THE RESULT

7 inputs in. 1 honest coverage page out.

A head of technical training at a four-plant automotive supplier turns skills matrices, plant notes and union minutes into three decisions for the plant leadership council, with any AI chat his company allows.

THE RESULT What Luis sends the plant leadership council. Fictional company.

NARROWGATE COMPONENTS

Skills coverage pre-read · November 2026

For: Plant leadership council
Council, Nov 19 · From: Luis Ortega

NEEDS A DECISION

URGENT

Toledo Line 4 nights: only one person can do CMM inspection
Brooks is the only current CMM-qualified operator on nights. Mensah left Oct 3 and Alvarez's qualification lapsed in March. If Brooks is out, inspection and shipping stop. Decide: requalify Alvarez this month and cross-train two more. Owner: Toledo plant manager. · Inputs 2, 3

THIS WEEK

Florence Line 2: hold the retraining until the work instruction is fixed
WI-L2-07 still says 25 Nm; the spec changed to 32 Nm on Oct 20. Retraining on it would teach the old value. Decide: process engineering releases the updated instruction first, then we brief Line 2 within two days. Containment stays with Quality. · Input 5

BEFORE DEC 1

Toledo union commitment: correct the record to 62%
Without orientation, which the agreement excludes, we've delivered 23,600 of 38,000 hours. 210 people have under 10 hours, and night shift can't reach day-shift sessions. Decide: tell the committee 62% ourselves before the Dec 1 report, with a night-shift catch-up plan. · Input 4

COVERAGE BY PLANT

Not comparable yet: different levels, shifts and dates · Inputs 2, 6, 7

Toledo	Silao	Florence	Apodaca
Overstated	**Unknown**	**Missing**	**Not comparable**
L4 nights: 10 people, 18 slots	Shift 3 not measured	No report this month	Counts supervised (Level 2)

WATCH

From December, every plant reports the same way: Level 3+, all shifts, current qualifications, counted by person. · Inputs 2, 6, 7

CAUGHT ON REVIEW

1. "18 of 18, 3x3 met" is **10 people for 18 slots**
2. "Retrain on WI-L2-07" would **teach the old torque value**
3. "82%, on track" is **62% under the agreement**

UC-001 · SC-03 · REV B	
FOR **Head of Technical Training**	SECTOR **Automotive components (IATF 16949)**
COMPANY **7,200 people · 4 plants · US, Mexico**	TASK **Monthly skills-coverage pre-read**
WRITTEN FOR **ChatGPT · Claude · Gemini · Copilot**	
AI TEST **Claude, Nov 13, 2026 · 7 of 8 found**	

STEP 0 · THE MESS

What landed on Luis's desk

Seven inputs from four plants. The skills matrix says the line is fully covered, and the supervisor says he moves the same few people around every night. Both can't be right.

EMAIL · PLANT OPERATIONS [1]

Council pre-read for Nov 19

"Same as last month please. One page, coverage % by plant… if those moved, tell us why."

1 **Asks for one number per plant.**

SKILLS MATRIX · TOLEDO [2]

Line 4, night shift

"18 of 18 qualified slots = 100%. 3x3 rule met." Matrix last updated 2026-06-30.

2 **Slots are not people. And the matrix is four months old.**

TEAMS · NIGHT SUPERVISOR [3]

(no subject)

"Doyle went to days Sept 15 and Mensah quit Oct 3… Brooks is basically doing every check."

3 **Two people in the matrix aren't on nights.**

MINUTES · UNION COMMITTEE [4]

Joint training committee

"31,200 training hours delivered year to date: 82%… include 7,600 hours of new-hire orientation."

4 **The agreement excludes orientation.**

EMAIL · FLORENCE [5]

URGENT retraining Line 2 torque

"The plant manager wants every Line 2 operator retrained on WI-L2-07." The WI says 25 Nm.

5 **The spec changed to 32 Nm. The WI didn't.**

SUMMARY · SILAO [6]

Plant coverage 97%

"All 9 lines meet the 3x3 rule… the matrix covers shifts 1 and 2."

