

# ENHANCING OFFICE EFFICIENCY THROUGH AI, DIGITAL SKILLS, PRODUCTIVITY TOOLS & WORKPLACE SKILLS

## 1<sup>ST</sup> - 5<sup>TH</sup> JUNE 2026



## **Day 1: Introduction to AI Tools for Office Work (Part 1)**

**Date: 01 June 2026**

**Resource Person: Dr. Abhijit Das – Professor, giBS**

The first day of the Staff Development Programme commenced with an introductory session on Artificial Intelligence (AI) and its transformative role in modern office administration. Dr. Abhijit Das provided a comprehensive overview of AI, explaining its evolution, key concepts, and practical applications in administrative and institutional environments.

The session focused on creating awareness among non-teaching staff regarding the growing integration of AI technologies in routine office functions. Participants were introduced to various AI-powered platforms and tools that can assist in improving productivity, reducing repetitive manual work, and enhancing operational efficiency. Demonstrations were conducted on the use of AI for drafting official correspondence, preparing notices, generating reports, summarizing lengthy documents, and creating meeting agendas.

Special emphasis was placed on the use of AI as a supportive tool rather than a replacement for human judgment. The resource person explained how AI can help office personnel save time while maintaining accuracy and consistency in administrative work. Participants were also introduced to prompt-writing techniques for obtaining effective and relevant outputs from AI tools.

The session included practical demonstrations wherein participants observed how AI could generate professional emails, prepare meeting minutes, draft circulars, and create structured reports within minutes. Interactive discussions enabled participants to share their experiences and concerns regarding emerging technologies. The session concluded with a question-and-answer segment, where participants clarified their doubts regarding the adoption of AI in daily office operations.

The participants expressed keen interest in the subject and appreciated the practical demonstrations that showcased the real-world benefits of AI in administrative work.

## **Day 2: Introduction to AI Tools for Office Work (Part 2)**

**Date: 02 June 2026**

**Resource Person: Dr. Vandana Rastogi, Asst. Professor, giBS**

The second day built upon the concepts introduced during the first session and focused on advanced applications of Artificial Intelligence in office management and workflow automation. Dr. Vandana Rastogi provided detailed insights into how AI technologies can be integrated into day-to-day administrative processes to improve productivity and decision-making.

The session covered advanced AI functionalities such as task scheduling, automated reminders, data organization, content generation, and workflow optimization. Participants were introduced to AI-powered productivity applications capable of managing calendars, coordinating meetings, organizing tasks, and streamlining routine office activities.

An important segment of the session focused on ethical considerations and responsible use of Artificial Intelligence. The resource person discussed issues related to data privacy, confidentiality, accuracy of AI-generated content, and the importance of human verification before using AI outputs in official communications.

Hands-on exercises formed a major component of the training. Participants practiced using AI tools for drafting official documents, generating summaries, preparing schedules, and automating repetitive tasks. The practical exercises helped participants gain confidence in using AI tools independently.

The session also highlighted future trends in AI and the growing demand for digital competencies in educational institutions. Participants actively engaged in discussions and shared ideas regarding potential applications of AI within their respective departments.

By the end of the session, participants demonstrated improved understanding of AI capabilities and were able to identify several areas where AI could enhance workplace efficiency and service delivery.

## **Day 3: Teamwork & Communication Skills**

**Date: 03 June 2026**

**Resource Person: Dr. Sonia Peter - Asst. Professor, giBS**

The third day of the programme focused on developing effective communication and teamwork skills, which are essential for fostering a productive and harmonious workplace environment. Dr. Sonia Peter conducted an engaging and interactive session emphasizing the importance of clear communication, collaboration, and professional conduct in administrative settings.

The session began with a discussion on the role of communication in organizational effectiveness. Participants learned about various forms of workplace communication, including verbal, non-verbal, written, and digital communication. Special attention was given to professional email writing, telephone etiquette, and maintaining positive interpersonal relationships with colleagues, students, faculty members, and external stakeholders.

The resource person elaborated on the importance of active listening, empathy, and constructive feedback in building strong workplace relationships. Real-life examples and case studies were used to illustrate common communication challenges and methods for overcoming them.

A significant portion of the session focused on teamwork and collaboration. Participants explored the characteristics of successful teams, the importance of mutual respect, shared responsibilities, and collective problem-solving. Interactive group activities encouraged participants to work together, communicate effectively, and understand different perspectives.

Conflict management and resolution strategies were also discussed. Participants learned techniques for addressing workplace disagreements professionally and maintaining a positive work environment. Role-play exercises helped participants practice communication skills and develop confidence in handling challenging workplace situations.

The session concluded with reflections on how effective communication and teamwork contribute to institutional success, employee satisfaction, and improved service quality.

**Day 4: Advanced Excel & Productivity Tools**

**Date: 04 June 2026**

**Resource Person: Mr. Ritesh Kumar - Asst. Professor, ACEM**

The fourth day focused on strengthening participants' technical skills in data management and office productivity through advanced Microsoft Excel functionalities. Mr. Ritesh Kumar conducted a practical and hands-on training session aimed at enhancing efficiency in handling administrative data and generating reports.

The session began with an overview of the importance of data accuracy and efficient record management in educational institutions. Participants were introduced to advanced Excel functions commonly used in administrative offices for data processing, analysis, and reporting.

