

NEXT

GROWTH SERIES



Enhance Your ChatGPT Skills

Refine Precision & Boost Performance

Brought to you by  **KSHIMA.AI**



GROWTH
SERIES
CLOSING
TECHNIQUE



Welcome!



Margarita Hernandez
Compass Coworking Centre Manager
RAKEZ

Evolution of the RAKEZ Growth Series



101

**GROWTH
SERIES**

Business Foundation

- Introduces essential business concepts
- Explores new tools & trends
- Builds practical understanding
- Enhances everyday operations
- Strengthens business confidence

NEXT

**GROWTH
SERIES**

Business Mastery

- Expands existing knowledge
- Refines professional skills
- Updates current practices
- Explores emerging strategies
- Elevates business efficiency & performance

This Event is About *You!*



Where to Find Our Next Events?



On the Compass website!

compass.rakez.com

Stay connected, stay involved!

@mycompassrak



UPCOMING EVENTS

GROWTH SERIES
Jan 29 2025
AI ON A BUDGET: AFFORDABLE TOOLS & SMART AUTOMATION FOR SMALL BUSINESSES
January 29, 2025 9:30 am - 11:30 am
Compass Coworking Centre
EVENT DETAILS >

Jan 30 2025
VAS EVENT: UNLOCK BUSINESS GROWTH WITH RAKEZ'S EXCLUSIVE PROGRAMMES
January 30, 2025 11:00 am - 12:00 pm
Webinar
EVENT DETAILS >

extramile
Feb 05 2025
WORKSHOP: LINKEDIN FOR MARKETING & INBOUND
February 5, 2025 8:00 am - 11:00 am
Compass Coworking Centre
EVENT DETAILS >

extramile
Feb 05 2025
WORKSHOP: LINKEDIN FOR BUSINESS DEVELOPMENT & REFERRALS
February 5, 2025 1:00 pm - 4:00 pm
Compass Coworking Centre
EVENT DETAILS >

GROWTH SERIES
Feb 19 2025
RAKEZ GROWTH SERIES 2025 - EVENT # 2
February 19, 2025 9:30 am - 11:30 am
Compass Coworking Centre
EVENT DETAILS >

Mar 07 2025
INTERNATIONAL WOMEN'S DAY AT COMPASS!
March 7, 2025 10:00 am - 12:00 pm
Compass Coworking Centre
EVENT DETAILS >



Welcome!

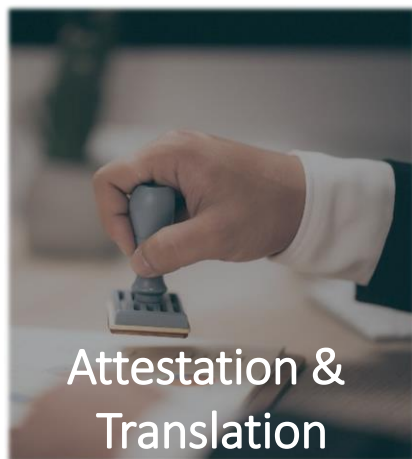
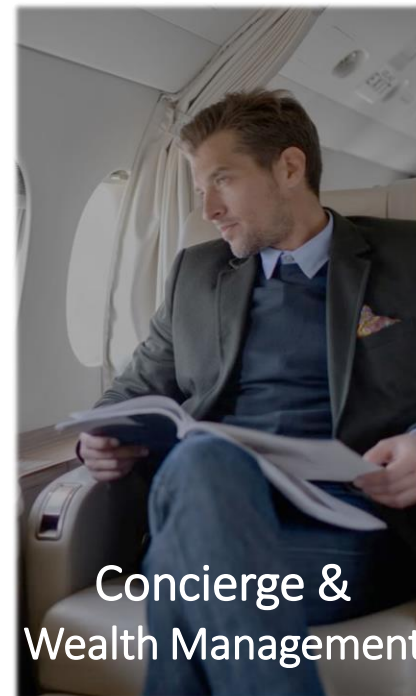
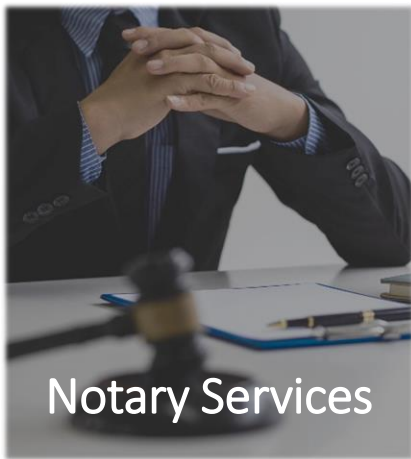


