



NATIONAL PRODUCTIVITY COUNCIL

Ministry of Commerce & Industry, Government of India

TRAINING PROGRAMME ON

AI FOR EFFICIENCY: TRANSFORMING OFFICE PRODUCTIVITY IN THE DIGITAL AGE

*Mastering Next-Gen AI Tools, Prompt Engineering, Workflows & Governance for Public Sector
Excellence*

PROGRAMME CODE:	T2627IEG01
DATES:	23 rd – 27 th November 2026 (5 Days)
VENUE / LOCATION:	Goa, India
TARGET AUDIENCE:	Officers & Executives from Central/State Govts, PSUs & Autonomous Bodies

RESIDENTIAL FEE ₹75,000/- + GST	NON-RESIDENTIAL FEE ₹60,000/- + GST
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1. ABOUT NATIONAL PRODUCTIVITY COUNCIL (NPC)

National Productivity Council (NPC) is an autonomous organization under the Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry, Government of India. NPC is committed to providing quality productivity-oriented services to drive sector-wide efficiency, innovation, and technological adaptation.

With a multidisciplinary resource base of professionals spanning Industrial Engineering, IT, HRD, Financial Management, and Public Policy, NPC extends capacity building, consultancy, and project monitoring services across India through its Headquarters in New Delhi and 12 Regional Directorates.

2. PROGRAMME CONTEXT & NEED

In modern governance and corporate environments, officers face unprecedented workloads—from processing voluminous files, analyzing large data streams, drafting precision communications, to addressing time-sensitive regulatory and RTI queries. Artificial Intelligence (AI) and Generative AI offer transformative opportunities to enhance productivity, accuracy, and operational agility.

This 5-day residential executive development programme at Goa equips participants with practical, hands-on exposure to cutting-edge AI tools, prompt engineering techniques, office suite integration, and workflow automation, while adhering to robust data privacy, cybersecurity, and ethical governance standards.

3. LEARNING OBJECTIVES

- **Understanding AI:** Master core principles of Artificial Intelligence, Generative AI, and Large Language Models (LLMs).
- **Tool Mastery:** Gain proficiency in ChatGPT, Microsoft Copilot, and Google Gemini for office tasks.
- **Prompt Engineering:** Learn advanced prompt construction to generate high-quality notes, drafts, summaries, and reports.
- **Office Integration:** Automate data analysis, spreadsheet modeling, presentation creation, and email management.
- **Workflow Automation:** Deploy AI agents and practical workflows to eliminate repetitive clerical bottlenecks.
- **Governance & Ethics:** Ensure compliance with government security protocols, data classification, and ethics.

4. DETAILED 5-DAY CURRICULUM (GOA 2026)

DAY 1: Foundations of AI, Generative AI & Prompt Engineering

- **Session 1 (Forenoon):** Overview of Artificial Intelligence, Machine Learning, Deep Learning, and Generative AI in the public sector.
- **Session 2 (Forenoon):** Comparative evaluation of modern LLM platforms: ChatGPT (OpenAI), Microsoft Copilot, and Google Gemini.
- **Session 3 (Afternoon):** Principles of Prompt Engineering: Structured prompting frameworks (Role, Task, Context, Output constraints).
- **Session 4 (Afternoon):** Hands-on Lab: Zero-shot, Few-shot, and Chain-of-Thought prompting for note drafting and official correspondence.

DAY 2: AI Integration with Microsoft Office Suite & Workspace Productivity

- **Session 1 (Forenoon):** AI in Excel: Automated formulas, data cleaning, trend analysis, and macro/VBA code generation.
- **Session 2 (Forenoon):** AI in Word: Instant drafting of policy briefs, cabinet notes, executive summaries, and multi-language translation.
- **Session 3 (Afternoon):** AI in PowerPoint: Automated slide structure creation, visual storytelling, and graphics generation.
- **Session 4 (Afternoon):** AI in Outlook/Gmail: Intelligent inbox management, automated draft responses, and meeting summarizing.

DAY 3: AI Agents, Task Automation & Workflow Optimisation

- **Session 1 (Forenoon):** Introduction to Agentic AI: Understanding autonomous agents and task orchestration.
- **Session 2 (Forenoon):** Building Custom GPTs / Gemini Gems for departmental knowledge bases and SOP query resolution.
- **Session 3 (Afternoon):** Workflow Automation: Connecting AI models with office tools via Power Automate and API integrations.
- **Session 4 (Afternoon):** Hands-on Workshop: Designing a multi-step automated approval and document tracking workflow.

DAY 4: Data Security, Ethics, Governance & Public Sector Case Studies

- **Session 1 (Forenoon):** Data Privacy & Security: Mitigating risks of data leakage, confidentiality breaches, and cloud storage compliance.
- **Session 2 (Forenoon):** Managing AI Hallucinations, Algorithmic Bias, and Verification Frameworks for public decision-making.
- **Session 3 (Afternoon):** National and International AI Guidelines: India National AI Strategy, EU AI Act, and Cyber Security Directives.
- **Session 4 (Afternoon):** Case Study Seminar: Successful AI implementations in Central/State Government departments and PSUs.

