

FCHTE Global · Day 1 Practice Pack

Oct 1, 2026 · @Samih

How it works

Pick the pack that matches your job and apply what you learned today: the 5-part structure and context discipline. You have 12 minutes: 8 to work, 4 to share. Each dataset is messy on purpose, like real work. Every scenario is set at FCHTE Global; the people, events and figures are fictional.

1. **Sort** every piece of information: Essential, Optional or Noise.
2. **Build** a lean prompt: Role, Context, Task, Constraints, Output, with `### SOURCE` delimiters around the material you keep.
3. **Run two versions** in your AI tool. Version A: paste the whole dataset with one line ("Summarize this"). Version B: your lean prompt.
4. **Compare** A and B against your pack's success criteria. Note the one line of your prompt that made the biggest difference.

Pack 1 · Lawyers

Situation: you are in-house legal counsel at FCHTE Global. The facilities manager forwarded you a messy email thread about a delayed office fit-out.

Your mission: prompt the AI to draft an update email to FCHTE Global's management: the situation in 3 lines, the key dates, 2 or 3 possible options, and the next steps. Neutral tone, max 200 words, every legal point marked "to be verified".

Dataset

From: Karim S. (Facilities Manager, FCHTE Global)
Subject: FW: FW: Dubai Hills fit-out - URGENT!!

Hi, hope you had a great weekend! Sorry for the long email, see below.
Also, are we still on for padel Thursday?

----- Forwarded message -----

From: the fit-out contractor | Date: 24 September 2026

We regret that completion of the fit-out works will be delayed due to pending authority permits. We now expect handover on 30 November 2026. We consider this delay to be outside our control.

----- Forwarded message -----

From: the fit-out contractor | Date: 24 September 2026
[the same message as above, sent twice]

Karim's notes:

- contract signed 10 March 2026, contract value AED 900,000
- agreed completion date: 1 September 2026
- clause 14: delay penalty of AED 4,500 per full week, capped at AED 90,000
- clause 14.3: no penalty if the delay is caused by the authorities, IF the contractor told us in writing within 7 days. They never did.
- we sent our written notice of delay on 5 September 2026
- management wants the office open by 15 November 2026
- the old project manager used to handle this, he left in May
- by the way our new website launches next month!

Regards, Karim S. | Facilities Manager | FCHTE Global
This email and any attachments are confidential...

Success criteria

- ☐ Dates right: contract 10 Mar 2026, agreed completion 1 Sep 2026, notice 5 Sep 2026, new handover 30 Nov 2026
- ☐ Penalty terms right: AED 4,500 per full week, capped at AED 90,000
- ☐ Clause 14.3 (no written notice within 7 days) shown as a point to verify, not a conclusion
- ☐ Gap with the 15 Nov 2026 opening target flagged
- ☐ Padel, website, signature and the duplicate message left out
- ☐ Max 200 words, neutral tone, legal points flagged "to be verified"

Pack 2 · Marketing

Situation: you work in marketing at FCHTE Global. You must promote the company's Partner Forum, an event for clients and partners in Dubai.

Your mission: prompt the AI to write 3 LinkedIn posts of max 120 words each: one for clients, one for future talent (new roles), one for the local business community. Use the 2 brand-voice examples as few-shot examples. One clear call to action per post.

Dataset: event notes

- event: FCHTE Global Partner Forum, 18 Nov 2026 (NOT 11 Nov, that was the old date!!)
- venue: a hotel in Downtown Dubai (name TBC, don't mention yet)
- 2 keynotes + 3 hands-on workshops, 200 seats
- free, but registration required (link in the comments)
- we will also announce 25 new roles in Dubai by Q1 2027
- internal: event budget went over by 12%, don't share
- Omar from finance says the AV supplier is late
- landlord meeting moved to Tuesday
- reminder: team lunch Friday

Brand voice: 2 past posts

Example 1: "Big ideas need the right room. This month, our Dubai team brought clients and partners together to build what's next. Thank you for showing up."

