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HW-6/2026-2027

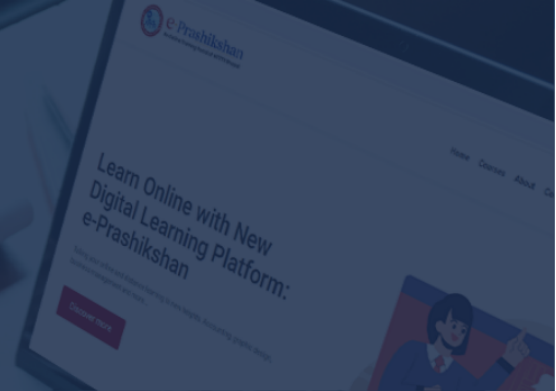
28-09-2026 to 30-09-2026

NITTTR Bhopal



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Rationale

In today's digital era, knowledge of digital skills and tools has become essential for effective work performance. Developing proficiency in areas such as virtual meetings, data analysis, presentations, and online security not only enhances individual productivity but also strengthens professional networking and teamwork.

The objective of this workshop is to provide participants with knowledge of essential digital tools so that they can work more effectively and efficiently in their respective workplaces.

Programme Outcomes

Ability to use digital tools effectively.

Improvement in document preparation, data management, and presentations.

Increased confidence in virtual meetings and digital collaboration.

Better understanding of digital security and data privacy.

Programme Content

.Digital tools used for office applications, Google tools and services, Google Drive and cloud storage, data privacy and cyber security, AI, LLMs, Canva, Copilot, GPT and other AI tools for daily use, data privacy and security.

Target Group

Employees of Central Government Organisation

Coordinator & Co-Faculty

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