6 **Shift 3 isn't measured.**

SUMMARY · APODACA [7]

Coverage (Level 2+): 99%

Level 2 = trained, works under supervision.

7 **Other plants count Level 3.**

YOU'RE NOT ALONE

1.9M

US manufacturing jobs could go unfilled through 2033 if the skills and applicant gaps aren't closed, out of 3.8 million needed.

Deloitte and The Manufacturing Institute, 2024 talent study (survey of 200+ US manufacturers plus labour-market analysis), April 2024. Source

STEPS 1–3 · HOW IT WORKS

Three steps, one chat

No special software and no setup. The prompt asks the AI to trust the details over the headline numbers.

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 all seven fictional inputs from the appendix into one message.

3 Count the people yourself

Pick one line and count the names, not the slots. Then decide what the council sees.

THE PROMPT, PART BY PART

COPY-READY VERSION IN THE APPENDIX

I lead technical training at an automotive components manufacturer with about 7,200 people in four plants. Below are this month's skills-matrix exports, plant summaries, a supervisor's message, an email from one of our plants and the minutes of our union training committee. I need a one-page pre-read for our plant leadership council, which meets on November 19.

Please read everything carefully and give me:

1. **Needs a decision**: up to three items, each with what's happening, why it matters, who should decide, and which input it came from.
2. **Skills coverage by plant**: what each plant reported, and whether the numbers can be compared.
3. **Union training commitment**: where we really stand.
4. **Watch**: anything else the council should know.

Be skeptical. Where a summary, total or percentage says more than the details underneath support, go with the details and say so. Check that numbers measure the same thing before you compare or add them, and check dates: people who have moved or left, and qualifications past their renewal date, don't count. If something is missing, say it's missing. Tell me which input each point comes from. Keep it to one page.

1 Who you are, who reads the page and when. The AI writes differently for plant leaders than for your team.

2 Name the sections. "Whether the numbers can be compared" invites the AI to question the plant totals.

3 The heavy lifting: trust details over headlines, check units and dates, and say what's missing. It caught seven of eight problems.

WHERE TO PASTE

Every tool has one message box. Paste the prompt, add a blank line, paste the inputs, send. Exports can also be attached as files if your tool allows it.

SAFE TO TRY

Practise with the fictional inputs first. Skills matrices name real people: with real ones, use only your company's approved tool and follow its rules on employee data.

THE AI'S FIRST ANSWER

What Claude actually wrote

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

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

Plant Leadership Council pre-read, November 19 *Technical Training. Sources are numbered [1] to [7] as in the inputs.*

---

1. Needs a decision

A. Florence Line 2 torque: the retraining request is aimed at the wrong fix [5] `B: reordered`

- **What's happening:** A customer found 40 brackets torqued to 25 Nm. The plant manager wants every Line 2 operator retrained on WI-L2-07 by the end of next week. The attached WI-L2-07 is Rev C, dated Aug 4, and it still says "25 Nm ± 2." Quality's forward says ECN-2291 changed the spec to 32 Nm on Oct 20 and that process engineering would update the work instructions. There is no sign that happened.
- **Why it matters:** The operators appear to have followed the instruction they were given. Retraining them on Rev C would teach the wrong value again. This is a document-control problem, not a training gap. We also don't know how many parts are affected beyond the 40 the customer found, or how many were built since the ECN took effect. `found`
- **Who decides:** The Florence plant manager, with Quality and Process Engineering. Ask for three things: (1) release Rev D at 32 Nm, (2) contain and sort all brackets built since the ECN effective date, (3) then run a short briefing on Rev D. I recommend we don't approve training hours on Rev C.

