01 / YOUR WORK

Go beyond AI chat. Build reports, assistants and workflows.

Practical AI training for the business processes you handle.

Use AI in work you already understand. Learn to create useful outputs, check the results and repeat the method independently. No coding or previous AI experience is required.

Choose a responsibility you want to improve

Business area	Who the training helps	Example process focus
Sales & Operations	Sales representatives, sales coordinators and sales operations executives.	Lead generation, lead management and sales reporting.
Customer Relationships	Customer service executives, relationship executives and service team leads.	Complaint-ticket management, customer follow-up and renewal preparation.
Business Reporting & Operations	Reporting analysts, business reporting executives and operations coordinators.	Performance reporting, backlog review and operational exceptions.
Finance & Accounting	Accounts executives, accountants and hands-on finance managers.	Receivables follow-up, invoice review and budget-variance reporting.
HR & Recruitment Administration	HR executives, recruitment coordinators and hands-on HR managers.	Onboarding documentation and policy queries.

A business process is a specific responsibility within your role. For example, lead generation and lead management are two different processes within Sales.

Choose your business area, learning package and preferred platform. Find your core courses on page 4, then explore process specialisations on page 5.

02 / YOUR PACKAGE

Choose your AI learning package

Select one business area. Your package includes its core courses up to your chosen level, plus the required platform courses.

AI Productivity

Create useful work.

₹3,000

16 training hours

2 projects · 2 certificates*

Prepare and check a report, document or workplace communication.

AI Assistant Builder

Make your method reusable.

₹6,000

24 training hours

3 projects · 3 certificates*

Create and test an assistant for a recurring task.

AI Workflow Builder

Connect the process.

₹11,800

40 training hours

5 projects · 5 certificates*

Link inputs, AI steps, checks and human approval into a repeatable process.

All training fees exclude applicable GST. Software subscriptions, when needed, are separate.

What your package includes

Each course = 8 training hours	Productivity	Assistant Builder	Workflow Builder
AI Essentials Prompting, useful context and response checks.	Included	Included	Included
AI Productivity P00 Prepare and verify work for your role.	Included	Included	Included
AI Assistant Builder A00 Build and test a reusable assistant.	—	Included	Included
AI Knowledge Lab Use reference documents and check sources.	—	—	Included
AI Workflow Builder W00 Connect steps with human review.	—	—	Included

Courses follow the learning sequence; earlier stages are not skipped. *One academy certificate per successfully assessed course, not attendance alone.

Each course combines theory (1.5 hours), guided practice (3.5 hours), project work (2 hours), and Q&A, submission and assessment (1 hour). Training hours exclude breaks.

03 / YOUR PLATFORM

Your platform
Your choice

Bring the AI tool you already use—or choose the one you want to learn. The course fee stays the same.

Microsoft Copilot	Gemini	ChatGPT	Claude

Choose one platform. We confirm your account features and adapt the exercises to the agreed project. Assistants may use built-in features or reusable instructions, depending on your plan.

Already have access?

Use your existing account when it supports the exercises. No second subscription is needed; a suitable free plan can also work.

Need access for learning?

Choose an optional one-month subscription. We explain the plan and cost before purchase and can guide you through setup.

Optional subscription: one-month price guide

Platform / example plan	Monthly reference	Plan note
Copilot / Microsoft 365 Personal [1]	₹689	Personal plan; business plans are separate.
Gemini / Google AI Plus or Pro [2]	₹399 / ₹1,950	Choose the access level needed for your exercises.
ChatGPT Plus [3, 4]	US$20 reference	Confirm the localized INR price at checkout.
Claude Pro [5]	US$20 US reference	Local pricing and taxes vary by region.

Official monthly-billing references checked 29 November 2026. These are examples, not OXI AI licence quotes. Current checkout prices and account features take precedence.

Your total cost

Course fee + applicable GST
+ optional subscription and its applicable taxes

Purchase through the provider or an authorized partner. Renewals, business licences, APIs and add-ons are separate. Courses spread over several months may require longer access.

Practise with sample or appropriately authorized data. Keep confidential material out of tools you are not permitted to use.

Pricing references: [1] Microsoft · [2] Google · [3] ChatGPT Plus · [4] INR billing · [5] Claude

04 / YOUR CORE COURSES

Start with core skills for your business area

Your chosen package follows the P00, A00 and W00 courses below, up to your selected level.

Core courses apply AI to everyday work in your business area. Develop useful outputs, reusable assistants and reviewed workflows through practical projects.

