



ESCI

Engineering Staff College of India

Autonomous Organ of The Institution of Engineers (India)

An ISO 9001:2015 Certified, AICTE & CEA Recognized Institution

PROFESSIONAL DEVELOPMENT PROGRAMME



Generative AI for Managers & Team Leaders

(Emerging AI Tools for Enhancing Workplace Productivity, Digital Efficiency)



28 – 30 OCT 2026



Shillong, Meghalaya



KEY HIGHLIGHTS

- ✓ Hands-On with ChatGPT & Emerging AI Tools
- ✓ Practical Use Cases for Managers
- ✓ AI for Communication, Reports & Presentations
- ✓ AI for Decision-Making & Problem Solving
- ✓ Strategies for Digital Efficiency
- ✓ Responsible & Ethical AI Use
- ✓ Tools for Everyday Work

Tools Covered



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Centre for Promotion of Professional Excellence

Introduction

Generative AI for Managers and Team Leaders is designed to help leaders understand, adopt, and leverage the power of AI to drive productivity, innovation, and smarter decision-making within their teams. As AI rapidly transforms how organizations operate, managers and leaders must not only grasp the fundamentals of generative AI but also learn how to integrate it responsibly into workflows, communication, and strategic planning. This program equips leaders with practical skills to enhance collaboration, streamline routine tasks, foster creativity, and guide their teams confidently in the AI-driven workplace of the future

Objective

- To Understand Generative AI Fundamentals
- Enhance Productivity and Decision-Making
- Drive Innovation and Team Collaboration
- Adopt Responsible and Strategic AI Practices

Course Content

Introduction to Generative AI for Leaders

- About Generative AI
- Evolution of AI

Core Capabilities & Tools

- Key tools (ChatGPT, Copilot, Bard, Claude),
- Business use cases across industries
- Drafting reports, presentations, emails with AI

Productivity Enhancement for Managers

- Automating repetitive managerial tasks
- AI in project management (planning, scheduling, risk tracking)
- Drafting SOPs, meeting notes,
- AI-assisted daily planner creation

Ethical, Responsible, and Safe AI Use

- AI ethics: fairness, transparency, bias
- Responsible use of AI in workplace communications
- Company policies & compliance considerations
- Case study

Enhancing Decision-Making with AI

- AI for data-driven insights & scenario planning
- Market trend analysis using GenAI
- Risk management with predictive AI
- Using AI to generate decision matrices

Communication & Collaboration with AI

- AI for stakeholder communication
- Improving presentations, reports, and messaging
- Enhancing cross-functional collaboration with AI
- AI-powered slide deck creation for a business case

Innovation & Problem-Solving with AI

- AI as a brainstorming partner
- Idea generation for new products & services
- Creative solutions to business challenges

AI for People Management

- Using AI in recruitment & performance tracking
- Enhancing employee engagement through AI

AI Strategy for Managers

- Integrating AI into team workflows
- Aligning AI adoption with business goals
- Measuring ROI of AI initiatives
- Building an AI adoption roadmap

Managing Change & Driving Adoption

- Overcoming resistance to AI adoption
- Building AI literacy in teams
- Manager's role in change management

Future of Work with Generative AI

Capstone 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

- Managers / Team Leaders / Project Heads / Professional working in government, Public, Private Banks and financial Sector organizations.
- Scientist's, Officer's and Engineers working in Defence, DGQA, DRDO & Research organizations.
- Any officials / Senior Executive interested in Gen AI

Course Director

Mr. Syed Azgar, MBA(IT), RHCE, MCSA,
Sr Faculty & Head IT,
Information Technology Division.

Course Fee

Fee per participant on Single Occupancy Rs.48,000 + 18% GST	Rs. 43,000 + 18% GST Each, For batch of Five & above
Fee per participant on Twin Sharing Occupancy Rs.42,000 + 18% GST	Rs. 38,000+18% GST Each, For batch of Five & above
Non-Residential Fee per Participant Rs.35,000 + 18% GST	Rs. 30,000 + 18% GST Each, For batch of Five & above

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) (ZCC) 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.

Glimpses of our Recent Programmes

