
- Identify any policy violations mentioned in this document.
- Extract all mentions of specific dates and times.
- Provide a summary of all key facts in this case file.
- Highlight any conflicts between this statement and the company policy.
- Generate a timeline of events based on these documents.
- Identify any missing information in this case file.
- Summarize the main points of this meeting transcript.
- Analyze the sentiment in this witness interview.
- Identify any patterns in these complaint records.
- Summarize the conclusions from this investigation report.
- Compare the statements from all witnesses for inconsistencies.
- Generate a summary report of this entire case file.

Here are the top 20 prompts you can use to ask Kolabrya AI to proofread your workplace investigation report and ensure it is flawless:

1. Check for grammatical errors and typos in this report.
2. Identify and correct any instances of passive voice.
3. Ensure that all names and titles are consistent throughout the document.

4. Review the report for logical coherence and flow.
5. Highlight any sections where the evidence does not support the conclusions.
6. Check for any redundant or repetitive statements.
7. Ensure all dates and timelines are accurate and consistent.
8. Verify that all quoted statements are correctly attributed.
9. Review the report for any biased language or potential biases.
10. Check that all referenced documents are correctly cited and attached.
11. Highlight any areas where additional details or clarifications are needed.
12. Ensure that all sections of the report follow the standard format and structure.
13. Review the report for any legal compliance issues.
14. Identify any sections that need to be simplified for better understanding.
15. Check for any missing information or sections in the report.
16. Ensure that all findings and recommendations are clearly stated.
17. Review the consistency of the terminology used throughout the report.
18. Check the overall tone of the report for professionalism and neutrality.
19. Highlight any areas that may require further investigation or follow-up.
20. Ensure that the final report is concise and to the point, without unnecessary details.

These prompts should help you utilize Kolabrya AI effectively to proofread and enhance the quality of your workplace investigation reports.