B. Toledo Line 4 night: one qualified CMM inspector, and shipping depends on that person [2][3]

- **What's happening:** The matrix says 18 of 18 slots, 100%, 3x3 met. But the matrix was last updated on Jun 30. Since then Doyle moved to days (Sep 15) and Mensah quit (Oct 3). Alvarez's OP60 assessment (Mar 4, 2025) expired in March 2026 under the 12-month requalification rule in QP-7.2. The corrected count is OP10 1, OP20 2, OP30 3, OP40 3, OP50 3, OP60 1. That's **13 of 18 (72%)**, and **3x3 is not met** at three stations. `found` `A: missed`
- **Why it matters:** The supervisor says that if Brooks is absent, CMM checks stop and shipments to the customer stop.
- **Who decides:** The Toledo plant manager, with Ines. Options: requalify Alvarez on OP60 (likely the fastest way to get to 2), cross-train at least one more CMM operator, and decide on Pruitt's December overtime request. Don't count the overtime as a fix for coverage.

C. Toledo union training commitment: we're at about 62%, not the 82% we reported [4] `C: reframed`

- See section 3. **Who decides:** The Toledo plant manager, with HR and Labor Relations. They need a catch-up plan that includes training sessions on night shift. They also need to approve the per-employee data owed to the committee on Dec 1.

---

2. Skills coverage by plant

Plant	Reported	Last month [1]	Comparable?
Toledo	94% (Level 3+) [2]	94	**No, not reliable.** It rests on a matrix last updated Jun 30. Line 4 night shows 100% but is really 72%. Other lines and shifts are unverified.
Silao	97%, "all 9 lines meet 3x3" [6]	97	**No.** Shifts 1 and 2 only. Shift 3 runs Lines 1 to 4 with a reduced crew and isn't counted. The level threshold isn't stated. `found`
Florence	**Missing.** Nothing reported this month.	91	Unknown
Apodaca	99% (Level 2+) [7]	99	**No.** Level 2 means "works under supervision," not qualified. Its Level 3+ figure is unknown. `found`

The numbers use different measures, so we shouldn't compare them, average them, or call them movement. Toledo, Silao and Apodaca are unchanged from last month. That most likely reflects stale or narrowly scoped data, not a stable position. We can't answer Ines's question about why the numbers moved.

---

3. Union training commitment (Toledo, Article 14.3) [4]

- **Commitment:** 950 hourly employees × 40 hours = 38,000 hours for 2026.
- **Reported:** 31,200 hours (82%), described as "on track."
- **Actual:** The union says Article 14.3 excludes the 7,600 hours of new-hire orientation, and management didn't dispute that. Without them we're at **23,600 hours, or 62%**. That leaves **14,400 hours** with about 7 weeks of the year left. `found`
- **The total isn't the real test.** The commitment is per employee. 210 employees have fewer than 10 hours, and they need at least 6,300 more hours just to reach 40 each. The union links this to night-shift workers being unable to attend day-shift sessions. `found`

- **Missing:**
  - hours per employee and by shift (due Dec 1, after this meeting)
  - whether the new hires are among the 950
  - the status at Silao, Florence and Apodaca, if they have similar commitments.

---

4. Watch `D: cut`

- Skills matrices aren't kept current. Line 4's matrix is 4+ months old [2]. We should require a "last updated" date and a check against departures and requalification dates in every plant summary.
- Requalification dates are shown only for OP60 at Toledo Line 4 [2]. Expired qualifications may be counted elsewhere. **Unknown.**
- Silao Shift 3 runs with a reduced crew and has no coverage data [6]. That's a possible version of the Toledo Line 4 problem.
- We need one coverage standard for all four plants (Level 3+, all shifts, current requalifications) before next month's pre-read [2][6][7].

`found` caught a planted problem `A–D` Luis changes it; see the next section

THE HUMAN PART

What Luis changed, and why

Claude caught seven of the eight planted problems, including two that most readers would miss. It missed one that matters on a shop floor. Luis's other edits are judgment calls.

