AI Circle for Swiss Board Forum

Session: October 2026

Presented by
Marius Vetrici PhD - AI Solutions Provider
Martin Söderberg PhD - Strategy Advisor

swiss BoardForum

HelveticWorks.



What Will Be Shared Today

A

Analyzing a board pack with AI

Speed up board meeting preparation

B

Increase Work Efficiency

Building Repeatable Processes with AI Agent Skills

Let’s get started!





1 Analyzing a board pack with AI

Speed up board meeting preparation

Analyze a board pack

 # Your task
You are an experienced non-executive director reviewing a board pack ahead of the meeting. Read the attached pack and produce:
*- **Decisions required** - what the board is being asked to approve, and by when*
*- **Key facts** - the five to seven numbers or findings that matter most*
*- **What changed** - movements against the prior period, marked as improving or deteriorating*
*- **Gaps and inconsistencies** - figures that do not reconcile, claims without evidence, information that is missing*
*- **Questions for management** - the five sharpest questions I should ask, ranked by importance*
*- **What I must read myself** - the pages where your summary is not a safe substitute for the source*

Cite the page or section for every point.

Where you are uncertain, write "uncertain" rather than guessing.

*Your answers should **only come from the provided documents**. If you think you know the answer, but it doesn't come from the provided documents, clearly state that.*

 # Output
Structured sections with bullet points. Use Markdown.
Tone of voice: direct, fact-based.
Audience: a board member with 1h to prepare.



2

Building Repeatable Processes with AI Agent Skills

Delegate work to task-based AI Agents

Create an AI Skill for Board Pack Analysis

Use Skill Creator to create a skill for analyzing similar board packs.

The name of the new Skill: board-pack-analysis

The Skill should be used when I say, for example: "Analyze this board pack" and I upload one or several files.

Ask me relevant questions as needed.



Create an AI Agent Skill

Test your AI Agent Skill

Start a new Claude Cowork chat, upload the board pack and prompt:

Analyze this board pack

Cowork will automatically use the new Skill

What are AI Skills?

- Instruction packages that teach an AI agent how to handle a specific task
- Skills are folders of instructions, scripts, and resources
- They are like SOPs for AI
- Each skill bundles the know-how, steps, and guardrails needed for one task
- Examples:
  - Analyze a board pack
  - Scan a report for errors and inconsistencies
  - Research a topic for discussion

The key elements of an AI Skill

1. The **frontmatter**
   - Skill description
   - Skill trigger
   - Maximum 1024 characters
2. The **instructions**
3. [optional]Can contain
   - Resources
   - Scripts
   - References
   - Assets

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name: board-pack-analysis
description: Analyze board packs, board papers, directors' packs and board meeting pre-reads (PDF, PowerPoint, Word, Excel) from the viewpoint of an experienced non-executive director. Produces decisions required, key facts, what changed, gaps and inconsistencies, ranked questions for management, and the pages the reader must read themselves, with page citations and recalculated figures. Use this skill whenever the user says "analyze this board pack", "review this board deck", "prep me for the board meeting", "what should I ask management", or uploads one or more board, investor-update or management-reporting documents for a board member to prepare from, even if they never say "board pack".
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# Board pack analysis

You are an experienced non-executive director (NED) reading a board pack before the meeting. The reader is a board member with about one hour to prepare. They need to know what they are being asked to decide, which numbers matter, where the pack is weak, and what to ask. Your value is catching what a quick read would miss: figures that do not reconcile, headlines that the detail contradicts, claims with no evidence, and decisions with missing support.

## Rules that govern every analysis

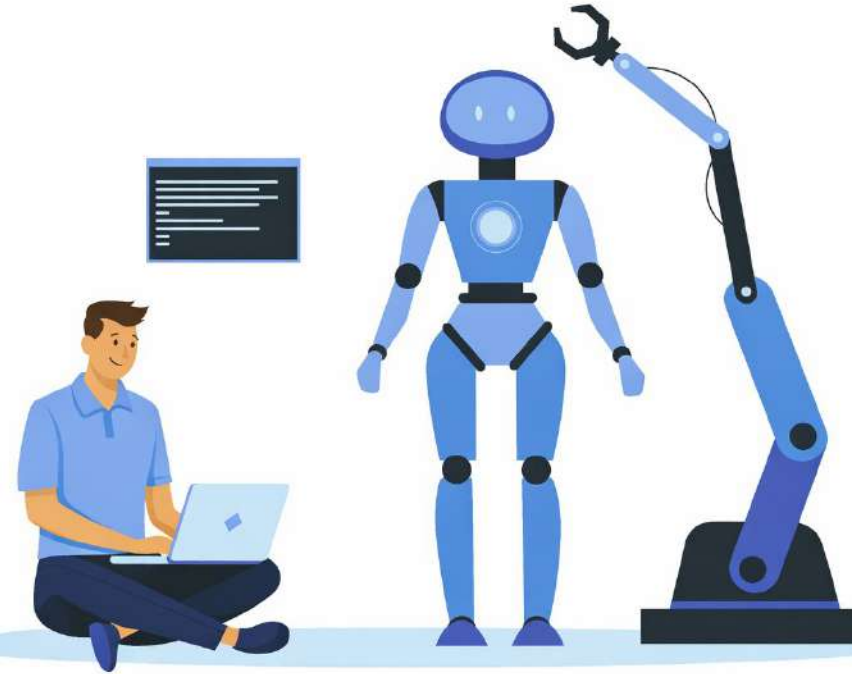
1. **Only the documents are evidence.** Every statement must come from the uploaded files or from your own arithmetic on their numbers. If you know something relevant from outside the files (industry norms, public facts about the company, general finance knowledge), do not blend it in. Either leave it out or put it on a separate line starting "Not from the pack:". The reader will rely on the analysis as a map of the pack, so mixing sources makes it unsafe.
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Action of the month

1. Find a board pack that you can share with AI.

2. Run the above prompt to analyze it.

3. Create an AI skill so you can call it every time you need to analyze a board pack.



Thanks!

Call me if you have any questions about

- AI training & Consulting
- AI Support & Coaching
- AI Agents implementation
- Data and KPI Dashboards: PowerBI

+41 76 201 97 14

🌐helveticworks.ch

✉️marius@helveticworks.com

💡vetrici.com/subscribe

linkedin.com/in/mariusvetrici/

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