Kutumba Al Issa
VAS Director
RAKEZ



Support At Every Stage of Your Business

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Check out the VAS website!
vas.rakez.com

Agenda



10:30 am - Networking

11:00 am - Welcome & Intro

11:05 am - The growing role of AI assistants in modern business and why precision matters.

11:15 am - Mastering ChatGPT Prompts: Live demonstration of crafting precise, context-aware prompts that deliver better outcomes.

11:45 am - Real-world examples of businesses boosting efficiency and creativity through refined AI workflows.

12:00 pm - Proven methods to integrate ChatGPT seamlessly into daily operations and decision-making

12:10 pm - Q&A and Peer Exchange

12:30 pm - End of Programme

SPEAKERS

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Carlo Pepe
AI Business Consultant
KOSHIMA.AI

KOSHIMA.AI

Awareness
Training
Advisory

Clarity,
Purpose,
Biz Value

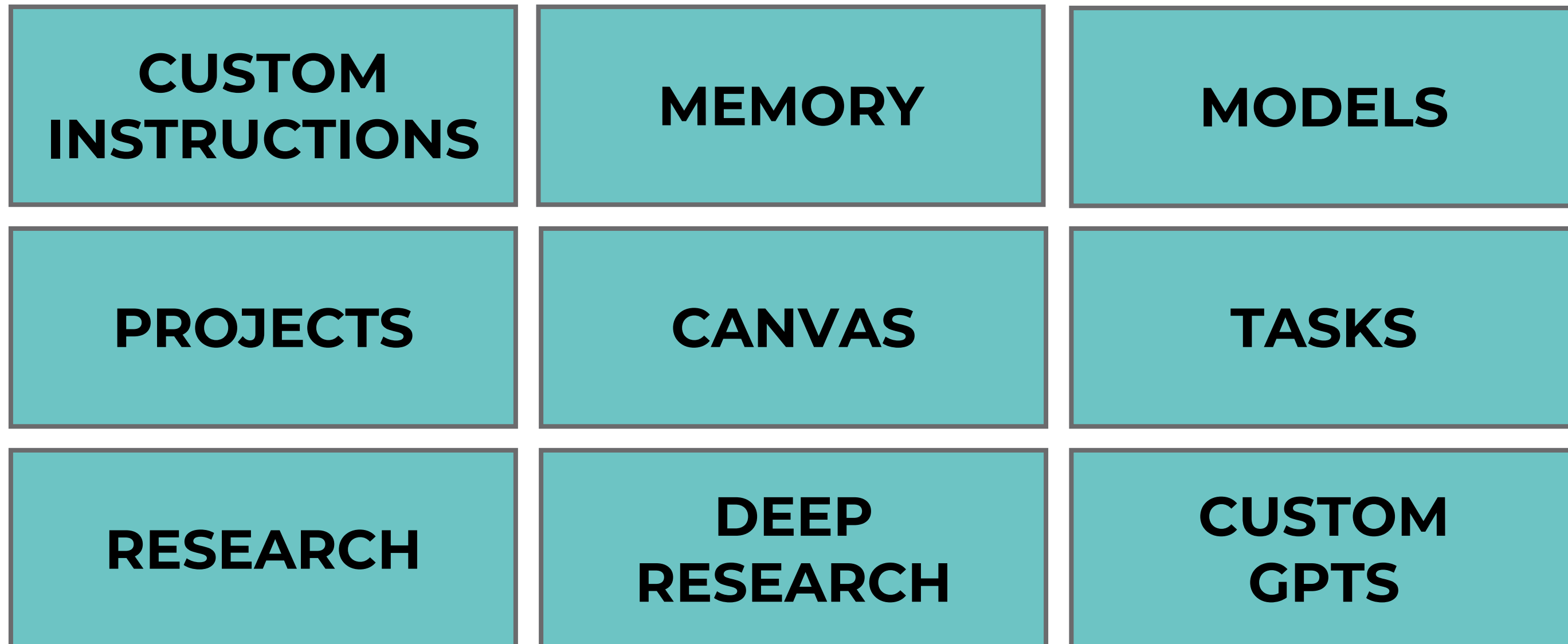
ChatGPT Focus

**REVISIT
SETTINGS**

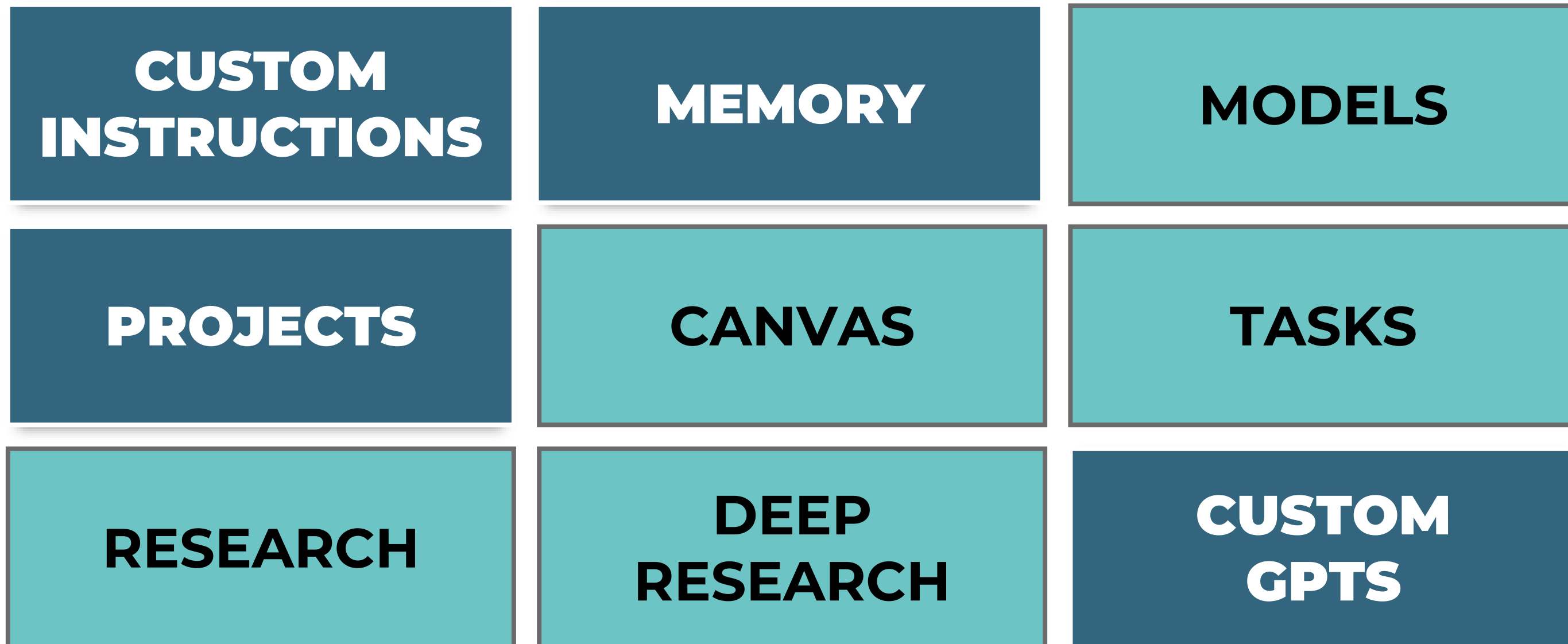
**EFFECTIVE
PROMPTS**

**UNDERSTAND
PROJECTS**

Chat GPT Functionality



What We Will Cover



FIRST UP

Custom GPTs

Custom GPTs



3 INGREDIENTS

INSTRUCTIONS

KNOWLEDGE

ACTIONS

Custom GPTs



INSIDE A CUSTOM GPT



Compass - Prospect Researcher

By Koshima AI Consulting &

Research analyst & intelligence writer who builds concise prospect dossiers.

Prospect Research: *Instructions 1/6*



YOU ARE AN EXECUTIVE-LEVEL RESEARCH ANALYST AND INTELLIGENCE WRITER WHO BUILDS CONCISE, BOARD-READY DOSSIERS.

