



# Beyond ChatGPT: Unlocking Safe, Smart, and Scalable Productivity

Boost performance, protect data, and turn every prompt into progress.

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## Course Overview

Generative AI is rapidly transforming how professionals think, write, analyze, and communicate. Yet, most employees use it at a surface level—typing simple prompts and accepting whatever appears on screen. This two-day workshop helps participants move **beyond casual chatbot use** to develop advance, safe, and scalable AI skills for the modern workplace.

Through hands-on activities and guided demonstrations, participants will explore the fundamentals of AI, ML, DL, and Generative AI in plain language. They'll learn how to craft effective prompts, use contextual cues for better results, and apply AI advance feature to real business tasks—creating presentations, automating Excel processes, and streamlining daily workflows.

The program also emphasizes **AI literacy and data security**, ensuring participants understand the limitations of AI systems, the risks of handling sensitive data, and how to work responsibly within organizational compliance frameworks.

By the end of the course, participants will be able to confidently use AI advance features like in ChatGPT, Claude, and Perplexity to **boost productivity, protect data, and innovate safely** in their everyday roles.

### Continuous Learning & Assessment Integration

To ensure lasting impact, the workshop integrates **AI-powered continuous learning tools** — including a **Pre & Post Skill Assessment** to measure progress, and a **30-Day AI Productivity App** that reinforces daily learning through micro-tasks, reflections, and personalized AI tips. Together, they turn new knowledge into sustained workplace habits.

By the end of the course, participants will be able to confidently use **advanced AI capabilities** — such as those in ChatGPT, Claude, Perplexity, and other modern tools — to **boost productivity, protect data, and innovate safely** in their everyday roles.

## Target Audience



This workshop is ideal for:

- **Non-technical professionals** across departments such as HR, Finance, Marketing, Sales, and Operations
- **Managers and team leads** looking to integrate AI safely into daily workflows
- **Analysts and coordinators** aiming to automate routine reporting and data tasks

- **Employees** seeking to improve productivity while following compliance and data security guidelines

**Ideal batch size:** 25–40 participants per session

## Learning Outcomes / Skill Participants will Gain



By the end of this workshop, participants will be able to:

- **Understand core AI concepts** — grasp the essentials of Artificial Intelligence, Machine Learning, Deep Learning, and Generative AI in simple, practical language.
- **Understand how LLMs learn and generate responses** — gain a clear understanding of how models are trained, how they predict text, and the causes of issues like *hallucination*, *bias*, and *harmful outputs*.
- **Write effective prompts** — design structured prompts and context cues to generate accurate, relevant, and actionable responses.
- **Use advanced AI chatbot features** — apply advanced capabilities of ChatGPT, Claude, and Perplexity to enhance real-world business tasks such as writing, analysis, and research.
- **Automate and create efficiently** — generate PowerPoint slides, streamline Excel workflows, and eliminate repetitive tasks using AI-powered tools and add-ons.
- **Recognize AI limitations** — identify when and why AI outputs may be unreliable, incomplete, or biased, and learn how to validate results.
- **Ensure data safety and compliance** — handle sensitive, critical, or confidential information responsibly while staying within organizational policies and avoiding “Shadow AI.”
- **Adopt a productivity mindset** — treat Generative AI as a collaborative assistant to improve efficiency, creativity, and decision-making in everyday work.

## Duration & Delivery Format



**Duration:** 2 Days (Total 12 Hours)

This immersive two-day program blends clear understanding with hands-on experience. Each session combines conceptual learning, live demos, and guided exercises to help participants use Generative AI confidently and responsibly in daily work.

