Workshop agendas

EU AI Act and governance workshop · AI agents workshop for SMEs

EU AI Act and AI governance workshop (4 to 5 hours)

Frame and goals	Which AI systems exist or are planned, who decides and what worries you most.	45 min
System inventory	Together we list systems, vendors and data, including AI already in use without IT knowing.	60 min
Risk classification	Each system is placed as prohibited, high risk, transparency or minimal risk, with the reason recorded.	60 min
Control gaps	Logging, human oversight, documentation and ownership of each system: what exists and what is missing.	60 min
90-day plan	Priorities, owners and a first step you can take the following week.	45 min

AI agents workshop for SMEs (3 to 4 hours)

Goals and business reality	Which tasks consume the most time, what data you have and what you already tried.	30 min
Structured ideas	A list of candidate cases, each with estimated saving, data needed and risk.	45 min
Prioritisation	We pick one to three cases for quick return and ease. If none is worth it, we say so.	45 min
Sketch of the first case	Flow diagram: what the agent does, what a person decides and what measures success.	45 min
Next step	Scope and cost of a proof of concept, or the recommendation not to do one.	30 min

Preparation: a 15-minute questionnaire a week ahead, and three to eight participants with decision power.
Result: a written 8 to 12 page report within five working days, and a 30-minute questions session.

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