iGOT Karmayogi Platform **Suggested Courses for Under Secretary**

- a. Introduction to Emerging Technologies
- b. Yoga Break at Workplace
- c. Orientation Module on Mission LiFE
- d. Cyber Safety Stay Safe in Cyber Space
- e. Data Driven Decision Making for Government
- f. Effective Communication
- g. Introduction to Leveraging AI and Chat GPT
- h. Noting and Drafting
- i. Microsoft Word Beginners
- Microsoft Excel for Beginners