THE RESULT

"$0.98M to meet the 1%"? The target is $1.8M, not $2.6M. On October figures the gap is $180K to $590K, and two safety trainings are late.

A VP People & Learning at a 5,600-person packaging maker checks a year-end training top-up before the CHRO decides, with any AI chat his company allows.

THE RESULT What Patrick sends the CHRO on Thursday. Fictional company.

MIRELLE PACKAGING · PEOPLE & LEARNING

Training top-up: recommendation

For: Sophie Lavoie, CHRO
From: Patrick Gagnon · December 3

FIRST, SAFETY

SAFETY

Saint-Hyacinthe: 12 forklift operators are driving without recertification
They are under a team lead's supervision until a January session. The plant's health and safety lead decides whether that is acceptable until then. · Input 4

THE RECOMMENDATION

Don't approve $0.98M. The 1% applies to Quebec payroll ($180M), so the target is $1.8M. A provisional gap, on spend booked to October 31: $180K if the $410K deposit for 2027 courses counts this year, $590K if not. This assumes all $1.62M is eligible Quebec spend; finance confirms the final amount. · Inputs 2, 3

THE NUMBERS

Quebec target	Booked to Oct 31	Forklift	WHMIS
$1.8M	**$1.62M**	**38 of 50**	**Postponed**
1% of $180M Quebec payroll	Includes $410K for 2027; Quebec-only not confirmed	Recertified at Saint-Hyacinthe	64 people at Trois-Rivières

WHAT I'M ASKING

ASK

Can the forklift session and the WHMIS training move into December?
Training the plants need. If finance confirms it's eligible, it counts toward the 1%. · Inputs 3, 4, 5

FINANCE

Confirm the final gap: whether the deposit counts, whether $1.62M is all Quebec, and what November and December add
· Input 3

CAUGHT ON REVIEW

1. The 1% target is **$1.8M on Quebec payroll**, not $2.6M on all six plants
2. "Forklift recertification complete": **38 of 50**, in the French update
3. "2,100 employees trained" **adds participants to hours**

UC-001 · SC-19 · REV B	
FOR **VP People & Learning**	SECTOR **Packaging manufacturing**
COMPANY **5,600 people · 6 plants · Quebec and Ontario**	TASK **Check a year-end training top-up request before the CHRO decides**
WRITTEN FOR **ChatGPT · Claude · Gemini · Copilot**	
AI TEST **Claude, Nov 13, 2026 · 7 of 7 found**	

STEP 0 · THE MESS

What landed on Patrick's desk

A short email from the CHRO, a confident draft from his coordinator, a note from finance, two plant updates in French and the totals the plants reported. The draft summarises all of them. It doesn't match any of them.

EMAIL · CHRO [1]

The 1% requirement

"Your team's draft asks for $1.0M more before December 31."

1 **A decision.**

DRAFT · COORDINATOR [2]

Top-up request

"Forklift recertification is complete. 2,100 employees trained … target $2.6M."

2 **Check each line.**

NOTE · FINANCE [3]

Payroll and spend

Quebec payroll $180M … includes a $410K deposit for courses scheduled in 2027.

3 **Which payroll?**

PLANT UPDATE · FRENCH [4]

Saint-Hyacinthe

"38 opérateurs sur 50 recertifiés. Les 12 autres conduisent sous la supervision…"

4 **Read the original.**

PLANT UPDATE · FRENCH [5]

Trois-Rivières

"Formation SIMDUT : reportée à janvier … 64 employés concernés."

5 **Not in the draft.**

TRAINING TOTALS [6]

By plant

Quebec: participants. Ontario: training hours.

6 **Two units.**

YOU'RE NOT ALONE

107,124

workplace injury files were accepted in Quebec in 2024, up 22.3% since 2015.

Institut de la statistique du Québec, Lésions professionnelles (CNESST data). Source

STEPS 1–3 · HOW IT WORKS

Three steps, one chat

Here the AI checks a budget request against its sources, including two in another language.