Detailed demonstrations were provided on functions such as VLOOKUP, IF statements, COUNTIF, SUMIF, conditional formatting, data validation, sorting, filtering, and spreadsheet protection. The resource person explained how these tools can simplify complex data management tasks and improve reporting accuracy.

A major focus of the session was the use of Pivot Tables and Pivot Charts for analyzing large datasets and generating meaningful reports. Participants learned how to summarize data, identify trends, and prepare management information reports efficiently.

The training also covered productivity-enhancing features such as templates, automation techniques, shortcuts, and data visualization tools. Participants engaged in practical exercises involving attendance records, student data management, fee reports, inventory tracking, and office documentation.

The hands-on nature of the session enabled participants to apply newly acquired skills immediately and gain confidence in handling institutional data. The resource person addressed individual queries and provided practical solutions to common challenges faced by office staff.

The session significantly enhanced participants' technical competencies and equipped them with valuable tools for improving workplace productivity and data management practices.

## **Day 5: Stress Management & Workplace Wellbeing**

**Date: 05 June 2026**

**Resource Person: Dr. Chetna Mahaur, Associate Professor, giBS**

The final day of the Staff Development Programme focused on stress management, emotional wellbeing, and maintaining a healthy work-life balance. Dr. Chetna Mahaur conducted an insightful and interactive session addressing the growing challenges of workplace stress and its impact on employee health, productivity, and organizational effectiveness.

The session began with an overview of the causes and effects of workplace stress. Participants discussed common stressors encountered in administrative roles, including workload pressures, deadlines, multitasking, interpersonal conflicts, and adapting to technological changes.

The resource person emphasized the importance of recognizing early signs of stress and adopting proactive measures to maintain physical and mental wellbeing. Various stress management techniques were discussed, including time management, prioritization of tasks, relaxation exercises, mindfulness practices, and positive thinking strategies.

Participants were guided through practical exercises focusing on breathing techniques, relaxation methods, and simple wellness practices that can be incorporated into daily routines. The session also highlighted the importance of maintaining healthy interpersonal relationships, seeking support when needed, and creating a positive work environment.

A detailed discussion was held on achieving work-life balance and managing professional responsibilities without compromising personal wellbeing. The resource person encouraged participants to adopt healthy lifestyle habits and effective coping mechanisms to enhance resilience and overall job satisfaction.

The session concluded with an interactive discussion where participants shared their experiences and strategies for managing workplace challenges. The programme ended on a positive note, reinforcing the significance of employee wellbeing as a key factor in sustaining productivity and organizational success.

### FLYER OF THE EVENT



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Staff Development Programme (SDP)

**Enhancing Office Efficiency through AI, Digital Skills, Productivity Tools & Workplace Skills**

DATE :  
1<sup>st</sup> June 2026 to 5<sup>th</sup> June 2026

TIME :  
2:30 PM - 4:30 PM

VENUE :  
GIBS Auditorium /  
Class Room 204 & I.T. Lab 202/203

PARTICIPANTS :  
Non-Teaching Office Employees

<b>TYPE OF EVENT</b>	Development Programme
<b>VENUE</b>	Classroom #204 & I.T. Lab #202
<b>TIME &amp; DURATION</b>	<b>Duration:</b> 01 June 2026 to 05 June 2026 <b>Time:</b> 2:30 PM – 4:30 PM
<b>CONDUCTED BY</b>	CMS Department, GIBS
<b>ORGANISED FOR</b>	Non- Teaching Office Staff
<b>NAME OF THE COORDINATOR</b>	Prof. Dr Pushpendra Sharma & Mr. Deepak Kumar
<b>ATTENDANCE</b>	34
<b>RESOURCEPERSON</b>	Mr Ritesh Kumar - Asst. Professor, ACEM-Faridabad. ----- Dr Abhijit Das - Professor, giBS Dr Vandana Rastogi– Assistant Professor, giBS Dr Sonia Peter– Assistant Professor, giBS

	Dr Chetna Mahaur– Associate Professor, giBS
<b>OBJECTIVES OF THE EVENT</b>	<ul style="list-style-type: none"> <li>• To introduce participants to the application of AI in routine office tasks</li> <li>• To create awareness about cyber threats and promote safe digital practices</li> <li>• To enhance teamwork and professional communication skills</li> <li>• To develop proficiency in advanced Excel and productivity tools</li> <li>• To promote stress management techniques for improved workplace wellbeing</li> </ul>
<b>LEARNING OUTCOME</b>	<ul style="list-style-type: none"> <li>• Demonstrate improved efficiency in handling routine office tasks using AI tools</li> <li>• Exhibit increased awareness and preparedness against cyber threats</li> <li>• Communicate more effectively and work collaboratively in teams</li> <li>• Utilize advanced Excel functions and productivity tools for better data management</li> <li>• Manage workplace stress effectively, leading to improved productivity and job satisfaction</li> </ul>
<b>SHORTFALL DURING EVENT</b>	None
<b>LINK TO YOUTUBE VIDEOS</b>	<a href="https://youtu.be/g7T_3UKPQLk">https://youtu.be/g7T_3UKPQLk</a>

**PREPARED & SUBMITTED BY: PROF. DR PUSHPENDRA K. SHARMA, PROFESSOR - I.T., GIBS**