Government Capacity Building

Program Brochure · 2026

DIGITAL SKILLS FOR PSU WORKFORCE

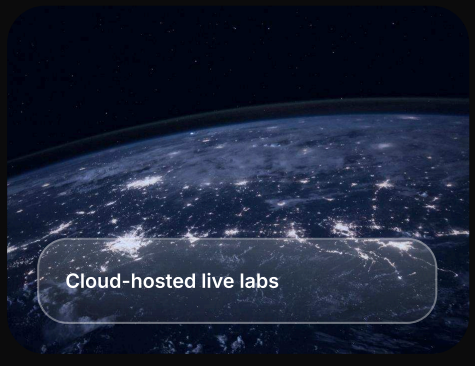
Digital confidence for every employee.

Intermediate
40 Hours
SAM-PSUDIGI

Government Capacity Building

Capable institutions. Secure nation.

20 programs in this track



7

modules · hands-on labs · capstone project

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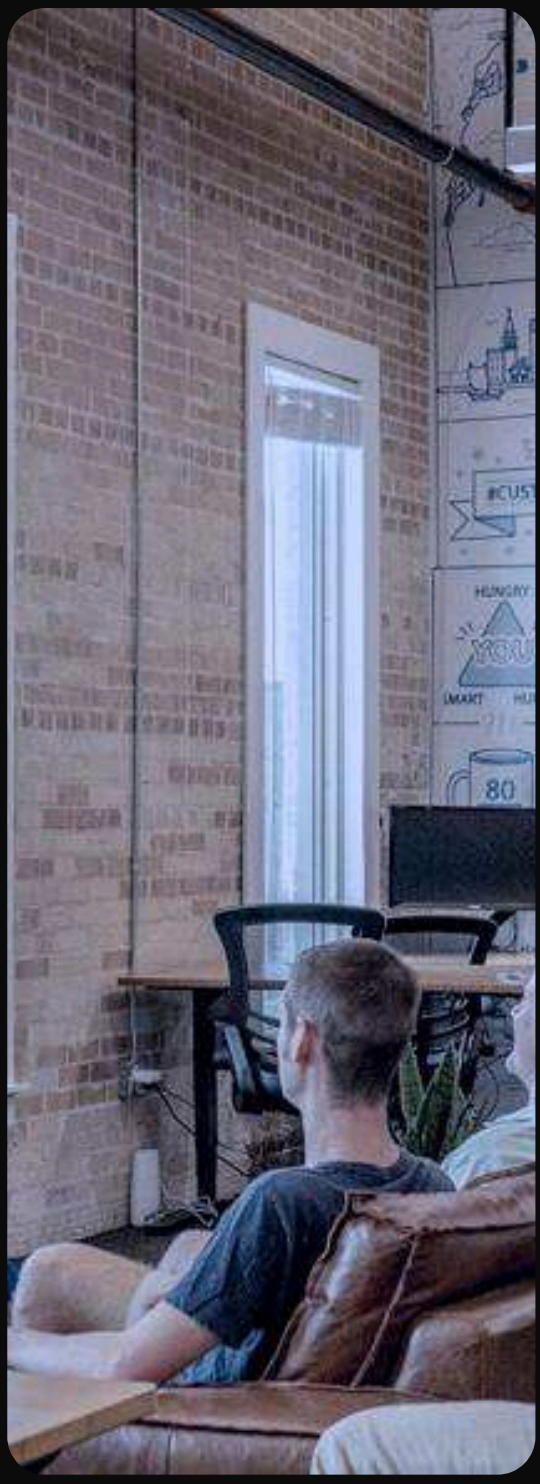
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AT A GLANCE

Level	**Intermediate**
Duration	**40 Hours**
Modules	**7**
Certificate	**SAM-PSUDIGI**

Program overview

Digital confidence for every employee.

Essential digital skills for PSU employees — productivity tools, data and online services.

Everyday work in PSUs increasingly runs on digital tools, from e-office files and online procurement to shared documents, data reports and video meetings. This program builds practical digital confidence for employees across functions, covering productivity tools, spreadsheets and data, government online services, collaboration, responsible use of AI assistants and safe online habits, through hands-on exercises based on routine workplace tasks.