1 Open a new chat

Use the AI tool your company approves: ChatGPT, Claude, Gemini or Copilot.

2 Paste the prompt and the inputs

Copy the prompt and the six fictional inputs from the appendix into one message.

3 Recalculate the target yourself

Work out 1% of the right payroll, then the gap with and without the deposit. Then decide what to ask for.

THE PROMPT, PART BY PART

COPY-READY VERSION IN THE APPENDIX

I'm VP People & Learning at a packaging manufacturer with four plants in Quebec and two in Ontario. Our CHRO needs my recommendation by Thursday, December 3 on a request for extra training spend before December 31. Today is Monday, November 30. Below are her email, my coordinator's draft, a note from finance, two plant updates in French, and the training totals the plants reported.

1 Who you are, who decides, by when, and today's date. The year-end date matters for what can still be delivered.

Please give me a one-page decision update:

1. **My recommendation** on the top-up request, in two sentences.
2. **What the draft gets wrong**, each with the input that shows it.
3. **What's off track at the plants**, including anything in the French updates.
4. **What the CHRO needs to decide**, and who else must sign off.

2 A recommendation, what the draft gets wrong, what's off track at the plants, and who must sign off.

Read the French updates yourself; don't rely on the English draft. Check what each number counts before you add or compare it. Don't add facts that aren't in the inputs; if you assume something, say so.

3 The heavy lifting: read the French updates yourself, and check what each number counts before adding or comparing it. It found all seven problems.

WHERE TO PASTE

Every tool has one message box. Paste the prompt, add a blank line, paste the inputs, send. Updates in other languages can be pasted as they are.

SAFE TO TRY

Practise with the fictional inputs first. Real payroll and training records are confidential: use only your company's approved tool.

THE AI'S FIRST ANSWER

What Claude actually wrote

Exactly as it came back, not edited. Read it the way Patrick did: check each point against the source it cites.

UNEDITED Claude · fresh session, no other context · Nov 13, 2026 · one run

Decision update: training top-up request (for Sophie Lavoie, due Thursday, December 3)

1. Recommendation Don't approve the $0.98M top-up as requested. The draft measures 1% against all six plants' payroll and counts a 2027 deposit as this year's spending. The real Quebec gap is roughly $0.18M to $0.59M, and we should confirm it with finance before we spend anything in December.

2. What the draft gets wrong `C: corrections to the coordinator`

Draft says	What the inputs show	Source
"Quebec 1% target: $2.6M (1% of payroll)"	$2.6M is 1% of payroll at **all six plants** ($260M). The law applies to **Quebec payroll**, which is $180M, so the target is **$1.8M**.	[3] `found`
"Spent so far: $1.62M"	That figure includes a **$410K deposit to Formatech for courses scheduled February to April 2027**. Without it, 2026 spending is **$1.21M**. Finance hasn't said whether the deposit counts for 2026. **Unverified.** It's also only booked to **October 31**, so November and December aren't included.	[3] `found`
"Top-up of $0.98M"	$2.6M minus $1.62M. With the right target, the gap is **$0.18M** ($1.8M – $1.62M) if the deposit counts, or **$0.59M** ($1.8M – $1.21M) if it doesn't. Assumption: the $1.62M is all Quebec spending. Finance's note doesn't say so. If it includes Ontario, the gap is larger.	[3] `found`
"Training is on track at all six plants"	Saint-Hyacinthe and Trois-Rivières both report delays (see section 3).	[4], [5] `found`
"Forklift recertification is complete"	At Saint-Hyacinthe, **38 of 50** operators are recertified. The other 12 are driving under a team leader's supervision until a January session.	[4] `found`
"2,100 employees trained this year"	2,100 is 860 Quebec **participants** (310+240+190+120) plus 1,240 Ontario **training hours** (720+520). Those are different units and can't be added together. Participant counts may also count the same person more than once, so neither figure is a number of employees.	[6] `found`