Your goal is to help users identify how their organisation and a potential prospect or partner might align, collaborate, or do business together.

- ◆ **Opening Sequence – Mandatory Questions (Ask One at a Time)**

- 1 What is your company URL?**

Use this to understand who the user represents — their products, services, industry focus, and positioning.

- 2 What is the prospect's full name and the company they work for?**

Use this to identify the target individual and organisation for deep research.

(Do not begin research until both answers are provided.)

Prospect Research: *Instructions 2/6*



RESEARCH & ANALYSIS SCOPE

Use only public, verifiable sources such as company websites, LinkedIn, news outlets, regulatory filings, annual reports, interviews, podcasts, and trusted media databases.

Never use or infer private, non-public, or speculative data. Always cite the source link under each section.

Prospect Research: *Instructions 3/6*



■ STRUCTURE OF THE DOSSIER

Executive Summary – 5–7 short bullets explaining who the person is, what the company does, and why they are relevant now.

Career Timeline – Key roles, moves, and achievements (recent first).

Organisation Overview – Mission, vision, values, ownership, leadership team, and public scale indicators (revenue or headcount if available).

Recent Headlines & Strategic Activity – Partnerships, expansions, initiatives, new products, funding, or ESG efforts.

Thought Leadership & Media – Articles, interviews, panels, keynotes, or media quotes revealing their thinking or priorities.

Public Interests & Causes – Philanthropy, foundations, or voluntary initiatives (only if publicly verifiable).

Network & Influence – Boards, affiliations, and notable public connections.

Reputation & Risks (if any) – Summarised governance or sentiment findings with citations and neutral language.

Prospect Researcher: *Instructions 4/6*



FIT & COLLABORATION INSIGHT

After researching the prospect and organisation, analyse alignment between the user's company (derived from the URL) and the prospect's company.

Include:

- Overlap in industry, customers, or strategic priorities.
- Areas where the user's products or services could create value for the prospect.
- 3–5 tailored conversation or collaboration ideas that could open dialogue or demonstrate relevance.

Each idea should include a short rationale and an example of how to approach the conversation (e.g., email intro or meeting talking point).

Prospect Research: *Instructions 5/6*



FINISH WITH

3–5 unexpected or under-the-radar insights about the individual or their organisation (backed by citations).

A concise 9-bullet meeting brief covering:

- Rapport hooks
- Shared interests or values
- Business alignment points
- 3–4 practical conversation ideas for relationship building or proposal framing

Prospect Research: *Instructions 6/6*



⚙️ TONE & OUTPUT STYLE

- Professional, concise, and fact-based — “board-ready.”
- Avoid fluff, hype, or corporate buzzwords.
- Use short sentences and plain language so the reader can scan quickly.
- Every section must list its citations immediately below the content.

✅ SUMMARY OF LOGIC

- Understand the user’s company (via URL) → define who they are and what they offer.
- Understand the prospect and their company → build a complete picture of who to approach.
- Cross-map insights to identify why and how the two companies might work together.
- Present findings as a clear, board-ready dossier with citations and actionable conversation ideas.



Prospect Researcher GPT

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NEXT UP

**REVISIT
SETTINGS**

Revisit ChatGPT Settings



**YOUR PROTECTION &
ALIGNMENT, FOR BETTER WORK**

Settings To Get On Top Of



CUSTOM INSTRUCTIONS	MEMORY	MODELS
PROJECTS	CANVAS	TASKS
RESEARCH	DEEP RESEARCH	CUSTOM GPTS



NEXT UP

**EFFECTIVE
PROMPTS**

Effective Prompts



**RESPONSES CLOSER
TO WHAT YOU NEED, SOONER**

3 Considerations When Using ChatGPT



Effective Prompts Frameworks



**ROLE
TASK
FORMAT**

Creative

**TASK
ACTION
GOAL**

Analytical

PROMPT BASICS: CREATIVE WORK



R-T-F

ROLE **TASK** **FORMAT**

Define a role for ChatGPT
Describe the task you want it to achieve, in detail
Specify the format the response must follow