DELIVERY

Instructor-led · Live virtual · Blended

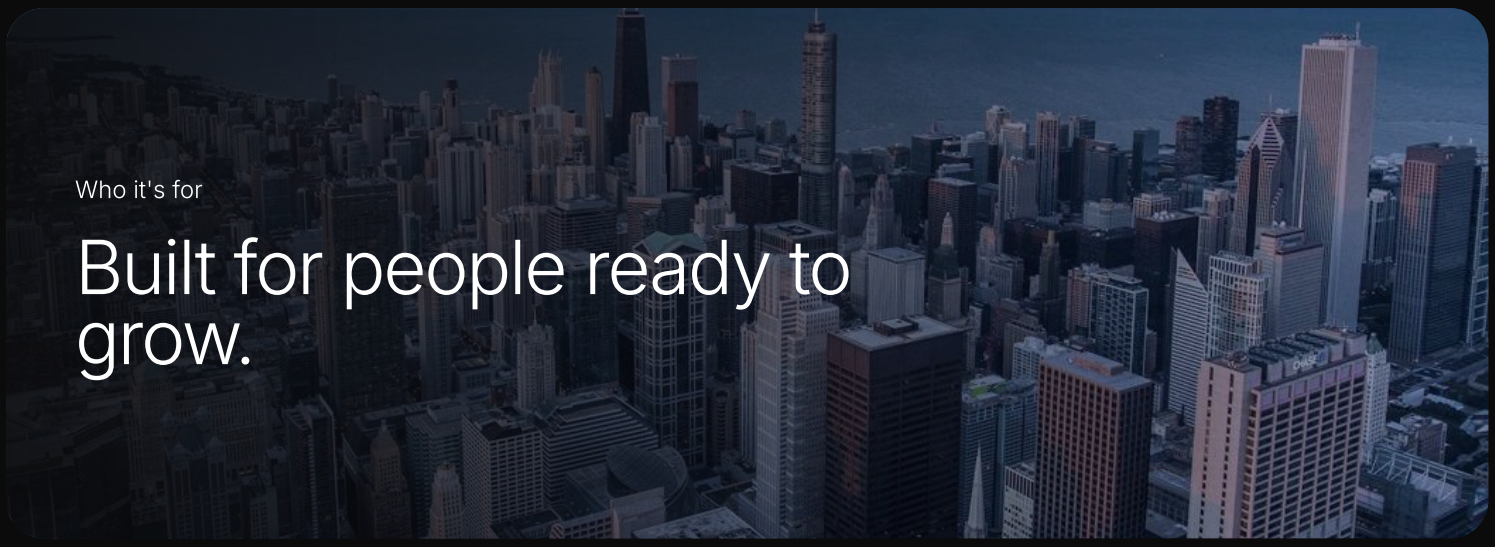


LEVEL
Intermediate

DURATION
40 Hours

CERTIFICATION
SAM-PSUDIGI

TRACK
Government Capacity Building



Who it's for

Built for people ready to grow.

01

Government officials

Cyber awareness, AI for public service, e-governance

02

Senior IAS / IPS officers

Technology leadership and AI policy

03

PSU workforce

IT security, OT/ICS/SCADA, digital skills

04

Law enforcement & defence

Cyber forensics, CERT ops, defence cyber

PREREQUISITES

Basic computer and smartphone use	01
Access to a laptop or desktop	02
Willingness to practise hands-on	03

ROLES THIS PREPARES YOU FOR

- Administrative and office staff ↗
- Finance and accounts assistants ↗
- HR and personnel staff ↗
- Procurement and stores teams ↗
- Supervisors and section heads ↗

Learning outcomes

What you'll be able to do.



01	Organise files, email and calendars efficiently using digital tools
02	Create clear reports and presentations with office productivity software
03	Analyse and summarise data using spreadsheets, formulas and pivot tables
04	Complete common tasks on government online service portals
05	Collaborate effectively through video meetings and shared workspaces
06	Use AI assistants responsibly and work securely online

Program runway

Module by module.

7
modules · 40 hours

01	**Digital Foundations** Computer and smartphone essentials, File management and cloud storage, Email etiquette and organisation	6 hrs
02	**Productivity and Office Tools** Word processing for reports, Presentations that communicate clearly, Collaborative document editing	6 hrs
03	**Spreadsheets and Data** Spreadsheet basics and formulas, Sorting, filtering and validation, Pivot tables and summaries	6 hrs
04	**Online Government Services** DigiLocker and e-documents, GeM and e-procurement basics, e-Office and file workflows	6 hrs
05	**Digital Communication and Collaboration** Video meeting best practices, Team messaging tools, Shared workspaces	6 hrs
06	**AI Tools for Everyday Work** What generative AI can do, Writing and summarising with AI, Checking AI outputs	5 hrs
07	**Working Securely Online** Password managers and MFA, Recognising phishing and fraud, Safe browsing and downloads	5 hrs
★	**Capstone · Digital Workday Portfolio** Assessment, capstone review and certification	

The syllabus.