DAY 5: Institutional Strategy, Project Work & Action Plan

- **Session 1 (Forenoon):** Group Exercise: Identifying AI implementation opportunities in participants' home departments.
- **Session 2 (Forenoon):** Formulating Departmental AI Adoption Roadmaps and ROI assessment frameworks.
- **Session 3 (Afternoon):** Participant Group Presentations & Panel Evaluation by Senior NPC & Tech Experts.
- **Session 4 (Afternoon):** Valedictory Session, Distribution of Participation Certificates, and Official Program Wrap-Up.

5. METHODOLOGY & PEDAGOGY

The training methodology is highly interactive, practical, and hands-on. It combines conceptual lectures, live tool demonstrations, real-world case studies, hands-on lab exercises, and collaborative group projects. Participants are encouraged to bring their laptops to work directly on sample government scenarios.

6. TARGET PARTICIPANT PROFILE

This programme is specially designed for Senior & Middle-level Officers, Executives, and Managers from:

- Central Government Ministries & Executive Departments
- State Government Departments & District Administration Units
- Public Sector Undertakings (PSUs) & Autonomous Bodies
- Banks, Financial Institutions, and Regulatory Agencies
- Academic Institutions, Research Bodies, and Private Enterprises

7. FACULTY PROFILE

Sessions will be conducted by senior advisors and certified trainers from NPC, along with eminent AI practitioners, technology architects, and industry experts with deep domain experience in public sector digital transformation.

8. VENUE & SCHEDULE DETAILS

Venue / Location:	Goa (Selected Star Category Resort / Conference Venue)
Programme Dates:	23 rd November 2026 to 27 th November 2026
Residential Check-In:	23 rd November 2026 (Afternoon onwards)
Residential Check-Out:	27 th November 2026 (Forenoon / Post-Lunch)

9. PROGRAMME FEE STRUCTURE

Category	Fee per Participant	Inclusions
Residential Participant	₹ 75,000/- + 18% GST	Boarding & Lodging (4 Nights), Training Material, Executive Kit, Refreshments & Certificate
Non-Residential Participant	₹ 60,000/- + 18% GST	Training Fee, Executive Kit, Working Lunch, Working Tea/Snacks & Certificate

10. PAYMENT & BANK DETAILS

Programme fee must be paid in advance via ECS/NEFT/RTGS or Demand Draft in favour of “NATIONAL PRODUCTIVITY COUNCIL” payable at New Delhi.

Bank Name: Indian Overseas Bank

Branch: 70, Golf Links, New Delhi

Account No: 026501000009207

IFSC Code: IOBA0000265

NPC PAN: AAATN0402F | **NPC GSTIN:** 07AAATN0402F1Z8

11. GENERAL TERMS & INSTRUCTIONS

- Nominations will be accepted on a first-come, first-served basis due to seat capacity restrictions.
- The fee is non-refundable; however, participant substitutions are freely permissible upon prior written notice.
- Participants must bring official ID cards and deputation orders issued by their department.
- Travel expenses (to/from Goa) are to be borne entirely by the nominating organisation.
- Incidental expenses (minibar, personal laundry, family stay) must be settled directly with the resort prior to checkout.

12. CONTACT FOR NOMINATIONS

Nominations may be submitted via email or postal mail to:

Sh. Kumud Jacob Lugun

Dy. Director (IE)

National Productivity Council

5-6 Institutional Area, Lodhi Road, New Delhi-110003

Mobile: +91-7678404087

Email: kj.lugun@npcindia.gov.in; npciehq@npcindia.gov.in

NATIONAL PRODUCTIVITY COUNCIL - NOMINATION FORM

AI FOR EFFICIENCY: TRANSFORMING OFFICE PRODUCTIVITY IN THE DIGITAL AGE

Code: T2627IEG01 | Venue: Goa | Dates: 23rd to 27th November 2026.

1. Participation Option (Please Tick):

☐ Residential Basis (₹ 75,000 + GST) ☐ Non-Residential Basis (₹ 60,000 + GST)

2. Nominated Participants' Details:

S.No	Name of Delegate	Designation	Mobile No. & Email	Office Address
1				
2				
3				
4				

3. Nominating Authority Details:

Name & Designation:	
Organisation Name & Address:	
Contact Mobile & Email ID:	

4. Billing & GST Self-Declaration:

☐ GST Exempted (As per Notification No. 9/2017-Integrated Tax Rate)

☐ GST Applicable | Organisation GSTIN: _____ PAN: _____

Date: _____

Place: _____

Authorized Signatory & Seal