KHYBERPAKHTUNKHWA JUDICIAL ACADEMY
PROFESSIONALISM EXCELLENCE DIVERSITY

SCHEDULE OF ACTIVITIES
TRAINING ON FOUNDATIONAL IT SKILLS AND AI CORE COMPETENCIES

Day-1: Monday, 16th November, 2026		
08:00 – 08:30	**Arrival of Participants and Registration on LMS** • Registration and briefing about the LMS	Director IT & IT Wing
08:30 – 09:15	**Inaugural Ceremony** • 08:30 – 08:35 Recitation from the Holy Quran • 08:35 – 08:45 Welcome Address by DG KPJA • 08:45 – 09:05 Address by the Chief Guest • 09:05 – 09:15 Group Photo	
09:15 – 09:25	**Course Briefing** • Overview of course contents • Learning expectations • Grading / assessment	Dean Faculty
09:25 – 11:00	**1st Session: Introduction to AI** • What AI tools are and how they differ from search engines • Generative AI, Agentic AI, Predictive AI **Use of ChatGPT-1** • Login and plan check • Interface and model families: the same question on a fast and a reasoning model, comparing speed, quality and usage • Privacy, Memory and personalization: model-improvement setting, Temporary Chat, view and delete a memory, custom instructions • Prompting: role, context, task, format; editing a prompt; repairing a failed output	Asst. Prof. Adnan Amin, IM Sciences.
11:00 – 11:30	**Tea Break**	
11:30 – 13:00	**2nd Session: Use of ChatGPT-2** • Search: a current-information question, inspecting the source links • Source-grounded document analysis: summary and facts with page numbers and exact quotes; tracing three claims back to the PDF • Canvas: refining a longer draft section by section • Data analysis: orders spreadsheet to a table and one chart • Projects: one reusable workflow; Custom GPT shown by the trainer	Asst. Prof. Adnan Amin, IM Sciences.

13:00 – 14:30	**3rd Session: Use of ChatGPT-3** • Images and voice: read a receipt; dictate a short note and proofread it with read-aloud; quick image-generation demo • Wrap-up: saving prompts to a library; awareness of Deep Research, Tasks, connected apps, shared links and export **(Reinforcement Activity)** • Workflow map: copy and paste, downloaded file, in-Office integration, and when to use each • Integration of MS Office and other applications with ChatGPT • Completion of the ChatGPT portfolio: source-referenced document summary, table and chart, refined Canvas draft, dictated note, each with a verification checklist • Optional extension: Deep Research with citation checking; downloading a Word/Excel file and reopening it; longer image and voice practice; English–Urdu translation	Asst. Prof. Adnan Amin, IM Sciences.
14:30 onwards	**Lunch and Prayer Break**	

Day-2: Tuesday, 17th November, 2026		
08:30 – 09:45	**1st Session: Use of Gemini-1 – Gemini Antigravity** • Login and plan check • LLMs and their ecosystem; Microsoft Word integration • Prompting: role, context, task, format; editing a prompt; repairing a failed output • Audio dictation tools for transcription using OpenAI Whisper / Omnilingual ASR • Installing and running local LLMs using LM Studio / Ollama	Dr. Omer Usman, Director IT Department / Faculty Member, FAST University, Peshawar
09:45 – 11:00	**2nd Session: Use of Gemini-2, Google Work Flow Environment** • Moving work between Gemini and Google Drive, Docs, Sheets, Slides and Gmail (where available on the accounts) • Search with source links • Source-grounded document analysis: page numbers, exact quotes, explicit “not found” statements	Dr. Omer Usman, Director IT Department / Faculty Member, FAST University, Peshawar
11:00 – 11:30	**Tea Break**	

11:30 – 13:00	**3rd Session: Use of Gemini-3** • Reusable instructions (Gems) • Data analysis: spreadsheet to a table and one chart • Images, voice and read-aloud • Wrap-up: prompt library; awareness of Deep Research, connected apps, shared links and export	Dr. Omer Usman, Director IT Department / Faculty Member, FAST University, Peshawar
13:00 – 14:00	**4th Session: Reinforcement Activity** • Scenarios to build using AI agents: – Document Redaction Pipeline – Full Trial Record Chronology Extractor – Memo Generator with Prompt Caching – Case Law Citation Auditor – Low Code RAG & Agents using Dify.ai / AnythingLLM	Dr. Omer Usman, Director IT Department / Faculty Member, FAST University, Peshawar
14:00 onwards	**Lunch and Prayer Break**	

Day-3: Wednesday, 18th November, 2026		
08:30 – 09:45	**1st Session: MS Office** • **Introduction**	Mr. Zufiqar Khan, Web Developer, KPJA
09:45 – 11:00	**2nd Session: MS Word Basic**	Mr. Zufiqar Khan, Web Developer, KPJA
11:00 – 11:30	**Tea Break**	
11:30 – 13:00	**3rd Session: MS Word Advance**	Mr. Zufiqar Khan, Web Developer, KPJA
13:00 – 14:00	**4th Session: Reinforcement Activity**	Mr. Zufiqar Khan, Web Developer, KPJA
14:00 onwards	**Lunch and Prayer Break**	

Day-4: Thursday, 19th November, 2026		
08:30 – 09:45	**1st Session: Use of Claude-1** • Login and interface; model selection and effort/thinking controls • Privacy and preferences: model-improvement setting, incognito chat, profile preferences and styles • Web search with sources (research mode shown if available) • Multiple files and version comparison: two incident reports, listing changed dates, figures and wording, each confirmed against the originals	Prof. Dr. Awais Adnan, IM Sciences, Peshawar

09:45 – 11:00	**2nd Session: Use of Claude-2** • Projects: project knowledge and persistent instructions for the practice scenario • Artifacts: create or modify a simple Artifact; complex one shown by the trainer • File creation: produce a Word or Excel file, download, reopen and inspect it • Images and charts: interpret a photo and a chart; brief voice demo • Output versus verified finding: mark each claim as verified, corrected or unsupported	Prof. Dr. Awais Adnan, IM Sciences, Peshawar
11:00 – 11:30	**Tea Break**	
11:30 – 13:00	**3rd Session: Use of Claude-3** • Same document-analysis task scored in ChatGPT and Claude on a short rubric • Wrap-up: prompt library; awareness of connectors, sharing and publication controls • Integration of MS Office and other applications with Claude (plugins)	Prof. Dr. Awais Adnan, IM Sciences, Peshawar
13:00 – 14:30	**4th Session: Reinforcement Activity** • Claude portfolio containing a version-comparison list confirmed against the originals, a project with instructions, a simple artifact, a downloaded and inspected file, and the completed comparison rubric • Claude Research with citation checking (if available); advanced multi-file analysis; extended artifact and file creation practice	Prof. Dr. Awais Adnan, IM Sciences, Peshawar
14:30 onwards	**Lunch and Prayer Break**	

Day-5: Friday, 20th November, 2026		
08:30 – 09:30	**1st Session: Ethical Use of AI and Judicial Use Cases**	Mr. Ahmed Iftikhar, Dean Faculty KPJA
09:30 – 10:30	**2nd Session: Ethical Use of AI and Judicial Use Cases**	Mr. Ahmed Iftikhar, Dean Faculty KPJA
10:30 – 11:00	**Tea Break**	
11:00 – 12:00	**Post-Assessment Test**	Faculty + IT Wing
12:00 – 12:30	**Concluding Session** • Recitation from the Holy Quran • Concluding remarks by DG KPJA • Address by the Chief Guest • Conferment of certificates • Group photograph	
12:45	**Friday Prayers**	
13:00 onwards	**Lunch**	