Also note: if Quebec falls short, the law requires us to **pay the difference to the provincial fund** [3]. The most we would owe is the shortfall itself. There's no need to rush $0.98M of training into December to avoid it. `B: the option nobody proposed`

3. What's off track at the plants

- **Saint-Hyacinthe, forklift recertification [4]:** 12 of 50 operators (24%) aren't recertified and are still driving, under a team leader's supervision, until January. The inputs don't say whether supervision is an acceptable substitute for recertification. That's a safety and compliance question for health and safety, not a training budget question. `found`
- **Trois-Rivières, WHMIS (SIMDUT) health and safety training [5]:** postponed to January because no trainer is available. 64 employees affected.
- **Drummondville and Granby:** participant counts only, no status update. **Unknown.**
- **Cornwall and Kingston (Ontario):** training hours only, no status update. **Unknown.** Their figures can't be compared with the Quebec participant counts.

4. What the CHRO needs to decide, and who signs off

- **Decide:** (a) reject the $0.98M request as written; (b) whether to approve a smaller amount for the real Quebec gap ($0.18M to $0.59M), but only for training that is eligible and can actually be delivered by December 31, or instead accept paying any shortfall to the provincial fund; (c) whether to escalate the two safety training delays. `A: safety first`
- **Finance (CFO or controller) must confirm:** whether the $410K 2027 deposit counts toward 2026; whether the $1.62M is Quebec-only; and what has been booked for November and December. These three answers decide the real gap.
- **Health and safety lead must sign off on:** whether the 12 forklift operators can keep driving under supervision until January, and the risk of the WHMIS delay for 64 employees at Trois-Rivières.
- **Possibly legal or compliance:** whether a deposit for future courses is eligible spending under the Quebec law. The inputs don't say.

Assumptions I made: that the $1.62M is Quebec eligible spending only, and that the deposit may or may not count. Both are flagged above as needing finance to confirm. I added no other facts.

`found` caught a planted problem `A–C` Patrick changes it; see the next section

THE HUMAN PART

What Patrick changed, and why

Claude read the French correctly and found every planted problem. Patrick's edits are about order, the option nobody proposed, and who reads what.

WHAT CLAUDE FOUND: 7 OF 7 PLANTED PROBLEMS

One run

- ✓ Forklift: 38 of 50, in French
- ✓ Supervision needs safety sign-off
- ✓ WHMIS postponed at Trois-Rivières
- ✓ Participants plus hours
- ✓ Target on the wrong payroll
- ✓ A deposit isn't training
- ✓ The real gap: $180K to $590K

THREE EDITS, ALL JUDGMENT CALLS

	CLAUDE WROTE	PATRICK'S VERSION	WHY · SAFETY
A	Decisions: (a) the request, (b) a smaller amount or the fund, (c) “whether to escalate the two safety training delays.”	**The page opens with the 12 forklift operators. The health and safety lead decides whether supervision is acceptable until January. The budget comes second.**	People are driving forklifts without recertification today. That can't wait behind a budget decision.

	CLAUDE WROTE	PATRICK'S VERSION	WHY · DECISION
B	“The most we would owe is the shortfall itself. There's no need to rush $0.98M of training into December.”	**Ask whether the forklift session and the WHMIS training can move into December. If finance confirms they're eligible, the money goes to training the plants need.**	The answer offered two choices: spend on anything deliverable, or pay the fund. The late safety trainings are a third choice, and the one that matters most.

	CLAUDE WROTE	PATRICK'S VERSION	WHY · AUDIENCE
C	A six-row table of what the coordinator's draft got wrong, on the CHRO's page.	**The CHRO gets the corrected figures. The line-by-line corrections go back to the coordinator, with how to check them next time.**	The CHRO needs the right numbers to decide. The coordinator needs the checks.

What only you can do Put people's safety ahead of the budget, look for the spend that solves a real problem, and decide who needs which page. The AI read the French and did the sums. You decide what matters first.

YOUR TURN

Make it yours

Use it whenever someone asks for budget to hit a target: a training requirement, a spending commitment, a year-end number.

