ENGINEERING STAFF COLLEGE OF INDIA

Gachibowli, Hyderabad-500032, Telangana State.

ESCI

GOLDEN PEACOCK AWARD WINNER

CONTINUING PROFESSIONAL DEVELOPMENT PROGRAMME ON

Smart Office Management *through* Artificial Intelligence (AI)

Tools: Enhancing Productivity & Efficiency at Workplace

Empowering Offices with AI Tools for Higher Productivity



DATE

18 - 20 January 2027

VENUE

Darjeeling



Empowering Offices with AI Tools for Higher Productivity

PROGRAMME OBJECTIVES:

- ***Participants will be able to:***
- *Learn how to use AI tools for daily office work.*
- *Improve productivity through automation and smart assistants.*
- *Enhance communication and teamwork using digital tools.*
- *Use AI for better and faster decision-making in offices.*

CONTENT COVERAGE:

- *Introduction to Smart Office Management in the Digital Era*
- *Basics of Artificial Intelligence for Office Professionals*
- *AI Tools for Office Productivity*
- *AI for Time Management and Task Automation*
- *AI for Professional Communication and Email Management*
- *AI Tools for Preparing Reports, Documents, and Presentations*
- *AI for Data Management and Document Organization*
- *AI Tools for Meetings, Minutes, and Collaboration*
- *AI for Decision Making and Office Analytics*
- *AI for Workflow Management and Digital Offices*
- *Ethical, Secure, and Responsible Use of AI in Offices*
- *Future of Smart Offices and AI Adoption in the Workplace*

METHODOLOGY:

- *Expert lectures, Demonstrations of AI tools*
- *Hands-on exercises*
- *Case studies*
- *Group discussions*
- *Practical office simulations*

EXPECTED LEARNING OUTCOMES

Participants will be able to:

- *Understand the role of AI in modern office management*
- *Use AI tools for communication, documentation, and presentations*
- *Automate routine administrative tasks*
- *Improve productivity, time management, and collaboration*
- *Apply AI responsibly and securely in workplace operations*

For more information please write to us on fdpdiv@escihyd.org

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.

Fee per participant on Single Occupancy	Rs.65,000 +18% GST	Rs. 60,000+18% GST Each, For batch Size of Fifteen
Twin Occupancy Fee per Participant	Rs.48,000 +18% GST	Rs. 45,000 +18% GST (For a batch of Fifteen)
Non-Residential Fee per Participant	Rs.40,000 +18% GST	Rs.35,000 +18% GST (Each for a batch of Fifteen)

Note: For Accompanying Spouse Room will be complimentary but food charges are applicable as per Hotel Rates

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

GENERAL INFORMATION :

- Hotel Check in Date & Time: 17th January 2027 from 12.00 pm afternoon
- Hotel Check out Date & Time: 20 January 2027 before 12.00 pm afternoon
- Programme starts on 18 January 2027 from 9.45 Hrs morning onwards
- Programme ends on 20 January 2027 by 12.00 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:

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















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