Beyond ChatGPT: Unlocking Safe, Smart, and Scalable Productivity

Facilitator: Nanda Kumar, Founder – SaaviGenAI
Duration: 2 Days (12 Hours Total)
Format: In-person or Virtual Interactive Workshop
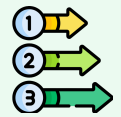**Ideal Batch Size:** 25–40 Participants

1) Learning Journey Overview

The session framework follows SaaviGenAI's *Discover → Apply → Create → Secure* learning philosophy.
It combines conceptual clarity, real-world application, and safe AI adoption through an experiential sequence:

Phase	Learning Focus	Mode	Outcome
Discover	Understand AI fundamentals (AI, ML, DL, Generative AI)	Interactive Lecture + Quiz	Foundational awareness
Apply	Practice prompt engineering, chatbot use, and automation	Guided Demos + Hands-On	Skill application
Create	Build real outputs (PPTs, reports, automation tasks)	Group Projects	AI-driven productivity
Secure	Embed compliance, data safety, and responsible use	Case Game + Discussion	Risk awareness & AI safety mindset

2) Detailed Session Flow

Day 1: Discover & Apply *(6 Hours)*

Theme: From Curiosity to Capability

Time	Module	Learning Objectives	Method	Deliverable
09:30 – 10:30 AM	**Module 1: What is AI, ML, DL, and Generative AI?**	Simplify core concepts, understand evolution and applications.	Visual storytelling + "AI Myths" Quiz	Group discussion board of myths busted
10:30 – 12:00 PM	**Module 2: Getting the Most from AI Chatbots**	Learn advanced prompting, context, and role-based prompting using ChatGPT, Claude, and Perplexity.	Live demo + Guided practice	Create 3 task-based prompts with refinement
12:00 – 01:00 PM	**Lunch & Open Q&A**	–	Networking + reflection	–
01:00 – 02:30 PM	**Module 3: AI for Better Presentations**	Use AI tools (Manus, Canva, ChatGPT) to generate visual slides and narratives.	Group Task	Team builds 3-slide deck using AI tools
02:30 – 03:30 PM	**Module 4: Writing, Summarizing & Research with AI** *(optional add-on)*	Explore AI-assisted writing and summarization workflows.	Demo + mini exercise	AI-generated executive summary
03:30 – 04:00 PM	**Wrap-up & Reflection**	Share top insights, prepare for Day 2 tasks.	Peer discussion	Reflection notes

Day 2: Create & Secure *(6 Hours)*

Theme: From Capability to Confidence

Time	Module	Learning Objectives	Method	Deliverable
09:30 – 11:00 AM	**Module 5: Excel and Data Tasks with AI**	Automate data cleaning, formulas, and reports using AI-powered plugins.	Demo + Practice	Automate a sample HR/Finance report
11:00 – 12:30 PM	**Module 6: Safe & Ethical AI Use**	Identify risks (bias, hallucination, data misuse). Learn compliance best practices.	Case Game: "Spot the Risk"	Risk response worksheet
12:30 – 01:30 PM	**Lunch & Peer Exchange**	–	Group sharing	–
01:30 – 02:45 PM	**Module 7: Building Your AI Productivity Plan**	Design workflows to integrate AI into daily tasks.	Template-driven workshop	Personal AI Action Plan (3 workflows)
02:45 – 03:45 PM	**Module 8: Continuous Learning Tools**	Explore the AI-powered post-assessment app and daily reinforcement system.	Demo + setup	App login + first micro-task
03:45 – 04:15 PM	**Closing & Post-Assessment**	Evaluate knowledge gain and next steps.	AI-based quiz + reflection	Certificate eligibility check

3) Learning Design Framework

Instructional Approach:

- *Blended Experiential Learning Model* (constructivist + adult learning)
- *Learn-by-Doing* with micro-feedback and reflection
- Scaffolded progression from awareness → mastery → ownership

Key Learning Methods:

1. **Live Demonstrations** – Trainers model effective AI use before practice.
2. **Guided Practice** – Step-by-step tasks with prompts and templates.
3. **Mini Projects** – Group-based real-world problem-solving.
4. **Peer Feedback** – Quick collaborative review cycles.
5. **Risk Simulation** – Compliance-focused exercises.
6. **Personal AI Plan** – Translating learning into daily practice.

4) Assessment & Evaluation

Stage	Method	Purpose
Pre-Workshop	AI-powered skill baseline test	Identify participant proficiency
During Workshop	Peer reviews, live Q&A, practical completion	Gauge comprehension & engagement
Post-Workshop	AI-powered post-assessment	Measure knowledge growth
30-Day Follow-Up	Daily micro-tasks via app	Reinforce retention & safe AI use habits

Success Metrics:

- 30–40% increase in AI prompt efficiency
- 2+ workflows automated by participants
- 100% compliance awareness adoption

5) Resources Provided

- Pre & Post AI Skill Assessment App access
- 30-Day AI Productivity App (access for all participants)
- Digital Workbooks + Prompt Frameworks
- Certificate of Completion
- 30-Day Trainer Support (email + community forum)

6) Trainer Background

Nanda Kumar, Founder – SaaviGen.AI

With over 23 years of experience across Cisco, HPE, and Aruba Networks, Nanda brings deep expertise in cybersecurity, AI literacy, and enterprise enablement. He has led multiple global workshops for technical and non-technical teams, combining hands-on technical insight with a clear focus on safe, scalable, and responsible AI adoption.

Contact Information

For Further Inquiries

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