Modules 01–03

Module 01

Digital Foundations

6 hours

Hands-on lab
Organise files and folders in cloud storage and set up shared access

TOPICS COVERED

- Computer and smartphone essentials
- File management and cloud storage
- Email etiquette and organisation
- Calendars and scheduling
- Keyboard shortcuts for productivity

Module 02

Productivity and Office Tools

6 hours

Hands-on lab
Create a formatted report and short presentation from a given brief

TOPICS COVERED

- Word processing for reports
- Presentations that communicate clearly
- Collaborative document editing
- Templates and formatting standards
- Creating and sharing PDFs

Module 03

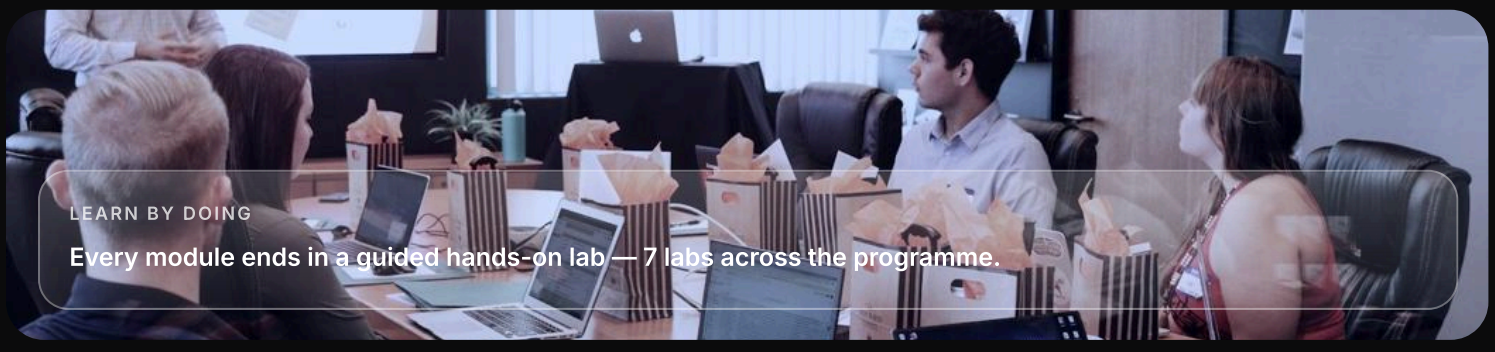
Spreadsheets and Data

6 hours

Hands-on lab
Build a monthly progress report using formulas and a pivot table

TOPICS COVERED

- Spreadsheet basics and formulas
- Sorting, filtering and validation
- Pivot tables and summaries
- Charts for reporting
- Data accuracy habits



Syllabus, continued.

Modules 04–05

Module 04

Online Government Services

6 hours

Hands-on lab
Complete a guided walkthrough of a common government service portal process

TOPICS COVERED

- DigiLocker and e-documents
- GeM and e-procurement basics
- e-Office and file workflows
- Online payments and receipts
- Grievance and service portals

Module 05

Digital Communication and Collaboration

6 hours

Hands-on lab
Plan and run a short virtual meeting with shared notes and actions

TOPICS COVERED

- Video meeting best practices
- Team messaging tools
- Shared workspaces
- Remote collaboration etiquette
- Digital accessibility basics



LEARN BY DOING

Every module ends in a guided hands-on lab — 7 labs across the programme.

Syllabus, continued.

