



Copilot - Two 1-Hour Introductory Instructor-Led Webinars (Maximum 1000 participants)

Save time with Copilot across Microsoft 365

Microsoft 365 Copilot can dramatically speed up drafting, summarising, analysing and organising work across Microsoft 365, when it is used on top of good ways of working. On its own, Copilot is not the answer to productivity; without clear structure, prompts and judgement, it can simply help people do the wrong things faster.

These two short, Instructor-led webinars cut through the hype. They show how Copilot can genuinely help, where its limits are and how to start using it effectively to accelerate productive everyday work. Delivery is in English. Participants with a Copilot 365 (Paid) licence can listen simultaneously in their chosen language.

Part 1 - Introduction to Copilot (1 Hour) For anyone new to Copilot - no prior knowledge required

This fast-paced session provides a practical overview of Copilot across Microsoft 365, while setting realistic expectations about what it does well — and where human judgement remains essential.

You will learn:

- What Copilot is (and isn't) — and why you are always the real pilot
- The differences between Copilot Chat (Free) and Copilot 365 (Paid)
- How to write effective prompts using a simple, repeatable framework (with hands-on practice)
- Where Copilot can save time today: drafting, summarising, organising and analysing in
- Outlook, TEAMS, OneNote, Excel, Word and PowerPoint (with demonstrations)
- The principles of responsible, secure and compliant use

Key takeaway:

You will leave with a clear understanding of Copilot's potential, its limitations and how it can fit into productive everyday work.

Part 2 - Copilot 365 Hands-On Exercises (1 Hour) Requires a Copilot 365 (Paid) licence for the exercises

This session builds directly on Part 1 and moves participants from awareness to practical capability. You will complete guided exercises using Copilot in Microsoft 365 apps.

You will practise:

- Summarising long email threads and extracting action lists in Outlook
- Catching up quickly and drafting replies in TEAMS posts and chats
- Turning OneNote pages into clear task lists
- Analysing data and creating charts in Excel using natural language
- Summarising documents and drafting content in Word
- Generating and improving presentations in PowerPoint

Key takeaway:

You will leave with hands-on experience and the confidence to start using Copilot 365 (Paid) immediately in your own work.

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