



Ministry of Micro, Small and Medium Enterprises,  
Government of India



**MSME TECHNOLOGY CENTRE, BENGALURU**  
**MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES, GOVT. OF INDIA**  
KIADB Industrial Estate, Devanahalli, Bengaluru  
<https://www.msmechblr.org/>

## **BRIEF DESCRIPTION OF TRAINING PROGRAMME**

### **MASTERING AI TOOLS FOR PRODUCTIVITY**

#### **Live Interactive Session**

COURSE CONTENTS: -

#### **1. Introduction**

**Mastering AI Tools for Productivity**

**Overview of AI tools (e.g. Pilot, Canva, Gemini)**

**Importance of AI in enhancing productivity**

#### **2. Digital Literacy**

**Digital Literacy for Housewives and Students**

**Basic digital skills**

**Introduction to essential tools for everyday use**

### **3. Leveraging Technology**

**Leveraging Technology for Everyday Efficiency**

**Tech tips and tricks for simplifying daily tasks**

**Content creation AI tools (e.g., Canva More)**

### **4. AI in Practical Applications**

**AI-Based Tools for Specific Tasks**

**Resume building using AI**

**Excel file analysis using AI**

**AI-based email generation**

**Summarizing long YouTube videos & documents within 10 seconds**

**AI-based instant PPT creation**

### **5. AI in Business**

**AI in Business**

**creating posters & videos for sales**

**How AI can optimize business operations**

**Optimize LinkedIn profile using AI**

**AI in research and education**

### **6. Conclusion**

**Recap of key points**

**Q&A session**

**Resources for further learning**

**Date- 31 August & 01 September 2024 (2 Days) Time- 5 pm to 8 pm**

**1) Course Fee: Rs. 3000/- (Study material in softcopy shall be provided)**

**FOR MORE DETAILS PLEASE CONTACT:**

**Mobile: +91- 9818676612**

**Website: <https://www.msmetcblr.org/>**