Modules 06–07

Module 06

AI Tools for Everyday Work

5 hours

Hands-on lab
Use an AI assistant to summarise a document and verify its accuracy

TOPICS COVERED

- What generative AI can do
- Writing and summarising with AI
- Checking AI outputs
- What not to share
- Responsible use policies

Module 07

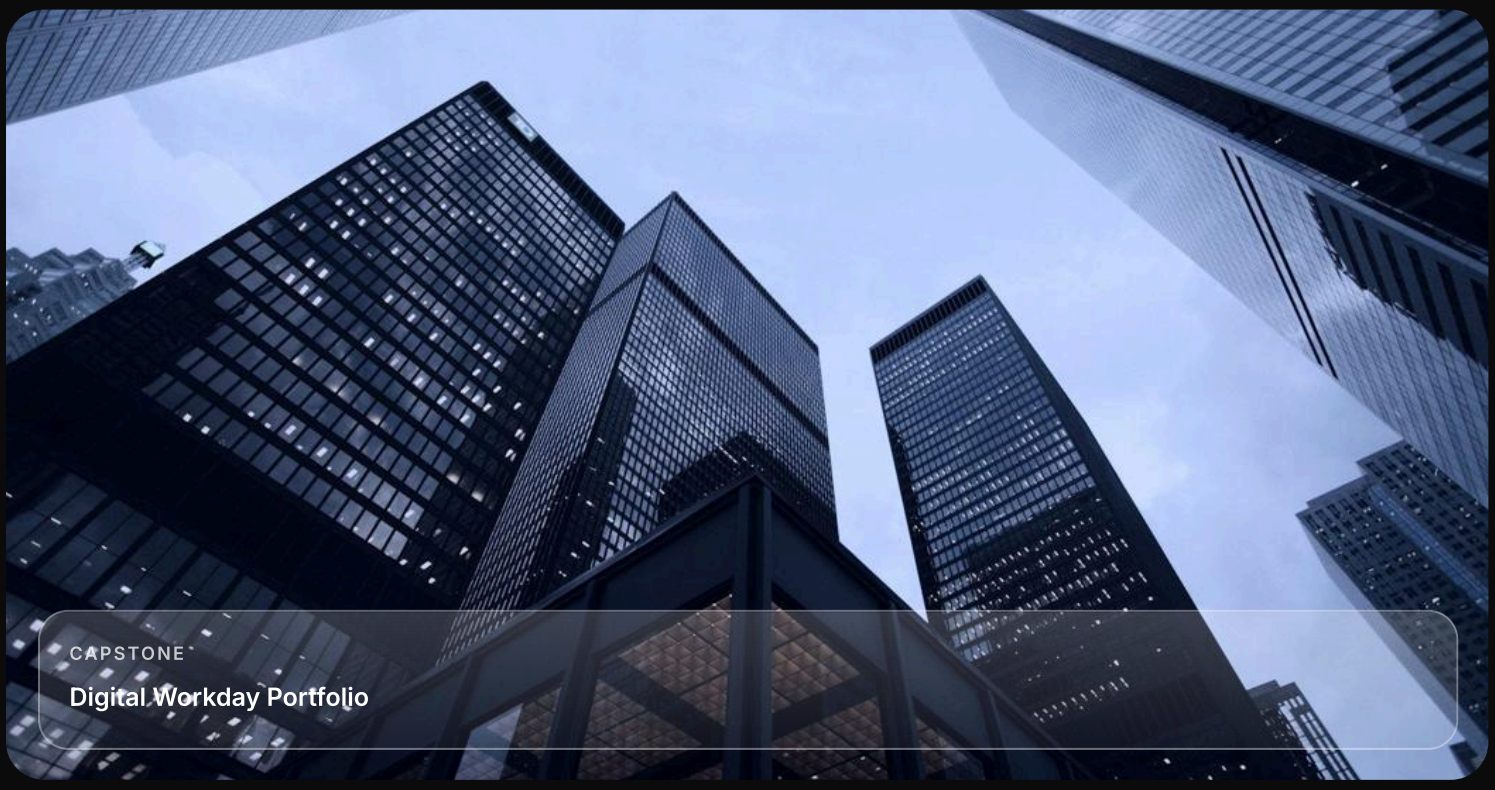
Working Securely Online

5 hours

Hands-on lab
Complete a phishing recognition exercise and secure a sample account