WHAT CLAUDE FOUND: 7 OF 8 PLANTED PROBLEMS — One run

× People counted at two stations	✓ Matrix four months out of date	✓ CMM qualification lapsed	✓ Silao left out shift 3
✓ Orientation hours: 62%, not 82%	✓ Commitment is per person, not total	✓ Retraining would teach the old torque	✓ Apodaca counts supervised workers

FOUR EDITS: ONE CATCH, THREE JUDGMENT CALLS

	CLAUDE WROTE	LUIS'S VERSION	WHY · ACCURACY
A	"That's 13 of 18 (72%), and 3x3 is not met at three stations."	**"Line 4 nights: 10 qualified people for 18 station slots." Garza, Haddad and Jensen are each listed at two stations.**	A person counted at two stations can only stand at one. Even the corrected count still flatters the line, so Luis counts people.
B	Florence torque as decision A, with Toledo's CMM gap second.	**Toledo CMM first. Florence second, framed as "hold the retraining until the instruction is fixed".**	One person holding up shipping is the bigger risk this month. Florence's real fix belongs to engineering; training's job is to not train on the wrong value.
C	"We're at about 62%, not the 82% we reported." The plant manager and HR to build a catch-up plan.	**"Tell the committee 62% ourselves before the Dec 1 report, with a night-shift catch-up plan."**	The union already knows 82% is wrong. Correcting it before being asked keeps trust at the committee table.
D	Four sections, a four-row table and a four-point Watch list: about a page and a half.	**One page. Three decisions, four status tiles, one Watch line.**	Council members read this between production meetings.

What only you can do — Decide what plant leaders need to act on, own the correction when your own number was wrong, and count the people yourself. The AI found most of the problems. You sign the page.

YOUR TURN

Make it yours

Use it for any coverage or readiness report built on exports and notes: certifications, safety training, cross-training plans.

YOUR PROMPT: FILL IN THE BRACKETS

I lead **[your function]** at a **[industry]** company with about **[number]** people in **[number]** sites. Below are this **[month / quarter]**'s **[exports, summaries, notes, minutes]**. I need a one-page pre-read for **[your audience]**, which meets on **[date]**.

Please read everything carefully and give me: **1. Needs a decision** (up to three items, each with what's happening, why it matters, who should decide, and which input it came from); **2.** **[a status section, e.g. coverage by site]**, and whether the numbers can be compared; **3.** **[a commitment or target you're held to]**; **4. Watch**.

Be skeptical. Where a summary, total or percentage says more than the details underneath support, go with the details and say so. Check that numbers measure the same thing before you compare or add them, and check dates: people who have moved or left, and qualifications past their renewal date, don't count. If something is missing, say it's missing. Tell me which input each point comes from. Keep it to one page.

FIVE CHECKS BEFORE YOU SEND

1. Coverage counts *people*, not slots or qualifications.
2. Every name in the matrix still works on that shift, and every qualification is in date.
3. Every site uses the same level, the same shifts and the same date range.
4. A "retrain everyone" request has a root cause that is really about skills.
5. Any commitment you report is checked against the agreement itself, not just the meeting minutes.

MAKE IT REPEATABLE (OPTIONAL)

Save the prompt once and next month just paste the new exports: 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 SKILLS MATRICES

They name real employees. Use only the AI tool your company approves, and follow its rules on employee data.

WHAT THIS EXAMPLE SHOWS

One run of this prompt in Claude found seven of eight problems planted in fictional inputs, missed one, and invented nothing.

WHAT IT DOESN'T SHOW

That every tool, setting or run will do the same, or how much time it saves you. Narrowgate Components and its people are fictional.

APPENDIX

Copy-ready: the prompt and the seven inputs

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

THE PROMPT

I lead technical training at an automotive components manufacturer with about 7,200 people in four plants. Below are this month's skills-matrix exports, plant summaries, a supervisor's message, an email from one of our plants and the minutes of our union training committee. I need a one-page pre-read for our plant leadership council, which meets on November 19.

Please read everything carefully and give me:

1. **Needs a decision**: up to three items, each with what's happening, why it matters, who should decide, and which input it came from.
2. **Skills coverage by plant**: what each plant reported, and whether the numbers can be compared.
3. **Union training commitment**: where we really stand.
4. **Watch**: anything else the council should know.

