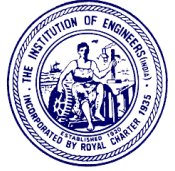




Engineering Staff College of India

Autonomous Organ of The Institution of Engineers (India)
Old Bombay Road, Gachi Bowli, Hyderabad – 500 032. Telangana, India



INFORMATION TECHNOLOGY DIVISION

PROFESSIONAL DEVELOPMENT PROGRAMME

Mastering ChatGPT & Copilot for Enhance Work Efficiency

(Offline/Online)

22 – 24 June 2026

Introduction

Artificial Intelligence (AI) tools such as ChatGPT and Microsoft Copilot are transforming the way professionals work by seamlessly integrating with MS Office applications to enhance productivity and efficiency. From drafting documents in Word, analyzing complex datasets in Excel, designing impactful presentations in PowerPoint, to managing emails and meetings in Outlook and Teams, AI empowers users to automate repetitive tasks, generate insights, and improve communication. By leveraging these AI-driven capabilities, organizations and individuals can save time, reduce manual effort, and focus on strategic, value-driven activities—ultimately redefining the modern workplace.

Objective

- To enhance skills on AI Applications like ChatGPT & Microsoft Copilot
- Effective Utilization of Ms Office Applications with AI Integration to improve work efficiently
- In-depth Hands-on Practical training on MS Office & AI Tools
- Casestudy based learning using sample data sheets

Course Content

Introduction to AI Tools for Productivity

- About Generative AI
- Overview of ChatGPT & Microsoft Copilot
- Key benefits in workplace productivity
- ChatGPT vs Copilot vs Traditional MS Office
- Use case scenarios across industries

ChatGPT for Professional Tasks

- Prompt engineering basics
- Summarizing, rewriting, brainstorming ideas
- Generating reports, emails, presentations
- Creating email drafts & meeting notes

Microsoft 365 Copilot – Overview

- What is Microsoft Copilot?
- Integration Copilot with MS Office Suite
- Licensing & availability
- How Copilot works across applications

Copilot in MS Word

- Drafting documents with AI
- Rewriting, summarizing, formatting
- Automating reports, proposals & policies
- Create a project report with Copilot

Copilot in MS Excel

- AI-driven data analysis & insights
- Creating charts, pivot tables, dashboards using Copilot
- Automating formulas & error handling
- Hands-on: Build a sales analysis dashboard

Copilot in MS PowerPoint

- Creating slide decks from text or documents
- Designing layouts & applying themes
- Adding speaker notes, summary Points

Copilot in MS Outlook

- Drafting professional emails with AI
- Scheduling, meeting summarization, action item tracking
- Managing inbox efficiently with Copilot
- Hands-on: Write and refine business emails

ChatGPT Advanced Applications

- Using ChatGPT for research & data analysis
- Content creation (blogs, training material, reports)
- Automating repetitive tasks with ChatGPT + Office

Combining ChatGPT & Copilot

- When to use ChatGPT vs Copilot
- Integrating outputs between tools
- Real-world workflows (marketing, HR, finance, education)
- Hands-on: End-to-end use case

Governance, Security & Responsible AI Use

- Data privacy considerations with AI tools
- Ethical use of AI in workplace
- Copilot data handling within Microsoft 365
- Building AI governance guidelines for organizations

Group project

Methodology

Methodology of the programme includes class room sessions with Lecture / Discussion with Hands- on Practical, with tools, audio visual aid, bench marked video shows, Chalk & Talk sessions, group discussions, case studies, debates, sharing of experiences etc. All the sessions will be interactive demanding active participation from all the members.

Target Participants

- Officers working in Admin or Accountants Department, Programmers, Managers, professionals and anyone who is concerned about the MS Office Applications
- Officer's and Engineers working in government, Banks, defense, public, private and financial sector organizations.

Benefits to the participants

- After completing this course, the participant will be able to learn AI tools Integration MS Office Application for enhancing work Productivity
- Participants can learn Advanced options of MS Office Applications to complete thiar office work effectively.

Programme Dates & Timings

Venue: Engineering Staff College of India, Hyderabad

Dates: 22 – 24 June 2026

Session timings will be from 10:00 – 17:00 hrs with 01 Hour Lunch break & 15 Minutes Tea break.

Course Director

Mr. Syed Azgar , MBA(IT), RHCE, MCSA

Sr Faculty & Head IT,

Information Technology Division,

Engineering Staff College of India, Hyderabad.

Course Fee

₹ **18,000/- (Residential Fee)** per participant. Fee includes Single / Double AC accommodation as per the availability, course material, course kit, Breakfast. Lunch, Dinner, Tea / Coffee and Snacks during the actual days of the training program.

₹ **11,000/- (Online)** per Participant. Fee includes, 24 Hours Live Interactive Sessions, Experts Online Support and Reading Material Softcopy.

GST @18% is to be paid extra and above the training fee as training. **PAN Card No.** AAATT3439Q. **GST No:** 36AAATT3439Q1ZV, **HS No.:** 999293 (under commercial training or coaching services – clause 65(105) (ZC) of Finance act – 1994).

Programme fee is to be paid in in favour of **“THE INSTITUTION OF ENGINEERS (INDIA) – ENGINEERING STAFF COLLEGE OF INDIA”** by **Electronic Fund Transfer (EFT)** to ESCI – **Axis Bank A/c No. 912010049234564** with The Axis Bank Ltd, Old Mumbai Hwy, Cyberhills Colony, P Janardhan Reddy Nagar, GachiBowli Hyderabad-500032 by NEFT/ RTGS/ IFSC Code No. UTIB 0000733 – MICR No.500211020. **While using EFT method of payment, please ensure to communicate us your company name, our invoice reference and programme title.**

Registration

To register manually please send your nominations giving details of name, designation, contact address, email address, mobile no, telephone and fax number of the participant along with the details of mode of payment of fee, addressed to : it@escihyd.org

A Certificate of participation will be awarded to each participant on conclusion of the programme.

Information Technology Division, Engineering Staff College of India

Gachi Bowli, Hyderabad – Telangana 500 032

Phone: 040 – 66304100 (EPABX) 66304123/24/25 (Direct), 8886661060 Fax: 040 – 66304103

Email: it@escihyd.org, web portal: www.escihyd.org