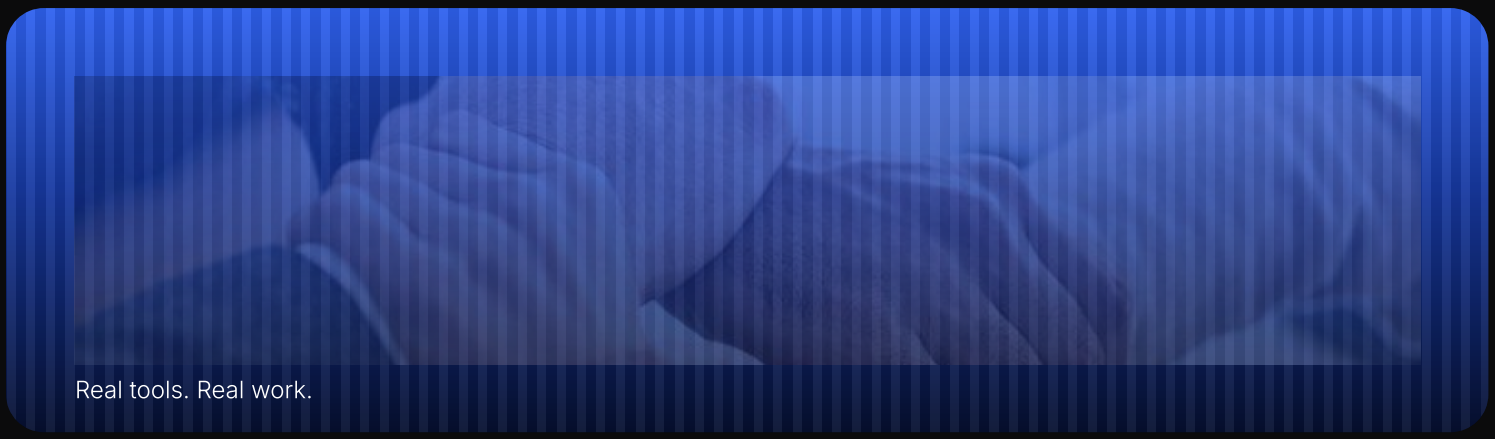
TOPICS COVERED

- Password managers and MFA
- Recognising phishing and fraud
- Safe browsing and downloads
- Protecting personal and official data
- Reporting suspicious activity