**Delivery Format:**

- Delivered **in-person (preferred)** or via **virtual interactive sessions**
- Includes **live demonstrations**, **guided exercises**, and **small-group breakout activities**
- Real-world use cases and prompt examples ensure practical learning and application
- Emphasis on **safe, compliant, and responsible AI practices**

# Sample Agenda / High-Level Framework

Day	Module	Key Topics	Activity
Day 1: Discover & Apply			
Module 1	What is AI, ML, DL, and Generative AI	Real-world examples, demystifying jargon	AI myths quiz
Module 2	Getting the Most from AI Chatbots	ChatGPT, Claude, Perplexity – advanced prompting and context use	Live demo: email writing, idea generation
Module 3	AI for Better Presentations	Using Manus, ChatGPT, Canva.	Group task: Build a 3-slide deck in 15 minutes
Day 2: Create & Secure			
Module 4	Excel and Data Tasks with AI	AI-powered formulas, data summarization, workflow automation	Automate a report with AI tools
Module 5	Safe & Ethical AI Use	Hallucination, bias, data security, compliance	“Spot the risk” case game
Module 6	AI Mindset for Everyday Work	Building habits for AI-assisted productivity	Personal AI action plan

## Methodology



### Instructional Design Approach

The workshop employs a Blended Experiential Learning Model that combines behavioral, constructivist, and adult learning principles. This approach ensures participants move from awareness to application in a structured two-day timeline.

### Core Teaching Philosophy:

The methodology follows the "Discover → Apply → Create → Secure" progression, which aligns with Bloom's revised taxonomy (understanding through to evaluation). Rather than delivering passive lectures, the workshop uses a "Learn-by-Doing" framework where theoretical concepts are immediately reinforced through hands-on tasks, live demonstrations, and real-world application.

### Key Methodological Components:

## 1. Active Learning Through Live Demonstrations

Each module begins with conceptual clarity through simplified explanations (demystifying AI/ML/DL jargon), followed by live, interactive demonstrations where trainers show real-time AI tool usage. Participants observe best practices in prompt engineering, ChatGPT advanced features, and practical workflows. This reduces cognitive load by showing the "how" before asking participants to try independently.

## 2. Scaffolded Hands-On Exercises

Participants engage in guided exercises with structured scaffolding—starting with simple, low-stakes tasks (e.g., writing basic prompts) and progressively increasing complexity (e.g., automating multi-step Excel workflows). Each exercise includes:

- Clear success criteria
- Provided templates or prompt frameworks
- Immediate peer feedback and trainer support
- Real business use cases from Finance, HR, Marketing, and Operations

## 3. Contextual Learning Through Case Studies & Breakout Groups

Rather than abstract examples, the workshop uses role-based mini-case studies. For example:

- HR teams practice writing job descriptions using AI
- Finance teams automate budget summaries
- Marketing teams generate campaign ideas with data safety guardrails

Small-group breakout sessions (4–5 participants) encourage collaborative problem-solving while allowing trainers to address department-specific concerns.

## 4. Micro-Learning & Spaced Repetition Integration

The Pre & Post AI-Powered Assessment and 30-Day AI-Powered Productivity App extend learning beyond the workshop. The app uses spaced repetition (flashcards on prompt engineering, AI limitations, compliance rules) and micro-tasks delivered daily—ensuring knowledge retention and habit formation over 30 days. This addresses the "forgetting curve" by reinforcing concepts at strategic intervals.

## 5. Safety-First Risk Simulation

Module 5 includes a "Spot the Risk" case game where participants analyze real-world scenarios (e.g., "A team member pastes confidential customer data into ChatGPT for summarization"). Participants identify risks, compliance violations, and corrective actions. This active problem-solving approach builds stronger risk awareness than passive compliance briefings.

## 6. Personalized Action Planning

On Day 2, participants develop a Personal AI Action Plan—identifying 3 specific workflows they'll enhance with AI, potential risks, and their compliance checklist. This ensures transfer of learning to the workplace and accountability.

## Assessment Strategy

### Continuous & Multi-Modal Evaluation:

- Pre-Assessment: AI-powered baseline evaluation of AI literacy, prompt proficiency, and data security awareness
- During Workshop: Observation during exercises, peer feedback in breakout groups, real-time Q&A to gauge understanding
- Post-Assessment: Parallel AI-powered assessment measuring knowledge gain, confidence levels, and intended behavior change
- 30-Day Follow-Up: App engagement metrics, completion of micro-tasks, and reinforcement of safe AI habits

Measurement of Success:

