



**ESCI**



**ENGINEERING STAFF COLLEGE OF INDIA**

Gachibowli, Hyderabad-500032, Telangana State.

**CONTINUING PROFESSIONAL DEVELOPMENT PROGRAMME ON**

**AI-Enabled Office Administration: Professional  
Development Program for Executive Secretaries,  
Personal Assistants & Administrative Staff**

**DATE**

**12-14 May 2026**

**VENUE**

**Ooty**



## **INTRODUCTION:**

In today's fast-evolving digital workplace, executive secretaries, personal assistants, and administrative professionals play a crucial role in ensuring efficient office operations, effective communication, and seamless coordination. The integration of digital tools and Artificial Intelligence (AI) in office administration is transforming traditional administrative functions into strategic support roles that enhance productivity, decision-making, and organizational effectiveness. This Professional Development Program on Digital & AI-Enabled Office Administration is designed to equip administrative professionals with modern digital competencies, AI-assisted productivity tools, smart communication practices, and advanced office management techniques to perform their roles more efficiently in the contemporary technology-driven workplace.

## **CONTENT COVERAGE:**

- Evolution of Modern Office Administration in the Digital Era
- Role Transformation of Executive Secretaries and Personal Assistants in AI-Driven Organizations
- Digital Office Tools: Advanced Use of Word Processing, Spreadsheets, and Presentations
- Cloud-Based Collaboration Platforms (Google Workspace, Microsoft 365)
- AI Tools for Office Productivity (ChatGPT, AI Assistants, Smart Scheduling Tools)
- Digital Document Management and e-File Systems
- AI Tools ( Google GEMINI, Perplexity, Microsoft Co-pilot, Claude, Invideo, SARVAM AI & Other AI Tools
- Professional Business Communication: Email Etiquette, Digital Correspondence, and Report Drafting and Proposal Writing
- Calendar Management, Meeting Coordination, and Virtual Meeting Platforms
- Data Management, Basic Analytics, and Dashboard Preparation for Executives
- Cybersecurity Awareness and Safe Digital Practices in Office Administration
- Smart Time Management & Task Automation

**TARGET GROUP:** Officials from Central & State Government Departments, Academic Institutions, Autonomous Organizations, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, NBFCs, Corporations, Labor Unions/Associations.

Non-Residential Fee	Rs.40,000 +18%	Rs.35,000 +18% GST Each for a batch of Fifteen
Twin Occupancy Fee	Rs.48,000 +18% GST	Rs. 45,000 +18% GST (For a batch of Fifteen)
Programme Fee: (Residential). Special Feature: Spouse stay and meals are complimentary.	Rs.65,000 +18% GST (Spouse Complimentary)	Rs. 60,000+18% GST Each, For batch Size of Fifteen

#### GENERAL INFORMATION :

- Hotel Check in Date & Time : 11 May 2026 from 12.00 pm afternoon
- Hotel Check out Date & Time : 14 May 2026 before 12.00 pm afternoon
- Programme starts on 12 May 2026 from 9.00 Hrs morning onwards
- Programme ends on 14 May 2026 by 1.00 pm Afternoon

**To Register, please send nominations with Name, Email ID and Contact No of participants to mail Id:** [fdpdiv@escihyd.org](mailto:fdpdiv@escihyd.org)

**CERTIFICATE:** A certificate of participation will be awarded to each participant on conclusion of the programme

#### ESCI ACCOUNT DETAILS :

Beneficiary Name: IE(I)-Engineering Staff College of India

A/c No: 10007111201 with SBI Bank, Raj Bhavan Road Branch

RTG'S/ NIFT/ IFSC/Code No: SBIN 0004159

#### PROGRAMME DIRECTOR:

**Er.Sai Kishore.P**, MIE, M.Tech(EPS), MBA, (Ph.D)

Head(FDP Cell) & Programme Director.

Nodal Officer-DST Programs

Engineering Staff College of India

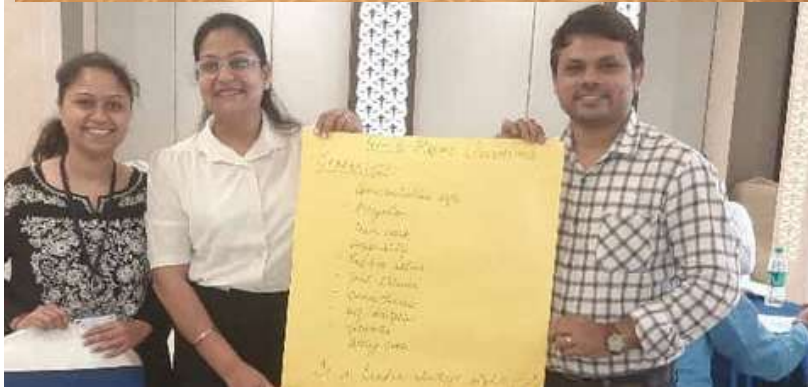
Gachibowli, Hyderabad-500 032

Mobile: 9912523285 Ph: 040-6630 4113

Email: [fdpdiv@escihyd.org](mailto:fdpdiv@escihyd.org)

For more information please write to us on [fdpdiv@escihyd.org](mailto:fdpdiv@escihyd.org)

# Glimpses of our recent programme at Shillong, Udaipur, Shimla, Manali, Ooty, Coorg, Portblair, & Mizoram



For more information please write to us on [fdpdiv@escihyd.org](mailto:fdpdiv@escihyd.org)