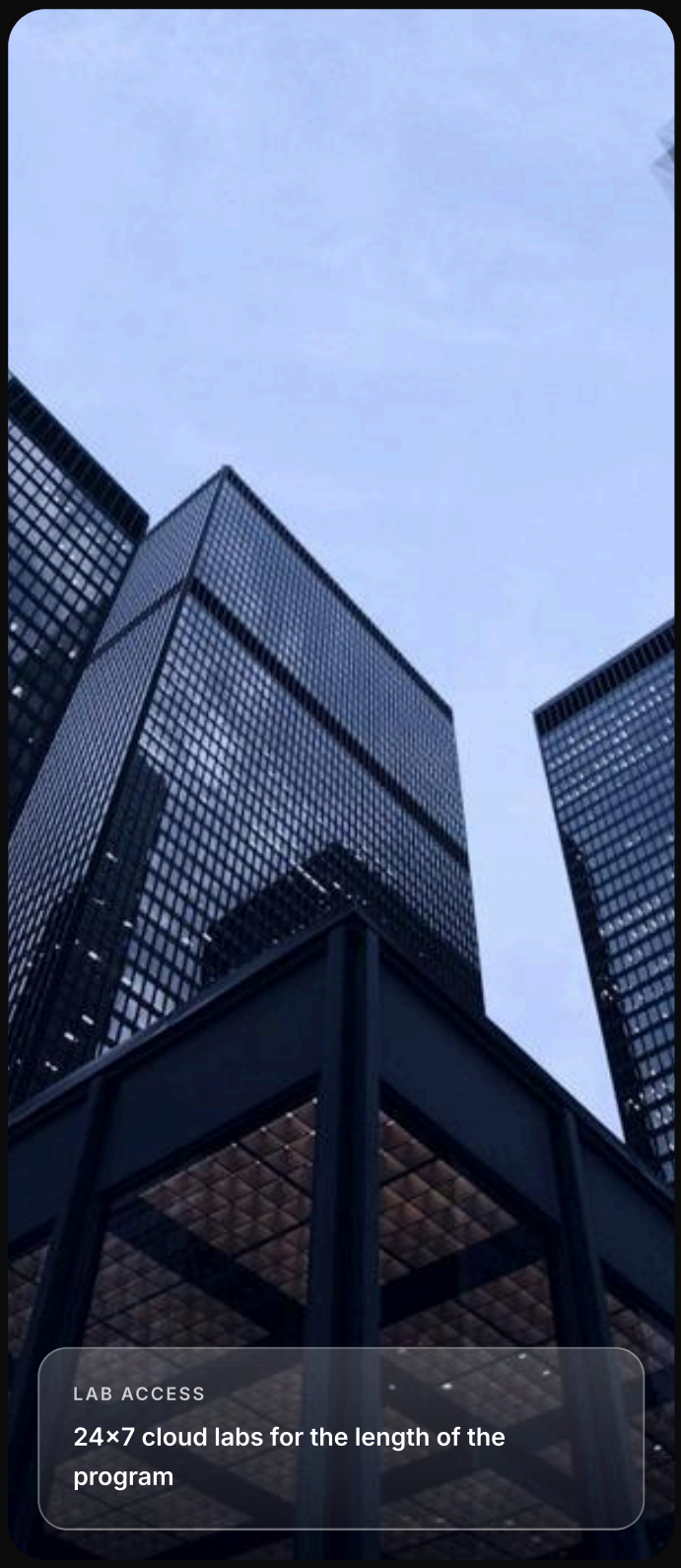
CAPSTONE

Digital Workday Portfolio



What you will build

Use digital productivity tools	01
Work with data and reports	02
Use online government services	03
Work securely online	04



01

Monthly Report Workbook

Build a spreadsheet workbook that turns raw monthly data into summaries, charts and a short written report for a manager.

02

Digital File Workflow

Set up a shared folder structure, naming conventions and access rules for a team's routine documents and approvals.

03

AI-Assisted Drafting Exercise

Use an AI assistant to draft a routine office communication, then review, correct and finalise it following responsible use guidelines.



Capstone project

Digital Workday Portfolio

Complete a portfolio of everyday tasks done digitally: a formatted report, a data summary with charts, a presentation, a completed portal walkthrough and a secure collaboration setup, demonstrating confident and safe use of digital tools at work.

Real-world scenario | Mentor review | Portfolio ready

Certification

SAM-PSUDIGI

Awarded on successful completion of the program assessments.

- MCQ assessments
- Practical lab evaluation
- Project & capstone review
- Final presentation



The SAM Learning Framework™

Scenario · Apply · Master · Mentor

Phase 01

Scenario

Real-world attack and use-case scenarios open every module.

Phase 02

Apply

Hands-on lab work, CTF challenges and live projects.

Phase 03

Master

Assessment, peer review and certification prep.

Phase 04

Mentor

Post-program career guidance and support.

DELIVERY MODELS

- Instructor-Led (ILT)
- Virtual Instructor-Led
- Self-Paced Online
- E-Learning Licensing
- Blended Learning
- Corporate Onsite
- Bootcamp Intensive

Learning path · Government Capacity Building

Where this program fits.

