

Mutual Mentoring Circle – AI-Powered Productivity: Deep Dive Follow-Up

Presented by Djamel Kadi

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Intro: Who is Djamel Kadi?

Djamel Kadi is a technology leader with over 15 years of experience in building intelligent digital systems for global consulting firms (EY, KPMG, Deloitte) and startups alike. He is the CTO of the Red Shoe Movement and a recent MIT Professional Education graduate focused on AI, leadership, and innovation. His mission is to democratize the power of AI by helping professionals use it in practical, grounded ways.

This workshop was designed to give participants a hands-on toolkit: not theoretical AI, but how to actually use it in daily work.

BEFORE WE DIVE IN – Data Anonymization Before Uploading to ChatGPT

Goal:

Ensure privacy and data protection when using AI tools for document analysis and processing. Anonymizing data before using AI tools like ChatGPT is an act of conscious, ethical leadership. It's not just about protecting privacy—it's about setting a standard of integrity in how we handle the stories, challenges, and information others entrust us with. When we take the time to remove names, brands, or identifiable details before processing, we demonstrate respect for confidentiality, build trust with colleagues and clients, and reinforce that technology should always serve people—never expose them. By leading with care and responsibility, we show that innovation and ethics can go hand in hand.

Why Anonymize?

Uploading sensitive information (such as client names, employee data, or confidential project details) to AI tools, even those with high privacy standards, may still present risks. Anonymization removes identifiable information before processing, ensuring compliance with internal policies and privacy best practices.

 **How-To Steps for Anonymization:**

1. Export the Original Document

- Convert PDF files to Word or editable formats using Smallpdf.com or Adobe Acrobat.

2. Search & Replace Confidential Data

- Open the document in Word.
- Use **Find & Replace** (Ctrl + H or Cmd + H) to replace:
 - Company names (e.g., "Acme Corp") with placeholders like `[[COMPANY_NAME]]`
 - Employee names with `[[EMPLOYEE_X]]`
 - Project titles or internal codes with `[[PROJECT_Y]]`

Example:

Replace "Naco Industries" with "Company TT"

- Optionally, use a unique tag (e.g., `[[##NAME1##]]`) to ease de-anonymization later.

3. Remove Logos & Visual Identifiers

- Delete company logos, personal photos, and watermarks from headers or footers.

4. Save Anonymized Version

- Name the file clearly (e.g., `AnnualReport_Anonymized.docx`).
- Use this version for uploading to ChatGPT.

How-To Steps for De-Anonymization:

Once you receive the AI-enhanced output:

1. Keep a Mapping Table

- In a separate note or spreadsheet, store a table:

Placeholder	Real Value
[[COMPANY_NAME]]	Naco Industries
[[EMPLOYEE_1]]	Jane Smith
[[PROJECT_X]]	Apollo Redesign

2. Revert the Placeholders

- Use **Find & Replace** again:
 - Replace [[COMPANY_NAME]] with the real name.
 - Replace [[EMPLOYEE_1]] with actual names.

3. Restore Logos and Visuals

- Add the company logo and branded design elements back to the document.

Takeaways:

- Protects sensitive data during AI interactions.
 - Keeps your AI workflows compliant with GDPR or internal data policies.
 - Makes re-use and publication safe and seamless.
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EXERCISE 1 – Extracting Actionable Insights from a Meeting

Goal:

Turn meetings into structured lists of decisions, challenges, and tasks that can be tracked and followed up.

Tools Used:

- **Phone Voice Recorder** or Zoom/Meet recording
- **Turboscribe.ai** (for transcription)
- **ChatGPT** (Plus plan preferred)
- Optional: **Audacity** or **Media.io** (to convert video to audio)



How-To Steps:

1. Record Your Meeting

- Use your phone's built-in audio recorder app.
- If you're using Zoom or Google Meet:
 - Enable recording in settings.
 - After the meeting, download the recording (usually in .MP4 format).

2. Convert Video to Audio (if needed)

If your recording is in video format:

- Go to <https://www.media.io/video-to-audio.html>
- Upload your MP4.
- Choose MP3 as the output.
- Download the resulting audio.

3. Transcribe with Turboscribe.ai

- Go to <https://www.turboscribe.ai>
- Upload your audio file.
- Choose language and speaker count.
- Use "Accurate" mode for better results.
- Export as Word or plain text.

4. Analyze the Transcript with ChatGPT

Upload your .docx or paste text in a ChatGPT Plus chat. Then prompt:

"List the client questions, the challenges discussed, the decisions made, the tasks assigned, and the outline of the project."

Optional:

- Ask: "Export this as a CSV formatted for import in Jira/Asana."
- Ask: "Split the tasks by team roles (PM, designer, dev, QA)."

5. Compare Follow-Ups

In your next meeting:

- Transcribe again.
- Ask: "Compare this transcript with our last meeting. What changed? What was delivered? What was not?"

Takeaways:

- No more guessing what was agreed upon.
 - Actionable items are clear and trackable.
 - You can create a dynamic history of meetings.
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EXERCISE 2 – Rebuilding Documents with New Data

Goal:

Reuse the structure of existing documents (e.g., Annual Reports, Executive Summaries) to generate new versions with updated data.

Tools Used:

- Word / PDF reports
- Excel spreadsheets
- ChatGPT



How-To Steps:

1. Prepare Your Source Document

- Use last year's report as a template.
- If it's a PDF, convert to Word:
 - Use Adobe Acrobat or [Smallpdf.com/pdf-to-word](https://smallpdf.com/pdf-to-word)

2. Anonymize for Privacy

- Replace real names with placeholders (e.g., "Company TT").
- Use Word's Find/Replace feature.
- Remove logos or confidential branding.

3. Upload to ChatGPT and Prompt

Start with:

"Analyze this document. What is the structure? Summarize the sections."

Then:

- Upload your Excel with updated numbers.
- Ask:

"Replace section 2 (Financial Overview) with this Excel file's data. Give me a conclusion in the same tone."

You can also:

- Request new sections:

"Add a new section after Business Highlights titled '2026 Market Predictions'"

- Ask for visual recommendations:

"What charts best represent this table?"

4. Export and Beautify

- Export output from ChatGPT.
- Copy/paste into your styled PowerPoint or Word template.



Takeaways:

- Saves 60-80% of report writing time.

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- Lets you scale your work across multiple clients or departments.
 - You control the tone and structure.
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EXERCISE 3 – Let Philosophy Guide Your AI Prompts

Goal:

Ask AI to answer deep strategic or ethical questions strictly based on a book or leader's philosophy.

Tools Used:

- PDF or DOC of a book (e.g., *Shaping the Future of the Fourth Industrial Revolution*)
- ChatGPT Plus

How-To Steps:

1. Upload the Book

- Use a PDF or DOC format.
- Prompt:

"Read this document and do not answer based on general knowledge. Use only the insights from this text."

2. Ask Deep Questions

- Example:

"How can I ensure my ML model avoids financial discrimination, based on this book?"

3. Generate Action Plans

Prompt:

"Give 5 actionable items I can implement with my team (HR, dev, sales, finance) to address this."

4. Design a Workshop

Prompt:

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"Design a workshop to implement item 1 with a cross-functional team. Include goals, activities, roles."

5. Get Visual

Prompt:

"Generate a Miro-ready layout for this workshop."

Takeaways:

- Apply ethics or leadership from admired figures.
- Bring inspiration into your strategy.
- Document and scale your reflections across teams.

Final Thoughts

This isn't just about using AI. It's about designing a **system** that leverages your insights, augments your memory, and amplifies your leadership.

The more context you give, the more powerful your results.