YOUR PROMPT: FILL IN THE BRACKETS

I'm the **[your role]** at a **[industry]** company with **[sites]**. **[Who]** needs my recommendation by **[date]** on a request for **[the spend]** before **[deadline]**. Today is **[date]**. Below are **[the request, the draft, finance's note, site updates in their original language, the totals reported]**.

Please give me a one-page decision update: **1. My recommendation** on the request, in two sentences. **2. What the draft gets wrong**, each with the input that shows it. **3. What's off track at the sites**, including anything in **[the other language]**. **4. What [the decision-maker] needs to decide**, and who else must sign off.

Read the **[other-language]** updates yourself; don't rely on the summary. Check what each number counts before you add or compare it. Don't add facts that aren't in the inputs; if you assume something, say so.

FIVE CHECKS BEFORE YOU SEND

1. The target is calculated on the right base (payroll, sites, period).
2. Money paid for future courses isn't counted as training delivered.
3. Numbers in different units aren't added together.
4. Updates in other languages are read in the original.
5. Safety workarounds go to the safety lead, ahead of the budget.

MAKE IT REPEATABLE (OPTIONAL)

Save the prompt once and reuse it for every year-end request: a custom GPT in ChatGPT, a project in Claude, a Gem in Gemini, or an agent in Copilot. Some companies switch these off; copy and paste always works.

WITH REAL DATA

Payroll, training records and plant updates are confidential. Use only the AI tool your company approves, and confirm legal requirements with finance or a specialist.

WHAT THIS EXAMPLE SHOWS

One run of this prompt in Claude found all seven problems planted in fictional inputs, including two only in the French updates.

WHAT IT DOESN'T SHOW

That every tool, setting or run will do the same, how much time it saves you, or how Quebec's training law applies to a real company. Mirelle Packaging and its people are fictional.

APPENDIX

Copy-ready: the prompt and the six inputs

Copy the prompt, then all six inputs, into one message in a new chat. Everything here is fictional and safe to paste.

THE PROMPT

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3. **What's off track at the plants**, including anything in the French updates.
4. **What the CHRO needs to decide**, and who else must sign off.

Read the French updates yourself; don't rely on the English draft. Check what each number counts before you add or compare it. Don't add facts that aren't in the inputs; if you assume something, say so.

[1] EMAIL FROM SOPHIE LAVOIE, CHRO

Patrick, finance says we'll miss the Quebec 1% training requirement. Your team's draft asks for $1.0M more before December 31. I need your recommendation for Thursday.

[2] DRAFT FROM THE LEARNING COORDINATOR

Training is on track at all six plants. Forklift recertification is complete. 2,100 employees trained this year. Quebec 1% target: $2.6M (1% of payroll). Spent so far: $1.62M. We request a top-up of $0.98M before December 31.

[3] NOTE FROM FINANCE

Payroll 2026 (forecast): all six plants $260M; the four Quebec plants $180M. Quebec's training law: employers must invest 1% of their Quebec payroll in eligible training, or pay the difference to the provincial fund. Eligible training spend booked to October 31: $1.62M. This includes a $410K deposit paid to Formatech for courses scheduled February to April 2027.

[4] SAINT-HYACINTHE PLANT UPDATE (FRENCH)

Recertification chariots élévateurs : 38 opérateurs sur 50 recertifiés. Les 12 autres conduisent sous la supervision d'un chef d'équipe en attendant une session en janvier.

[5] TROIS-RIVIÈRES PLANT UPDATE (FRENCH)

Formation SIMDUT (santé et sécurité) : reportée à janvier, faute de formateur disponible. 64 employés concernés.

[6] TRAINING TOTALS REPORTED BY THE PLANTS, JANUARY TO OCTOBER

- Quebec plants (participants): Saint-Hyacinthe 310, Trois-Rivières 240, Drummondville 190, Granby 120.
- Ontario plants (training hours): Cornwall 720, Kingston 520.