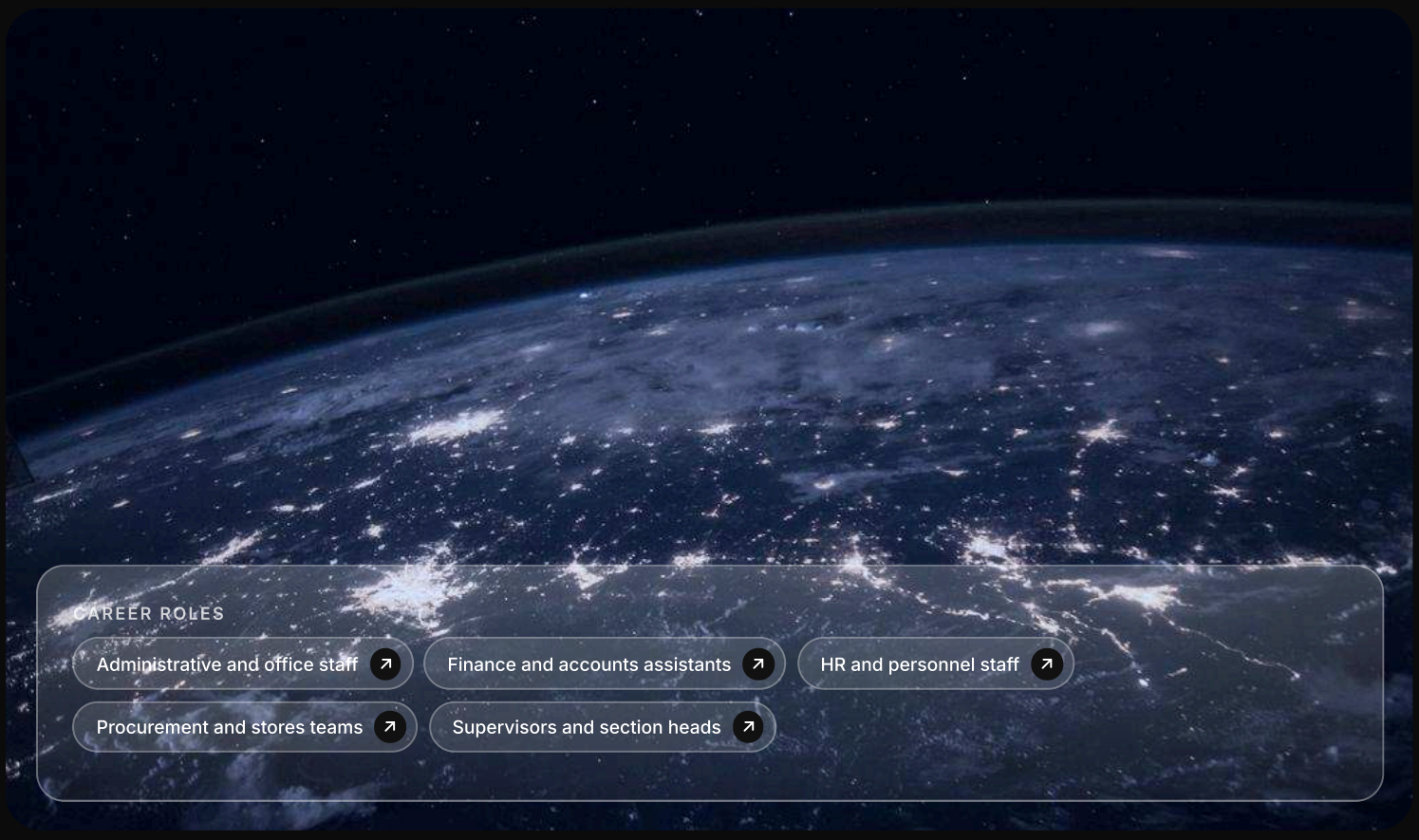
Foundation	Intermediate	Advanced	Expert	Executive
4 programs	You are here	8 programs	1 programs	2 programs

Before this

Cybersecurity Awareness for Government Officials	8 Hours
AI for Public Service (IAS/IPS Officers)	24 Hours
Data-Driven Governance Workshop	16 Hours
IT Security Awareness for PSU Employees	8 Hours

Up next

National Cybersecurity Policy Implementation	48 Hours
Critical Infrastructure Protection Program	56 Hours
Cyber Forensics for Law Enforcement	72 Hours
CERT Operations & Incident Management	64 Hours



CAREER ROLES

- Administrative and office staff
- Finance and accounts assistants
- HR and personnel staff
- Procurement and stores teams
- Supervisors and section heads

Questions, answered.

Q01

Do I need prior experience to join?

Some working familiarity with computers, email and basic office software is helpful, because the program builds on basic concepts quickly. Participants newer to the area can still follow along, and trainers share short preparatory material before the first session where needed.

Q02

How is the program delivered and scheduled?

The 40 hours program is instructor-led and can be delivered live virtual, in person at your institution, or in a blended format. Session timings and batch sizes are planned with the sponsoring organisation to fit official working schedules.

Q03

Will I receive a certificate?

Yes. Participants who meet attendance requirements and successfully complete the assessments receive the Samcommunity Academy SAM-PSUDIGI certificate. Assessments may include quizzes, practical exercises and a final capstone review, depending on the program format.

Q04

What do the hands-on exercises involve?

Exercises use case studies, templates, tabletop scenarios and guided demonstrations rather than live production systems. Any required materials or sandbox access are shared before the program, and no special software installation is usually needed.

Q05

Is career or post-program support included?

The program is designed for capacity building of working professionals rather than placement. Participants receive learning resources, templates and guidance on further learning paths. Samcommunity Academy does not guarantee promotions, postings, jobs or salary outcomes.



Let's talk

START DIGITAL SKILLS FOR PSU WORKFORCE.

academy@samcommunity.in

corporate@samcommunity.in

samcommunity.in

@samcommunity_

Learn practical skills. Grow with mentors.

Xylyn Samcommunity Private Limited · DPIIT-recognized startup · Surat, Gujarat, India