ChatGPT for More Effective Work in Your Company

3 December 2026

9:00 Start
10:30 Break
10:45 Session resumes
12:15 Break
12:30 Session resumes
14:00 End

6 teaching hours

GZDBK meeting room
(2nd floor, Novi trg 11, Novo mesto)

Registration fee:
Micro, small and medium-sized enterprises: **free of charge**,
Large enterprises and public organisations: **€1,000** (VAT included).

Places are limited. **ONLINE REGISTRATION**

ChatGPT can do much more than answer questions. Discover how to turn it into a personal business assistant that supports your thinking, creativity and everyday work.

At this in-person workshop in Novo mesto, we will explore a wide range of its features — from the basics and effective prompting to advanced use, connecting with apps and working with agents.

You will discover how to use its capabilities to create content, work with information, documents and data, and organise tasks. You will learn to tailor ChatGPT to the way you work, combine its features into useful workflows and identify opportunities for automation.

The focus will be on knowledge that enables you to use artificial intelligence more independently and responsibly in your business environment. You are warmly invited to join us.

Topics:

- ChatGPT: from the basics to advanced features.
- Effective prompting and tailoring ChatGPT to your work.
- Creating content and working with documents and data.
- Projects, custom assistants and connected apps.
- Agents, automation and responsible AI use.

IMPORTANT:
– Please bring your own **laptop** to the workshop. To participate, you need an active

subscription to at least **ChatGPT Plus**; **ChatGPT Business** is recommended.

– Features depend on availability and permissions. Exercises use sample data.

Who should attend: Entrepreneurs, managers and employees who prepare texts, documents or reports as part of their work and would like to incorporate ChatGPT into their everyday business tasks.

Trainer: **Tanja Fric** holds a degree in economics, runs GoDigi and provides training on the practical use of ChatGPT and artificial intelligence. She combines business experience with practical examples from administration, communication and digital marketing.

Registration fee: The fee includes attendance, materials and certificates. Certificates are issued at the participant's request.

Registration: Registrations are accepted until all available places are filled — **places are limited**. The deadline for any **written cancellation** is **27 November 2026**. Otherwise, the full registration fee will be charged!

Payment: Participation is free of charge for micro, small and medium-sized enterprises. The registration fee for large enterprises and public organisations is €1,000 (VAT included).

Please pay the registration fee in advance to the GZDBK business account at NLB, d. d., Ljubljana, account number SI56 0297 0025 6614 247, payment reference 20261203 + your company's registration number.
GZDBK registration number: 2295032. GZDBK VAT ID: SI68152990.
Please present proof of payment no later than your arrival at the event.

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Full value of the service: €1,000 per participant

The service was provided under the SRC-EDIH project, co-financed by the European Union (agreement no. 101255470) and the Ministry of the Interior and Public Administration (agreement no. C3150-26-067901). The service received is co-financed at up to 50% of the full price as State aid in accordance with Article 31 of Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty (OJ L 187, 26 June 2014, pp. 1–78), as last amended by Commission Regulation (EU) 2023/1315 of 23 June 2023 amending Regulation (EU) No 651/2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty and Regulation (EU) 2022/2473 declaring certain categories of aid to undertakings active in the production, processing and marketing of fishery and aquaculture products compatible with the internal market in application of Articles 107 and 108 of the Treaty (OJ L 167, 30 June 2023, pp. 1–90) (General Block Exemption Regulation). The aid is granted under the MDP Programme of Measures to Promote Entrepreneurship for the period 2022–2030, aid for SMEs.

The event is held as part of the SRC-EDIH 2.0 project.

PROJEKT SRC-EDIH 2.0 DEL MREŽE EDIH European Digital Innovation Hubs Network SOFINANCIRANJE Sofinancira Evropska unija REPUBLIKA SLOVENIJA MINISTRSTVO ZA NOTRANJE ZADEVE IN JAVNO UPRAVO