Business area	AI Productivity P00	AI Assistant Builder A00	AI Workflow Builder W00
Sales & Operations	AI for Everyday Sales Work **SAL-P00**	Build a Sales Work Assistant **SAL-A00**	Build a Sales Request Review Workflow **SAL-W00**
Customer Relationships	AI for Everyday Customer Service **CRM-P00**	Build a Customer Service Assistant **CRM-A00**	Build a Customer Request Review Workflow **CRM-W00**
Business Reporting & Operations	Everyday Operations Briefing with AI **OPS-P00**	Reusable Operations Briefing Assistant **OPS-A00**	Daily Operations Briefing Workflow **OPS-W00**
Finance & Accounting	Everyday AI for Finance Work **FIN-P00**	Finance Briefing Assistant **FIN-A00**	Finance Briefing Review Workflow **FIN-W00**
HR & Recruitment Administration	Everyday AI for HR Administration **HRA-P00**	HR Administration Briefing Assistant **HRA-A00**	HR Communication Review and Handover Workflow **HRA-W00**

Each core course provides 8 training hours, one project and one OXI AI Academy certificate after successful assessment. Required platform courses are included in the package totals on page 2.

These are the entries labelled Generic domain course in the OXI AI Business Process Course Catalogue v1. The titles and codes match across both documents.

Build confidence through work you can show

Keep your checked work outputs, reusable instructions and test results. Demonstrate your method on a new case and explain the checks you performed. Each assessed project gives you evidence of the capability you have developed.

Workflow projects are training prototypes. Live system use depends on access, tools and the agreed scope.

05 / EXPLORE PROCESS SPECIALISATIONS

Choose the process you want to master

Explore 25 business processes, each with Productivity, Assistant Builder and Workflow Builder courses.

Choose a specialisation for a responsibility you handle. Study its data, business rules, exceptions and checks in greater depth, with a separate practical project for each selected course.

Business area	Process specialisations	Catalogue v1
Sales & Operations	01 Lead Generation and Prospect Research 02 Lead Qualification and Prioritisation 03 Pipeline and Follow-up Management 04 Proposal and Quotation Preparation 05 Sales Performance and Forecast Review	SAL Pages 3-5
Customer Relationships	01 Complaint Ticket Management 02 Customer Query and Knowledge Support 03 Service Commitments and Escalation 04 Customer Renewal Follow-up 05 Customer Feedback Analysis	CRM Pages 6-8
Business Reporting & Operations	01 Weekly Performance and KPI Reporting 02 Backlog and Exception Management 03 Work Allocation and Handover 04 SOP Knowledge and Process Guidance 05 Meeting Decisions and Action Tracking	OPS Pages 9-11
Finance & Accounting	01 Receivables Follow-up 02 Invoice Verification and Payables Exceptions 03 Expense Claims and Policy Review 04 Budget Variance and Management Commentary 05 Bank Reconciliation and Cash Record Review	FIN Pages 12-14
HR & Recruitment Administration	01 Recruitment Coordination 02 Employee Onboarding Documentation 03 HR Policy Queries 04 Leave and Attendance Record Review 05 Learning and Training Coordination	HRA Pages 15-17

The catalogue contains 75 process courses plus the 15 core courses. Every business course provides 8 training hours and one assessed project, with one certificate after successful assessment.

Open OXI_AI_Course_Catalogue_v1.pdf and use the pages above. Compare the learning topics, project and assessment at each level, then use the course code to discuss your next learning plan.

Process specialisations are selected separately. Your plan confirms relevant prior learning, the course codes, additional hours and fees. Required levels are completed in sequence; completed platform courses are reused.

06 / CONTINUE YOUR LEARNING

Continue building your skills

Use your next course to deepen a process you handle or add another responsibility within your role.

Continue from	Study next	Why the next course adds value
Lead Generation and Prospect Research	Lead Qualification and Prioritisation	Move from finding suitable prospects to assessing lead quality and preparing the next sales action.
Complaint Ticket Management	Customer Renewal Follow-up	Use service history and renewal dates to prepare customer reviews, communication and follow-up.

You can progress within a process from Productivity to Assistant Builder and Workflow Builder, or add a new process once its prerequisites are met. Completed AI Essentials and AI Knowledge Lab courses are reused. Your next course plan confirms the scope, hours, fee and assessment.

If you add another business area

These upfront bundles cover the core courses in another business area. Additional process specialisations are confirmed separately in your course plan.

Courses in the new business area	Fee excl GST	Training and certificates
AI Productivity P00	₹2,000	8 hours / 1
Productivity P00 + Assistant Builder A00	₹5,000	16 hours / 2
Productivity P00 + Assistant Builder A00 + Workflow Builder W00	₹9,000	24 hours / 3

Complete the courses in sequence. Any required platform course is added once if not already completed or included. Two full Workflow Builder areas bought upfront total ₹20,800, 64 hours and 8 certificates.

Individual core courses and platform learning

Individual course	Fee excl GST	Training
AI Essentials	₹1,000	8 hours
AI Knowledge Lab	₹2,000	8 hours
AI Productivity P00	₹2,000	8 hours
AI Assistant Builder A00	₹4,000	8 hours
AI Workflow Builder W00	₹5,000	8 hours

AI Tools Bundle: ₹2,800 | 16 training hours | 2 certificates

Tools Bundle includes AI Essentials and AI Knowledge Lab. Business courses require the earlier stages. Certificates require successful assessment. Fees exclude applicable GST; software is separate. Upfront bundle prices do not apply retrospectively.