Be skeptical. Where a summary, total or percentage says more than the details underneath support, go with the details and say so. Check that numbers measure the same thing before you compare or add them, and check dates: people who have moved or left, and qualifications past their renewal date, don't count. If something is missing, say it's missing. Tell me which input each point comes from. Keep it to one page.

[1] EMAIL FROM INES NAVARRO, DIRECTOR OF PLANT OPERATIONS

Subject: Council pre-read for Nov 19

Luis, same as last month please. One page, coverage % by plant, and anything the council needs to decide. Last month we showed Toledo 94, Silao 97, Florence 91, Apodaca 99, so if those moved, tell us why.

Thanks, Ines

[2] SKILLS MATRIX EXPORT: TOLEDO, LINE 4, NIGHT SHIFT

Narrowgate Skills Matrix · Toledo · Line 4 (machining) · Shift: Night Matrix last updated: 2026-06-30 · Export run: 2026-11-10

Station	Qualified operators (Level 3+)	Count
OP10 Turning	Doyle, Mensah, Chen	3
OP20 Milling	Doyle, Garza, Esposito	3
OP30 Drilling	Garza, Alvarez, Fofana	3
OP40 Deburr	Haddad, Jensen, Ito	3
OP50 Wash	Haddad, Jensen, Kowalski	3
OP60 CMM inspection	Mensah, Alvarez, Brooks	3
Line 4 night total		**18 of 18 qualified slots = 100%. 3x3 rule met.**

OP60 last assessed: Mensah 2026-02-11 · Alvarez 2025-03-04 · Brooks 2026-05-20 Requalification required every 12 months (procedure QP-7.2).

Toledo plant coverage (all lines, all shifts): 94%

[3] TEAMS MESSAGE FROM DWAYNE PRUITT, LINE 4 NIGHT SUPERVISOR, TOLEDO

honestly we're getting by but I'm moving the same few people around every night. Doyle went to days Sept 15 and Mensah quit Oct 3. if anyone calls in on CMM we stop shipping to the customer, Brooks is basically doing every check. can we get more people CMM trained? and I need OT approved for Dec

[4] MINUTES: JOINT UNION–MANAGEMENT TRAINING COMMITTEE, TOLEDO (OCT 28)

Present: 3 union representatives, 3 management representatives (including L. Ortega).

1. Article 14.3 of the collective agreement commits the company to 40 hours of paid skills training per hourly employee per year. Toledo has 950 hourly employees (commitment: 38,000 hours for 2026).
2. Management reported 31,200 training hours delivered year to date: 82% of the annual commitment. Management described the plant as on track.
3. The union noted that the 31,200 hours include 7,600 hours of new-hire orientation. The union's position is that Article 14.3 covers skills training and excludes orientation. Management did not dispute this.
4. The union raised concern that night-shift employees cannot get to training held on day shift. HR reported 210 employees with fewer than 10 hours this year.
5. Action: management to provide hours per employee, by shift, by December 1.

[5] EMAIL FROM CARLA WHITFIELD, TRAINING MANAGER, FLORENCE

Subject: URGENT retraining Line 2 torque

Luis, we had a customer complaint this week. They found 40 brackets with the fastener torqued to 25 Nm. The plant manager wants every Line 2 operator retrained on work instruction WI-L2-07 by end of next week. Can you approve the hours? I've attached the WI.

(Attached: WI-L2-07, revision C, dated August 4, 2026: "Torque bracket fastener to 25 Nm ± 2.")

(Forwarded below by quality, Oct 21: "ECN-2291 released Oct 20: bracket fastener torque changed from 25 Nm to 32 Nm for the new model year. Work instructions to be updated by process engineering.")

[6] PLANT SUMMARY: SILAO

From: Training coordinator, Silao All 9 lines meet the 3x3 rule. Plant coverage 97%. Note: the matrix covers shifts 1 and 2. Shift 3 runs lines 1 to 4 with a reduced crew.

[7] PLANT SUMMARY: APODACA

Apodaca · Skills coverage, November Coverage (Level 2+): 99% Key: Level 1 = in training · Level 2 = trained, works under supervision · Level 3 = qualified to work unsupervised · Level 4 = can train others