



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 & Technical Staff

DATE

16-18 September 2026

VENUE

New Delhi



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

TRAINING FEES:

Fee per participant on Single Occupancy	Rs.48,000 +18% GST	Rs. 42,000+18% GST Each, for batch of 10
Twin Occupancy Fee per Participant	Rs.40,000 +18% GST	Rs. 35,000 +18% GST Each(For a batch of 10)
Non-Residential Fee per Participant	Rs.25,000 +18% GST	Rs.20,000+18% GST Each for a batch of 20.

Note: 1. For Accompanying Spouse Room will be complimentary but Food Charges are applicable as per Hotel Rates.

2. For Participants Hotel Package starts from Dinner on 15th Sept 2026 till lunch on 18th Sept 2026

TIMINGS: 09.45 Hrs 17.15 Hrs. **LUNCH BREAK:** 13.00 TO 14.00 HRS

GENERAL INFORMATION :

- Hotel Check in Date & Time : 15 Sept 2026 from 12.00 pm afternoon
- Hotel Check out Date & Time : 18 Sept 2026 before 12.00 pm afternoon
- Programme starts on 16 Sept 2026 from 9.45 Hrs morning onwards
- Programme ends on 18 Sept 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

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

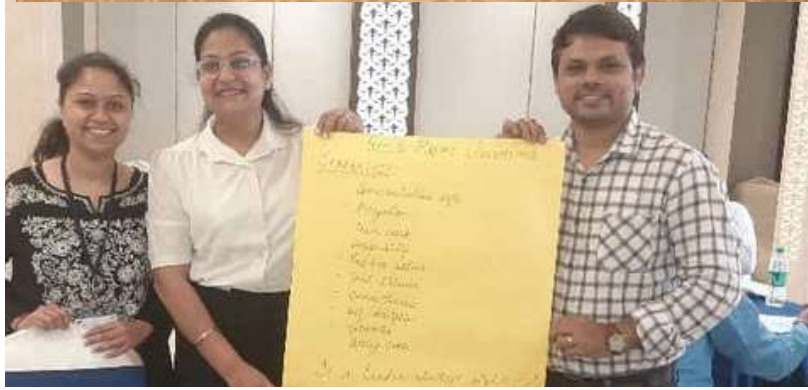
Engineering Staff College of India

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Email: 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