Celebrating 70 AMAzing Years

AHMEDABAD MANAGEMENT ASSOCIATION

Bala K Subramaniam – AMA Centre for Management of Technology

AI FOR EVERYDAY OFFICE PRODUCTIVITY

(Limited 40 Seats)

In a world flooded with meetings, reports, and deadlines—what if AI could do the heavy lifting and enable you to automate your routine tasks in a highly effective manner? This workshop isn't about theory or tech jargon. It's about practical, hands-on mastery of AI tools like ChatGPT, Grok, and Gemini and others to supercharge your everyday office work. Whether it's writing emails, analysing reports, Data Analysis or creating presentations—AI can do more than you think.

CONTENTS

- **See the Big Picture:** Understand how AI is reshaping industries—and where you fit in.
- **Master the Core Skill:** Learn the art of powerful prompting—get exactly what you need from AI tools.
- **Reclaim Your Day:** Automate emails, transcribe meetings, simplify spreadsheets—instantly.
- **Think Like a Strategist:** Data Analysis, decoding long reports and market data—in minutes, not hours.
- **Create with Impact:** Design sharp graphics and slide visuals that impress—without a designer.
- **Real-World AI Challenge:** Solve live business problems with AI in our interactive team session.
- **Lead with Confidence:** Navigate AI ethically, securely, and with strategic foresight.

KEY TAKEAWAYS

- Your AI Starter Toolkit – 5+ handpicked apps to use from Day 1
- Personal Prompt Library – Custom templates for HR, Sales, Finance & more
- 15-Day Action Roadmap – Your personal integration plan
- Confidence & Clarity – Skills to lead and innovate in an AI-powered world

FOR WHOM

If you are in HR, Sales, Operations, Marketing, Strategy, Finance, Admin, or just want to boost productivity—this is for you. No technical background needed. Just curiosity and drive. Designed for beginners and early adopters ready to apply AI right now.

PROGRAMME FACULTY

Mr. Gautam Nautiyal is a seasoned transformation leader with over two decades of experience at the intersection of technology, people, and performance. As Vice President at HiringCraft Consulting LLP, he specializes in driving CRM excellence and delivery innovation across India, the US, EU, and Asia Pacific regions. An alumnus of IIM Kozhikode, Gautam is known for translating complex digital solutions into practical, people-centric outcomes—empowering organizations to unlock measurable productivity. He has collaborated with Fortune 100 companies to deliver scalable, high-impact solutions that work in the real world.

NOTE:
All participants are required to carry their own laptop.
AMA will not be providing the laptop/desktop to the participants.

Programme Date:
November 5, 2026

Duration:
Full Day

Time:
9.30 AM to 5.00 PM

Format:



Programme Fee:
INR 1,500 (Incl. GST)
Concession for Members 10%;
Patron 20%. (Lunch included)

Last Date to Register:
November 4, 2026

Register

For bulk nominations and enquiries, please reach us at:

Mr. Dishank Panchal
Sr. Manager – Programs & Development
Mobile: 63525 56857
Email: dishank@amaindia.org

ISO 9001:2015 CERTIFIED

For enquiries and nominations, please reach us at:
AHMEDABAD MANAGEMENT ASSOCIATION
AMA Complex, ATIRA Campus, Dr. Vikram Sarabhai Marg, Ahmedabad 380 015.
www.amaindia.org ama@amaindia.org 079-26308601 / 02 Mobile: 7203030990