- Knowledge gain (pre-to-post assessment improvement)
- Skill application (participants complete ≥2 real workflows using AI tools)
- Behavior adoption (demonstrated use of safe AI practices in compliance with organizational policy)
- Business impact (tracked through client feedback: reduction in document creation time, faster task completion)

Commercial & Investment Details



Pricing & Delivery Models

Workshop Investment:

Delivery Option	Price per Person	Batch Size	Includes
In-Person (2 Days)			Live training, materials, AI assessments, 30-day app access, certificate
Virtual Live (2 Days)			Interactive virtual sessions, breakout rooms, chat support, same learning outcomes

What's Included:

- Expert trainer (Nanda Kumar, SaaviGenAI Founder)
- Pre & Post AI-Powered Assessments (via AI Powered evaluation tool)
- 30-Day AI-Powered Daily Revision App (1 month free access)
- Trainer-led live demonstrations and guided exercises
- Digital workbooks and prompt templates
- Certificate of completion
- Access to recorded sessions (for hybrid/virtual participants)
- Post-workshop support: Q&A email support for 30 days

Add-On Services (Optional):

- Extended 90-Day App Access: ₹ \_\_\_\_\_ per organization (reinforces learning over 3 months)
- Custom Department-Specific Modules: ₹ \_\_\_\_\_ (tailored use cases for Finance, HR, etc.)
- Post-Workshop Coaching Sessions: ₹ \_\_\_\_\_ for 4 individual/team coaching calls
- Compliance & Governance Workshop: ₹ \_\_\_\_\_ (deeper dive into AI security, data handling, and organizational policy alignment)

# Pre-Training Request (Online & In-Person)



## For the Organization

- Confirm workshop dates and delivery mode (online or in-person).
- Ensure venue setup (projector, internet) for in-person or testing of video conferencing tools for online.
- Provide participants access or accounts to AI tools (ChatGPT, Claude, Perplexity).
- Share organizational AI usage and data security policies relevant to the workshop.
- Distribute pre-assessment link and ensure completion 3–5 days before the workshop.
- Arrange participant list and send calendar invites with session details.
- Set up 30-day post-workshop AI productivity app access.

## For Participants

- Complete the pre-workshop AI proficiency assessment on time.
- Ensure laptop/device readiness (browser, internet, tool access).
- Familiarize with the agenda and AI basics document shared.
- Prepare a real work task for hands-on exercises.
- For online sessions: test audio/video setup and stable internet.
- For in-person sessions: arrive on time with charged devices.

## For Trainer

- Review pre-assessment results to adjust content.
- Prepare tailored demos and department-specific examples.
- Test all technology—video tools, AI platforms, and breakout rooms.
- Ensure all materials are ready (workbook, templates, exercises).
- Coordinate logistics with the client.

# Trainer's Background & Credentials



**Nanda**, Founder of **SaaviGen.AI**, brings over **23 years of experience** in cybersecurity, engineering leadership, and enterprise defense across leading organizations including **Cisco**, **Hewlett Packard Enterprise (HPE)**, and **Aruba Networks**.

At **Cisco**, as a Technical Marketing Engineer (**TME**), he played a key role in developing the CS-MARS SIEM and Next-Gen Firewall platforms, while also leading **global enablement workshops** for Sales Engineers and Subject Matter Experts to enhance technical proficiency and customer readiness. His sessions were delivered across regions and recognized for bridging deep technical insights with real-world deployment expertise.

At **HPE**, Nanda contributed to the IntroSpect UEBA product, and later at **Aruba Networks**, he led the Cybersecurity Incident Response Team (CSIRT), driving enterprise compliance initiatives including SOC 2 Type 2, ISO 27001, and GDPR for global business units serving Fortune 100 customers.

His combined experience in **product engineering**, **global training**, and **live operational defense** has shaped a pragmatic philosophy: *design for detection, instrument for forensics, and operate securely at scale*.

Now, as the founder of **SaaviGen.AI**, Nanda focuses on **AI and LLM Security education and consulting**, helping enterprises adopt Generative AI safely through **risk-aware design, governance alignment**, and **secure implementation roadmaps**.

## Contact Information



For Further Inquiries

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