TEFY CONSULTANCY

TEFY PRESENTS

A live, hands-on workshop

AI PAATASHALA

The Practical AI Productivity Workshop

Create a reusable prompt, check a document summary and plan a repeatable workflow across three live sessions. No coding experience is needed.

9–11 October 2026 (Fri–Sun) · 8:00 PM – 10:00 PM IST

DAY 01
Fri, 9 Oct

Understand AI

A reusable prompt template for notes, reports or emails.

→

DAY 02
Sat, 10 Oct

Use AI

A document summary checked line by line against the source.

→

DAY 03
Sun, 11 Oct

Build with AI

A written workflow plan with input, AI draft, human review and output.

- Live online on Google Meet
- Taught in English
- Ages 17+
- 3 live sessions · 2 hours each
- No coding needed
- Live only · no recordings

WORKSHOP FEE

~~₹4,999~~ **₹2,299** /- only

Launch price for this first batch. All-inclusive: no extra taxes or tool costs.

Register at **aipaatashala.com**

SCAN TO REGISTER

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01

DAY 01 · FRI, 9 OCT · 8:00 PM – 10:00 PM IST

Understand AI

Understand AI's limits, choose a tool and write a reusable prompt.

DAY 1 · UNDERSTAND AI | DAY 2 · USE AI | DAY 3 · BUILD WITH AI

LEARNING GOAL

Choose an AI tool for a small task and write a prompt with context, task, limits and output format.

SESSION FORMAT

2 hours · Live demos + guided practice
5 min break · 10 min questions

WHAT WE COVER

01 AI basics and limits

20 min

- AI, generative AI and language models in plain English
- Useful drafts, common mistakes and invented facts
- Keep personal and confidential information out of prompts
- Know when a person must check the answer

02 Choose the right tool

20 min

- Chat assistants for everyday text tasks
- Search for sources; check them yourself
- A brief tour of document and creative tools
- Choose one tool for today's guided practice

03 Write a structured prompt

35 min

Context → Task → Limits → Format

- Tell the tool what information it can use
- Set a clear task and output format
- Add examples or a role when they help
- Refine the response instead of accepting the first draft

CONTEXT + TASK + LIMITS + FORMAT

04 Prompt practice

30 min

- Start with supplied notes or non-confidential text
- Compare a vague request with a structured prompt
- Test the output and improve the instructions
- Save a reusable template for Day 2

GUIDED PRACTICE · WRITE A BETTER PROMPT

Rewrite a vague request using context, task, limits and format. Test it on supplied sample notes or your own non-confidential text, then refine it.

YOU LEAVE WITH

A reusable prompt template for notes, reports or emails.

INCLUDED RESOURCES

Session notes | Tool and prompt list

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02

DAY 02 · SAT, 10 OCT · 8:00 PM – 10:00 PM IST

Use AI

Turn notes into a checked summary and adapt it for study or work.

DAY 1 · UNDERSTAND AI | DAY 2 · USE AI | DAY 3 · BUILD WITH AI

LEARNING GOAL

Use the Day 1 prompt to summarize a document, check it against the source and adapt the result for a useful task.

SESSION FORMAT

2 hours · Live demos + guided practice
5 min break · 10 min questions

WHAT WE COVER

01 Work from a source

25 min

- Use notes, report excerpts or text from a PDF
- Ask for key points, action items or a simple table
- Keep source facts separate from AI suggestions
- Ask the tool to flag missing or unclear information

02 Check the summary

30 min

- Match every claim to the original text
- Check names, dates, numbers and missing context
- Remove invented claims and correct mistakes
- Keep a human review step before using the result

03 Adapt it for your task

25 min

- Study: revision notes or practice questions
- Work: meeting actions or a follow-up email
- Business: a customer reply or content outline
- Change tone, length and format without changing facts

04 Document practice

25 min

- Reuse and refine your Day 1 prompt
- Summarize supplied notes or your own safe text
- Check the summary line by line
- Choose one useful format for the reviewed result

GUIDED PRACTICE · SUMMARIZE, THEN CHECK

Use your Day 1 prompt to summarize notes or a document excerpt. Check every line against the source and remove unsupported claims before adapting the result.

YOU LEAVE WITH

A document summary checked line by line against the source.

INCLUDED RESOURCES

Session notes | Tool and prompt list

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03

DAY 03 | SUN, 11 OCT · 8:00 PM – 10:00 PM IST

Build with AI

Turn your prompt and review method into a repeatable workflow plan.

DAY 1 · UNDERSTAND AI | DAY 2 · USE AI | DAY 3 · BUILD WITH AI

LEARNING GOAL

Combine the Day 1 prompt and Day 2 review method into a written workflow plan, then see where simple automation can fit.

SESSION FORMAT

2 hours · Live demos + guided practice
5 min break · 10 min questions

WHAT WE COVER

01 Map a repeatable task

25 min

Input → AI draft → Human review → Output

- Choose a small task you repeat each week
- Define the input and a useful final output
- Separate AI drafting from human decisions
- Use a study, office or business example

02 Reuse prompts and checks

25 min

- Add placeholders to your Day 1 prompt
- Include the source checks practised on Day 2
- Set rules for privacy, tone and approval
- Test the plan with a second sample input

03 Automation demonstration

20 min

- Trainer demo: trigger, AI draft and human approval
- No automation account or setup needed to follow
- Notice permissions, costs and failure cases
- Choose which steps should stay manual

A demonstration of automation; your guided output is a workflow plan.

04 Workflow practice

35 min

- Build on your prompt and checked summary
- Write the input, draft, review and output steps
- Add a fallback when the AI output is wrong
- Choose one small next step to try after the workshop

GUIDED PRACTICE · PLAN A WORKFLOW

Combine your Day 1 prompt and Day 2 review method into one recurring task. Write the input, AI draft, human review, output and fallback steps.

YOU LEAVE WITH

A written workflow plan with input, AI draft, human review and output.

INCLUDED RESOURCES

Session notes | Workflow examples

YOUR TRAINER



Supreet Kothuri

AI & Product Builder · B.Tech CSE, SRM University AP

Supreet builds AI products and studies B.Tech CSE at SRM University AP. He leads all three sessions of this workshop.

College students and working professionals, 17 and above. This batch is not open to school students.

WHO IT IS FOR

- ✓ College students
- ✓ Working professionals and office staff
- ✓ Business owners and creators
- ✓ Educators

WHAT YOU GET

- ✓ Three live sessions
- ✓ Full syllabus
- ✓ Guided practice
- ✓ Session notes
- ✓ Tool and prompt list
- ✓ Workflow examples
- ✓ Certificate

BEFORE YOU JOIN

- A laptop or desktop is recommended for the hands-on practice. A phone works for following along.
- A stable internet connection for a 2-hour video call.
- A free Google account to join Google Meet.
- Free ChatGPT or Gemini accounts. No paid AI subscriptions are needed.

Sessions are live only; no recordings. Attend all 3 live sessions to receive a certificate of participation in your name from TEFY.

1

Register online

Enter your details and pay at aipaatashala.com.

2

Request group access

Save your WhatsApp number on the booking page, then request group access.

3

Attend the sessions

The meeting link arrives by email and in the group before Day 1.

The fee is non-refundable once paid. If you can't attend, you can transfer your seat to someone else before the first session starts. If we cancel the workshop, you get a full refund. The full rules are in the Cancellation & Refund Policy.

Questions: support@aipaatashala.com · Replies within 2 working days.

Reserve your seat

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