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31.08.2026

WORKSHOP ON EFFECTIVE USE OF ARTIFICIAL INTELLIGENCE (AI) IN HR & ADMIN AT GOA

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Central Government, State Governments, Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, etc. We have organized large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations across the country.

A workshop on **Effective Use of Artificial Intelligence in HR & Admin** is being organized by NAHRD from **10.02.2027** to **13.02.2027** at Goa.

Artificial Intelligence (AI) has rapidly become an integral part of personal and professional ecosystems- empowering individuals, businesses, industries, and governments to perform complex tasks with greater accuracy and efficiency. As workplaces evolve, the strategic application of AI offers immense potential to transform HR and Administrative functions, streamline processes, and enhance decision-making.

This workshop on **Effective Use of AI in HR & Administration** is designed to equip participants with practical knowledge, tools, and insights to harness AI for improving workplace productivity and operational excellence in the field of HR & Admin. Through interactive sessions, hands-on demonstrations, and real-world examples, participants will gain a deeper understanding of AI technologies, their applications, and the ethical considerations necessary for responsible adoption. In HR, AI can significantly enhance recruitment, onboarding, learning & development, performance management, employee engagement, and workforce analytics. In Administration, AI supports facility management, workflow automation, document processing, data management, scheduling, and communication systems. By automating routine tasks and enabling data-driven insights, AI empowers HR and Admin professionals to focus on strategic, high-impact organizational priorities. Broad contents of the program are as follows:

- Landscape of AI tools for Admin and HR work
- Virtual Assistants & Chatbots
- Document Automation and Processing
- Transforming HR with AI & Analytics
- AI for automation of routine HR Functions
- Prompt Engineering Basics for HR & Administrative Tasks
- Addressing Skill Gaps with AI
- AI-assisted RTI & Grievance Response Drafting
- Use of AI in recruitment and talent management
- Enabling Data-Driven Decision Making for HR & Admin
- AI for Broader Admin Operations-Procurement Support
- AI assisted Contract/Vendor Administration Summaries

Workshop Methodology

The workshop will be organized on highly participative lines. The training methods will include lectures, group discussions, exercises, presentations, case studies, role-plays etc.

Faculty

Subject Experts having practical working knowledge and experience on the subject will be invited as faculty for the present workshop.

Multiple workshops organized by NAHRD have been attended and appreciated by officers of organizations that includes but not limited to Ministry of Road Transport & Highways, Ministry of Commerce & Industry, Ministry of Agriculture, LIC of India, Reserve Bank of India, SEBI, Coal India Ltd., Engineers India Ltd, FSSAI, Tariff Authority of Major Ports, Indian Oil Ltd, BPCL, IITs, NITs, IIITs, IIMs, IHMs, NHPC, Bank of Baroda, SBI, Punjab National Bank, NABARD, DFCCIL, HUDCO, HAL, JNPT, IDBI Bank, Quality Council of India, GIC of India, EXIM Bank, Delhi Metro Rail Corporation, Mumbai Metro Rail Corporation, Election Commission of India, New India Assurance Co. Ltd., North Eastern Council, India Trade Promotion Organization, IREDA, Dredging Corporation of India Ltd., TIFAC, Wildlife Institute of India, Bharat Dynamics Ltd., Directorate General of Shipping, etc.

Participation Fee:

Single Occupancy - Rs. 74,000/- plus GST @ 18% per participant

Twin Sharing - Rs. 65,000/- plus GST @ 18% per participant

Non-Residential - Rs. 55,000/- plus GST @ 18% per participant

The participation fee for residential participants covers the cost of accommodation, meals & study material of the participants. Spouse/ family members are welcome on additional all- inclusive nominal charges in case nomination of the participant is on single occupancy. Twin Sharing is available only in case even number of participants of same gender from same organization. The participation fee for non-residential participants covers the cost of lunch & study material.

Venue: Baywatch Resort Goa, Sernabatim Beach Road, Colva, Goa- 403708

Check In- 10.02.2027 (03:00 P.M.)

Check Out- 14.02.2027 (11:00 A.M.)

The workshop will commence at 9:30 A.M. on 11.02.2027 and will conclude at 5:30 P.M. on 13.02.2027. However, there will be an introductory session on 10.02.2027 after all participants have reported at the venue. In case of non-availability of rooms at training venue as on date of nomination, arrangements for stay shall be made in another property.

Nominations may be sent through post/ email by providing participants' name, designation, contact number & e-mail ID along with cheque/DD in favor of National Academy of Human Resource Development payable at New Delhi. Please note that participation fee is to be paid at the time of nomination. Registration form can be obtained from our website. In case of payment through electronic mode, details are as under:

Name of Beneficiary: National Academy of Human Resource Development

Bank: Kotak Mahindra Bank. **A/c No.** 8912179265

IFSC Code. KKBK0004620 **PAN:** AAJFN7963N

For further information or clarification kindly contact:

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Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nomination participant(s) is not able to attend the workshop due to any reason and no substitution is made, fees shall be payable. Limited seats available for the present workshop and hence the nominations will be accepted on first-cum-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating.

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity.

Thanks & Regards



For NAHRD