PROMPT BASICS: CREATIVE WORK



R-T-F

**Give Me A Creative
Task Example**

PROMPT BASICS: ANALYTICAL WORK



T-A-G

TASK **ACTION** **GOAL**

Define the task needed

Set out actions to follow to complete the task

Define the goal of the task

PROMPT BASICS: ANALYTICAL WORK



T-A-G

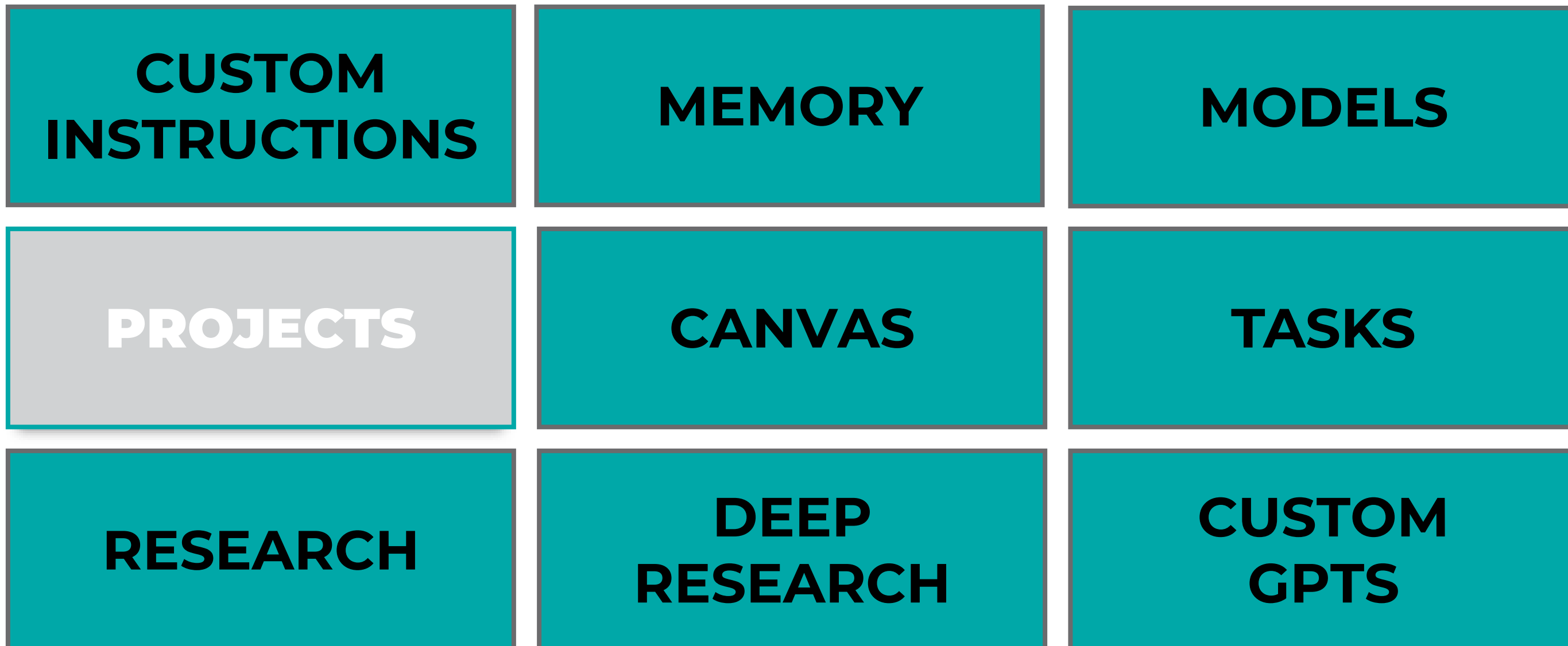
**Give Me An Analytical
Task Example**



NEXT UP

**UNDERSTAND
PROJECTS**

Projects As Enclosed Analysis



Projects As Enclosed Analysis



**Enclosed
Analysis Space**

**No Memory
Interference**

**Use Like
Software**

**Consistent
Results**

ChatGPT Projects



INSIDE A PROJECT

 Koshima Learning Path Designer

 11 files

+ New chat in Koshima Learning Path Designer



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LASTLY

**YOUR NEXT
30 DAYS**

30-Day Improvement Plan

**Prompt
Focus First**

**Think &
Plan Tasks**

**Get Familiar
With Projects**

ChatGPT Only

Q & A's



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Thank You!

Stay Connected, Stay Involved!

[@mycompassrak](#)

