



# AI FOR PERSONAL PRODUCTIVITY & FIRM TRANSFORMATION WORKSHOP



## PART 1

WEDNESDAY, OCTOBER 22 | 11 AM - 1 PM | VIA ZOOM

## PART 2

WEDNESDAY, OCTOBER 29 | 11 AM - 1 PM | VIA ZOOM

In this fast-paced, hands-on workshop, AI consultant Stjepan Mikulic will help you turn AI into measurable results—both personally and across your entire firm. You'll learn how to create custom GPTs, use AI to build presentations, visuals, and reports. Then, we'll go beyond personal productivity to focus on firm-wide transformation. By the end, you'll leave with a clear plan, a draft AI policy, and a step-by-step roadmap to save 12+ hours a week—while future-proofing your firm.

## LEARNING OBJECTIVES

- Using LLMs safely on client work
- Creating presentations, guides, visuals, and reports with AI
- Structuring prompts to turn messy inputs into effective outputs
- Building a practical AI policy for your team
- Outlining your AI strategy through hands-on exercises
- Identifying workflow bottlenecks and optimizing processes with AI
- Prioritizing AI initiatives using the HotBet framework and forming an AI Task Force
- Drafting a full AI implementation plan with a proven 9-step process

To RSVP, please email Rowanne Khafagy at [rkhafagy@scgma.com](mailto:rkhafagy@scgma.com)