Example 2: "We don't just deliver projects. We build them with you. Proud of a team that turns 'what if' into 'what's next'."

Success criteria

- ☐ Event date 18 Nov 2026 (not 11 Nov), free with registration
- ☐ 3 posts clearly different by audience, same voice as the examples
- ☐ No internal information: budget, AV supplier, venue name, lunch
- ☐ Max 120 words per post, one call to action each

Pack 3 · Assistants & secretaries

Situation: you are executive assistant to the CEO of FCHTE Global. You took rough notes in this morning's management meeting and received two emails.

Your mission: prompt the AI to produce (1) clean meeting minutes: decisions, actions with owner and deadline, open points; and (2) a short email to the board proposing the available dates for the next board meeting.

Dataset

Rough notes - FCHTE Global management meeting, 30 Sept 2026

- present: Khalid (CEO), Sara (CFO), James (Ops), Meera (HR); Ahmed absent
- Q3 results ok-ish, Sara to send final numbers by 8 Oct
- decision: new Abu Dhabi office approved, budget AED 2.4M
- James: hiring 6 project coordinators before December, needs HR support -> Meera
- traffic was terrible this morning lol
- discussed the year-end party?? no decision, revisit later
- board meeting must happen before 31 Oct
- Khalid wants the board pack sent 5 working days before the meeting
- coffee machine broken again

Email 1 - from P. Fernandes (board member):

"I'm travelling and not available 20-24 October."

Email 2 - from the CEO's office:

"Khalid is free on 16 Oct (morning) and 28 Oct (afternoon).
21 Oct is also possible."

Success criteria

- ☐ Decisions, actions and open points clearly separated
- ☐ Every action has an owner and a deadline
- ☐ Only 16 Oct (morning) and 28 Oct (afternoon) proposed: 21 Oct clashes with Email 1
- ☐ Traffic and coffee machine left out
- ☐ Board email under 100 words, professional tone

Pack 4 · Finance

Situation: you are a finance analyst at FCHTE Global. The CFO wants a quick view of Q3 vs Q2 operating expenses before tomorrow's meeting.

Your mission: prompt the AI to produce (1) a 5-bullet executive summary of the biggest changes, and (2) a table: Department, Q2, Q3, Change in AED and %, Comment. Ask it to show its calculations and to flag anything that needs checking.

Dataset: expenses (AED)

Department, Q2 2026, Q3 2026
 Marketing, 410000, 575000
 IT, 320000, 298000
 Operations, 880000, 1012000
 HR, 150000, 153000
 Facilities, 260000, 341000
 Legal, 95000, 94000

Dataset: comments received

- Marketing: "summer campaign + Partner Forum deposit (one-off, paid in Sept)"
- Operations: "2 extra contractors since August + higher travel costs"
- Facilities: "AC repairs in 3 offices, landlord also raised service charges"
- IT: "cancelled 2 software licences"
- HR: nothing to report
- can someone order more printer paper?
- the Q2 file had a typo in the Legal line, the version above is corrected
- reminder: auditors visit on 12 Nov

Success criteria

- ☐ Totals right: Q2 AED 2,115,000, Q3 AED 2,473,000, change +AED 358,000 (+16.9%)
- ☐ Top 3 increases: Marketing +165,000 (+40.2%), Operations +132,000 (+15.0%), Facilities +81,000 (+31.2%)
- ☐ One-off costs (Partner Forum deposit) separated from recurring ones (contractors, service charges)
- ☐ Printer paper and audit reminder left out
- ☐ You checked at least 2 numbers yourself

Before you share

Bring two things to the debrief: your Version B prompt, and the one line that improved the result the most.

- ☐ My prompt has all 5 parts: Role, Context, Task, Constraints, Output
- ☐ Only the essential information is inside `### SOURCE`
- ☐ Version B beats Version A on my success criteria
- ☐ I checked the facts and numbers myself